

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

Agenda and Meeting Minutes

**Date:** April 22, 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)
- Draft SOPs
  - a. Discussion on the comments/changes to the draft SOPs
- Path Forward/Next Steps
  - a. Next meeting is scheduled on May 21<sup>st</sup> (Thursday) from 1PM until 3PM.  
This is a videoconference between NWRO and HQ.

**Minutes**

**Attendees:** Chris Burke (City of Tacoma), Dana DeLeon (City of Tacoma), Julie Lowe (Ecology), Bill Kammin (Ecology), Fred Bergdolt (WSDOT), David Batts (King County) and Dylan Ahearn (Herrera Env. Consultants)

- Overview of Status
  - Status of each SOP – ready for moving into final draft or draft 2s.  
We have completed our tasks and are within the process timeline expectation.
  - Draft SOPs will be taken down from Sharepoint with new drafts posted that incorporate comments we received

- Next steps (See process timeline below) include project leads compiling comments, posting new drafts (draft 2's) on Sharepoint and sending out to entire SOP group (can be done through Julie). Deadline for this is May 15<sup>th</sup>, some may be sent around earlier.
- This second comment period will NOT include edits on grammar, spelling or format. This is a fatal flaw review period only. Those reviewers should enter in comments using track changes for items that need to be discussed by the group at the next meeting.
- For grammar review, EAP has a process for this that we will use prior to posting finals on the website
- Training update (Chris) – Discussion on the training:
  - The group decided that a few folks from the small technical team on the Autosampler SOP will be selected to participate in training using the new SOP.
  - Tacoma has field staff available for this, field staff from other participating entities (Herrera, DOT, KC) should also be invited.
  - The idea is to have field staff use our SOP for training on sampling. Once we do a dry run, the technical SOP team will take notes to include corrections to the draft SOP
  - Another run will be conducted to test the new draft
  - Action Item: Chris will talk to field staff and set up a date and time and email the technical team
- Draft SOPs – Auto Sampler Discussion
  - Dana gave an overview on the idea that quality assurance/quality control sampling should be done through another SOP. This SOP should focus on step by step for sample collection. On a separate note we should create another SOP describing how to collect field

QA/QC samples. This SOP may hit on definitions of terms but not elaborate on collecting QA/QC samples

- Dana went through multiple references she used to develop her SOP
- Action Item: Dana and Chris will add these into the Auto sampler SOP and add a bibliography page that separates references used to develop the SOP and good stormwater sampling references.
- Chris will draw a brief diagram of how exact and working definitions relate to each QC test from the lab, to sample and through laboratory analysis.
- Review of comment handout – tackling technical issues related to the Automated Sampler SOP
- Path Forward
  - Next meeting is on May 21<sup>st</sup> from 1 – 3PM. This may change. We are thinking of doing a face to face meeting in Tacoma instead. Details will come via email.