

**Monitoring Consortium Pilot Project
Standard Operating Procedures and Quality Assurance Project Plan
Standardization Project**

Agenda and Meeting Minutes

Date: March 11, 2009 – 1:00pm – 3:00 pm

Location: Videoconference between Ecology Headquarters (Room 3A-07) and Ecology North West Regional Office (Room 2A)

Facilitator: Chris Burke, City of Tacoma

Note taker: Julie Lowe, Department of Ecology

Agenda

- Introductions
- Conclusions/Decisions from Last Meeting (Julie)
- Database Update and Discussion (Chris Burke)
- SOP Development Process, where are we at?
 - a. Specific SOP Discussion
- Glossary/Data Quality Indicators Glossary
- Path Forward/Next Steps

Minutes

Attendees: Chris Burke, Julie Lowe, Bob Cusimano, Bill Kammin, Jana Ratcliff, Cory Simon, Chad Hoxeng, David Batts, Rich Sheibley, and Doris Turner

Database Update and Discussion

- Overview of the database project:
 - See Chris's handout *Stormwater QA/QC Analysis Project*

- This is an internal working exercise looking at laboratory trends with quality control data.
- The idea is to develop a procedure for laboratories or project managers to download quality control data to a website or database for statistical analysis
- This database would develop a regional estimate of laboratory performance and changes over time, identify common QC issues associated with stormwater analysis, identify a process for laboratories to compare their performance between laboratories (the idea is to be anonymous) and
- The deliverable for this project is to produce a scope for the database. Bob Cusimano sent around an example to define data elements. This should be done first.
- The core of the scope is to produce well-defined data elements and define boundaries of what we are doing and define what we are tracking (replicates, surrogates?)

SOP Development Process

- Automated Sampler SOP needs work on the QA/QC section. We should further define field blanks, replicates and duplicate collection
- We could address various methods for various volumes
- We could include specifics on when not enough volume is collected to run the full list of parameters for duplicates.
- Grab Sampling SOP needs to be formatted
- This SOP as is does not work well for other conditions such as industrial discharges, construction and/or other types of stormwater conveyance systems (ditches)
- This SOP should not only include fecal and TPH but address a variety of parameters since may do not use composite samplers when sampling stormwater
- This SOP should be divided into the various “systems” as described above
- Doris will extract information from the Industrial Stormwater Sampling guidance into this SOP
- Sediment Sampling SOP is posted on Sharepoint and still in review
- Pollutant Load SOP is posted on Sharepoint and is still in draft review

Glossary

- The glossary should call out each reference for each definition. There were several references used in citing these definitions and we should have EPA definitions toward the top of the list

Next Meeting/Path Forward

- Next meeting in one month. Julie will send out the invite. It will be a videoconference between Ecology's Northwest Regional Office and Headquarters.