

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

Agenda and Meeting Minutes

Date: October 14, 2008

Location: Tacoma Nature Center Auditorium

Facilitator: Chris Burke, City of Tacoma

Note taker: Julie Lowe, Department of Ecology

Attendees: Doug Navetski (King), Doris Turner (Boeing), Bill Kammin (Ecology), Karen Dinicola (Ecology), Dana DeLeon (Tacoma), Chris Burke (Tacoma), Chad Hoxeng (Clark), Heather Trim (PPS), David Batts (WSDOT) and Julie Lowe (Ecology)

Agenda

- Introductions
- Sharepoint site and Communications
 - a. Sign up sheet for Sharepoint (Julie)
- Deliverables from last meeting minutes:
 - a. Automated Sampler SOP start-up (Chris)
 - i. SOP List Handout
 - b. Glossary update (Should we develop a separate glossary for Data Quality Indicators?)
 - c. Process for Outreach - Monitoring Consortium (Dana and Chris)
- Discuss a Process for Reviewing and Commenting on SOPs on Sharepoint
- Path Forward and Next Meeting
 - a. Suggestions for meeting locations/frequency??

Meeting Minutes

Introductions

- Karen Dinicola gave a brief overview of how this group will connect with the Stormwater Workgroup

- The Stormwater Workgroup will be developing a study design and a QAPP. This group's SOPs may be used for QAPP development
- Karen was asked how this pilot and that other pilots are communicating with policy makers. This group is interested in a unified process for communication through the Monitoring Consortium's Technical Advisory Committee
- Chris asked Karen to reach out to the other Pilot project leads on a communication strategy
- Karen mentioned the Washington forum on Monitoring working with the Puget Sound Partnership – may be a mechanism for communication

Sharepoint Site

- Julie will work to get a list of users for the Sharepoint site within two weeks
- Julie sent around a list for those who want access to Sharepoint
- Julie will send an email out to everyone on the Distribution List for this project to enhance the list of participants. All stakeholders are welcome to participate.
- Each individual needs a userid and password
- Sharepoint will be used to review all documents for this project

Process for Document Review

- Suggestions, questions, issues and comments will be tracked by Julie and Chris. The subject and discussion will be placed in a 'living' Q&A document on the sharepoint site. Questions/issues which require a broader discussion, or are not resolved through sharepoint, will be placed on the agenda for the following meeting.
- Important! When using Sharepoint and commenting on documents, please use track changes and keep them on, no accepting your own changes!
- Process for comments: When documents are posted, the group will be allowed 2 weeks for commenting, the following two weeks will be used as a discussion/response period, then, two weeks will be allowed for final document review.
- The end product of the SOPs will include
 - Flow chart/decision tree
 - 2-4 page summary. Can be laminated for field personnel
 - Full SOP providing justification of procedures
- Julie will add the final list of SOPs to the Sharepoint site to demonstrate ALL needs, not just SOPs that we will complete within the next eight months.

SOP discussion

- The group agrees that the SOPs should be weighted toward field sampling
- The group went over and discussed the SOP list generated during the first meeting
- Some ideas that were added: SOP for visual observation (including and SOP for field data notes)

- The group decided that in order to decide what the other “3” SOPs will be (since the Automated Sampler SOP was decided to be 1 of 4 from last months discussion), the group would rank the total list of SOPs to narrow down to 3.
- Criteria for ranking was developed by the group. The criteria included:
 - Need. Which SOPs do you recognize a critical need for and why?
 - Established method. Is their an acceptable SOP in existence.
 - Frequency of use. Is the procedure required (regulatory) or common.
 - Applicability to multiple users – regulators, permittees, industry, construction, urban and rural.
- One method that maybe used to develop an SOP is: If SOPs already exist for the selected procedure, a literature review on all available SOPs will be completed and the group will make a recommendation on which one or ones are acceptable. For example, if the group decides that a grab sampling for pH SOP is ranked highly and there are several SOPs that exist on grab sampling for pH, the group would review all available SOPs and make a recommendation
- Julie will email the current list of SOPs out to the distribution list and offer any additions to this list prior to the ranking exercise.
- Chris will present a categorized list (+ weblinks) of SOPs available, reviewed and under development by the Phase I Stormwater NPDES collaboration group.
- When SOPs are ranked, this group can further evaluate the process for development

Glossary Update

- Julie has compiled a glossary using Manchester Laboratory definitions and City of Seattle definitions. Please send her any other terms and definitions for incorporation
- The group agreed that a separate Data Quality Indicators glossary will also be developed

Next Meeting

- The group will meet in one month
- Deliverables prior to the next meeting include
 - Sharepoint website
 - A summary/list of Phase I NPDES SOPs and research.
 - Automated sampler SOP and comments/reviews of the product.
 - Ranking for remaining SOPs
- At the end of the next meeting, teams will be established and will start working on the remaining SOPs. SOP drafts will be ready for field testing by January.
- Literature review teams will be established.
- Chris will supply a discussion of QA/QC database activities and request input/assistance.
- Next meeting will be...