

**Monitoring Consortium Pilot Project
Standard Operating Procedures and Quality Assurance/Control for
Monitoring in Stormwater**

Meeting Minutes and Agenda

Date: January 27, 2009
Time: 1:00 – 3:00
Location: City of Tacoma, Central Treatment Plant, Transmission Conf. Room
Facilitator: Chris Burke, City of Tacoma
Note taker: Julie Lowe (by phone), Department of Ecology

Attendees: Bill Kammin and Julie Lowe (Ecology); Chris Burke, Dana DeLeon and Rick Fuller (Tacoma); Dean Wilson, Doug Navetski and David Batts (King County); Doris Turner (Boeing); Dylan Ahern (Herrera); Heather Kibby (Everett); Jana Ratcliff (WSDOT); Bill Taylor (Taylor Associates); John Collins (Pierce County); Rich Hoover (Bellingham) Rich Scheibley (USGS); Scott McQuary (Redmond);

Agenda

- Form development teams for SOPs and literature reviews. The automated sampling SOP is ready for review and the remaining products are in development (table below).
- Establish SOP review leads.
- Discuss a process for review (Sharepoint/responsibility).
- Discuss development and reviewing deadlines.

Field Standard Operating Procedures

| Title | Lead | Status |
|-----------------------------|-----------------------|--------------------|
| Automated sampling | Dana DeLeon (Tacoma) | Near review |
| Sediment sampling (in pipe) | Julie Lowe (Ecology) | Build off existing |
| Grab sampling | Doris Turner (Boeing) | Build off existing |

Literature Reviews

| | | |
|-------------------|----------------------|-------------|
| Toxicity sampling | None | Not started |
| Pollutant load | Julie Lowe (Ecology) | Needs work |

| | | |
|--------------------------|-----------------------|-------------|
| calculations | | |
| Handling Non-Detects | David Batts? (King C) | Not started |
| Discharge monitoring | None | Not started |
| BMP Monitoring | None | Not started |
| Glossary of common terms | Julie Lowe | Needs work |

- Next Meeting – Videoconference Event at Ecology’s Northwest Regional Office and Ecology’s Headquarters. February 17th from 10:00 am – Noon.

Meeting Minutes

- Goal of this project: To use standardized procedures for collecting stormwater monitoring data. Increases efficacy of decision-making by pooling comparable data.
- This project was born from the Technical Advisory Committee from the Monitoring Consortium
- Other projects include the in-line ditch project, BIBI, Intercalibration study and the Stormwater Workgroup.
- The contract includes funding to Ecology and to Tacoma (50/50) for creating 4 SOPs, a database and provide training.
- This group is using the Sharepoint site. For those of you having trouble with Sharepoint, email Julie and let her know
- Chris: overview of SOPs and literature reviews (see above table)
- For reviewing documents: use redline format, for final reviews, look for fatal flaws only
- Database discussion
 - We have limited time for this
 - We need to show if a database would work for this
 - This is a database that checks QA QC
 - The objective is to compare data between different laboratories
 - The \$ is to come up with an idea and survey possibilities
 - We need to limit the scope of work
 - Chris will send around and email to detail ideas/scope etc.
 - The group should come up with a small scale approach in order to get this done
- Volunteers for assisting with SOPs

- Automated sampler SOP: Dylan, Jana and Bill Taylor volunteered to work as the technical group. Julie also has an Ecology technical workgroup that would like to review this.
- Sediment Sampling SOP: Rick, and Bill Taylor will assist Julie
- Grab Sampling: Project lead is now John Collins, Doris, Dean and Richard Hoover will be the technical team (Dean will not review since he wrote it).
- Literature Reviews Discussion
 - The group made a decision that since the literature reviews are not part of the funded deliverables that we would drop some of them. The literature reviews will be included as a recommendation for those continuing the SOP effort beyond June 2009. (possibly Washington Forum on Monitoring)
 - The group decided to take the pollutant load calculation and glossary literature reviews and turn it into the 4th SOP
 - Julie will lead this effort with help from Rich Scheibley and Dana
- Next Meeting: February 17th Videoconference Event – locations in Bellevue and Lacey. Please bring your questions/concerns and reports on your progress with your assignments.

Proposed Process Timeline for SOP Development

For Developing SOPs:

- Conduct a thorough literature review
- Use Ecology's template for developing SOPs (on Sharepoint) and fill in the sections
- Note all your references (see example below)
- Send SOP to Julie Lowe for formatting
- Julie will coordinate with project lead to distribute SOP to small technical group
- Once the small technical group reviews, the project lead will input all changes and edits and send to the SOP QA/QC distribution list for final review

| SOP Development Task | Anticipated Date of Completion |
|---|---------------------------------------|
| Project leads complete draft SOPs and send to Julie L. for formatting | March 15, 2009 |
| Julie L. completes formatting | April 1, 2009 |
| Project lead distributes formatted drafts to technical teams for review | April 1, 2009 |
| Technical team review completed | April 20, 2009 |
| Changes are made in drafts with final draft produced | May 1, 2009 |
| Project lead sends final drafts to Julie L. for distribution | May 15, 2009 |
| Julie L. sends final draft to the SOP distribution list for a "fatal flaw" review | May 15, 2009 |
| SOP distribution group sends comments back to Julie L. | June 10, 2009 |
| Julie L. finalizes documents | June 20, 2009 |
| | |

EXAMPLE Referencing:

Name of Agency or Author: United States Environmental Protection Agency, Region 4

Title of Document: Environmental Investigations Standard Operating Procedures and Quality Assurance Manual

Date of Document: May 1996

Full Example: United States Environmental Protection Agency, Region 4, Environmental Investigations Standard Operating Procedures and Quality Assurance Manual, May 1996.