

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

Agenda and Meeting Minutes

Date: September 25, 2008

Location: Room 25-21 Ecology Headquarters, Lacey

Facilitator: Chris Burke, City of Tacoma

Note taker: Julie Lowe/Harriet Beale, Department of Ecology

**Attendees:** Rick Fuller (Tacoma), Laura Nokes (Tacoma), Bill Kammin (Ecy), Marilyn Guthrie (Port of Seattle), Lisa Rozmyn (Port of Tacoma), Cory Simon (WSDOT), Jana Ratcliff (WSDOT), Shelly Basketfield (Seattle), Mel Oleson (AWB), Dean Wilson (King Co.), Doug Navetski (King Co.), Alan Sugino (Boeing/AWB), Harriet Beale (Ecy), Dana DeLeon (Tacoma), Chris Burke (Tacoma), Julie Lowe (Ecy)

Agenda

- Introductions
- Project Overview, Goals and Objectives (Chris Burke)
- Process and Organization for this Group
  - a. Will each SOP require formation of a subgroup for development?
  - b. Will we develop a group solely devoted to review and approval?
  - c. How often with this group meet?
- Future Coordination with the Stormwater Workgroup
- Create a List of Possible Participants (Open Discussion)
- Create a List of Potential Standard Operating Procedures for Development (Open Discussion)
  - a. What QA/QC procedures are currently being used for monitoring?
- Create a Process for Review of SOPs (Open Discussion)
- Path Forward and Next Meeting

Meeting Minutes

### Action Items:

- Chris will send an email around with the Automatic Sampler SOP to get it started
- Julie will look into Ecology's SharePoint ability for working with this group, reviewing and posting documents
- Julie will work with Kelsey to get minutes and agendas posted on the Monitoring Consortium website for all meetings.
- Julie will work to start a glossary by using Seattle's suggestions and information from Dana.
- Chris and Dana will report to the Monitoring Consortium and discuss a process for outreach
- Julie will be the main point of contact for this group

### Introductions

#### Overview/background

- The Monitoring Consortium is the group that developed five pilot projects and funded them. This pilot project's focus is on producing 4 Standard Operating Procedures (SOPs) that are scientifically credible and accepted. The deliverables from this group should demonstrate the efficiency of this group for continued efforts in the upcoming years.
- The Phase I Municipal Stormwater Permittees SOPs efforts were discussed. This pilot is intended to build on that effort.
- The meeting today will be a brainstorming discussion to reach out and obtain ideas for needed stormwater SOPs.
- For this group, it is important that technical field staff is included in SOP development and discussion as well as managers and policy makers. The on-the-ground work is done by technical staff and therefore extremely important that they take part in this effort. The policy makers and management have the responsibility to inform the legislature and help influence decisions around monitoring and procedures. Policy makers and managers need to be informed when successful sampling regimes and programs are developed.
- This group should consider starting off small and technical but work through the Monitoring Consortium to inform policy makers and management to communicate our efforts.
- Overview of the 4 other pilot projects: BIBI, Ditch retrofit, Inter-calibration study and Stormwater Workgroup

#### Future Coordination with the Stormwater Workgroup

- Another pilot project, the Stormwater Workgroup has a particular interest in this group since they will be completing a study design. That study design will include QAPP development; hence the SOPs could be used to develop the QAPP
- Dana DeLeon, Chris Burke, Doug Navetski and others will be attending the Technical Advisory Committee meetings and report our efforts to the Consortium.

### Create a List of Possible Participants

- We need to broaden our approach to reach out to those that are not municipal stormwater permittees
- The SOPs developed by this group will be end-of-pipe specific and not just reflected on municipal stormwater but anyone collecting out of pipe samples
- Suggestions on possible participants: University (Tacoma branch of UW), Center for Stream Side Studies, Washington State Toxic Lab (John Stark), Curtis Hindman, Stormwater list serve (Phase I and II Municipal Permittees), the Industries, tribes, construction industry, boatyard permittees, consultants etc.
- This group should show progress by December and at the latest, March. We should show early success.
- This group should have a science group and a policy group
- We could work through the Monitoring Consortium to contact tribes and others

### Create a List of Potential Standard Operating Procedures for Development (Open Discussion)

- We need a glossary of terms! This glossary would deliver a consistent approach for defining what a flow-weighted composite sample is, what a field blank is etc. There are many definitions out there and everyone has their own terminology
- Julie will send around the start of a glossary. This group should provide comments, insert more terms and pose definitions to be discussed at a later meeting
- SOPs that are needed and could be developed by this group:
  - Sediment trap sampling (in-pipe)
  - Toxicity Sampling
  - Sampling procedures for collection of Metals, Organics, Nutrients (stormwater)
  - Flow
  - Precipitation
  - Autosampler/composite sampling – multi-parameter
  - Filtering, preservation
  - BMP monitoring
  - Equipment Calibration
  - Common forms (data forms for field work)
  - Procedures for wet season sampling
  - Base flow sampling
  - Grab sampling (using composite samplers for grabs, this is one method)
  - Matrix: Receiving water/sediments
  - BMP monitoring
  - QA/QC – Data Quality Objectives
  - Pollutant load calculations
  - Handling Non detects
  - Data analysis
  - Linking data to EIM
  - Data verification/validation
  - Error

- Site selection
- Equipment installation
- Tissue – bioassay for stormwater
- Priority needs: automatic composite samplers, efficiency of BMPs, glossary, QA/QC on duplicates etc.
- Discussion on limiting these SOPs to only 4! Very difficult
- Group agreed we start with the highest priority (Autosampler/composite sampling SOP). From here, we then decide which SOPs will come out of this "umbrella" SOP. For example, this SOP could be very comprehensive but if you limit this SOP and create other SOPs (precipitation and flow) from this umbrella SOP, we could end up developing 4 from this as a base.
- Chris will send an email out to get this going since the Phase I's have one started already. We will build from this SOP

#### Create a Process for Review of SOPs

- Decide on SOPs first – SOPs that come from umbrella Autosampler/composite sampling SOP
- Then we will select teams and leads

#### Path Forward/Next Meeting

- Next meeting will be in three weeks