

KICKOFF MEETING MATERIALS and OUTLINE

Materials needed for monitoring kickoff meetings:

- QAT communication document (lists contacts for project)
- DMT document (data logistics)
- Work order
- Outline for agenda
- Agenda

Agenda Outline:

Meeting Objectives

Finalize study logistics, discuss workorder, discuss laboratory analytes, laboratory contracts, SWAMP comparability, SWAMP QC requirements, SWAMP data storage

Overview

- Sample collection
- Stations: e.g. 30 probabilistic ponds, perennial and non-perennial
- SWAMP Depressional Wetland protocol for Physical habitat, Macro Invertebrates, diatoms, sediment metals, nutrients, water chlorophyll-a, cyanotoxin filters

Logistics- Who will do what and when

- Shipping of samples and Chain of Custody (COC) and Analysis Authorization (AA): e.g. daily shipping to WPCL by FedEx, biweekly chlorophyll-a, 1 batch for diatoms, invertebrates, cyanotoxins,
- Data turn-around times
- SWAMP QC

Invitees

- Lab personnel
- Field crews
- Project manager
- Data management Team
- Quality Assurance Team
- State Board representative