MEETING DATE:

DMT PROJECT LIAISON:

DMT REVIEWED: WORK PLAN: **WORK ORDER:**

1. PROJECT(S) NAME
- Trend vs. Status; CY vs. FY

a. Add Project to Projects Table in the SWAMP Database
- Ask for Calendar Year of last date of sample For ProjectTransferDetails
- Add to ProjectTransferDetails after next sync data.

2. FUNDINGID

3. NEW STATIONS
- *Station Template* MUST be filled out prior to sampling!
- If lat/longs only, BA sites still need CalWater, Ecoregion, IBIs and Counties filled out

4. FIELD COLLECTIONS

a. Protocol
- New or existing (reference)
- If BA:
  - WS or something else
  - Timing of overall BA collection synoptic or spread out over multiple days (discuss RM output consequences)

b. Site Locations: old and new
- If sites are new to the field crew, suggest using "Google Earth"
- Safety considerations

c. Datasheets
- Review field collection holding time requirements (QAPrP Appendix B)

       d. Route of Field Data Entry to SWAMP established

- If BA:
  - o Discuss mechanism shell verses replica
  - o Full entry verses partial

       e. COCs & AA system in place

- Roles and responsibilities
- BA projects need to use new COCs which provide grab size and composite volumes.

       f. Collection Equipment other than grab samples (determined by Project Management)

- Is there a need to Equipment blanks
- Frequency?
- Who will supply water

5. LABORATORY GENERATED DATA

       a. All data types have an established template or mechanism for getting data to SWAMP DMT

       b. TOX data: TST verses current SWAMP Process

       c. Identify analyses and labs doing work

    i. Are they SWAMP Trained

    ii. Special Considerations Based on Methods

- ex. metals method may require a field blank, special hold times based on method, etc
- who will be providing the water for all blanks

6. CONFIRM QAPRP 2008 AND 2013

- Discuss in Project Manager Meeting; DMT Needs to add to ProjectLookup

7. DATA EVALUATION CRITERIA FOR DATASET BEYOND SWAMP CLASSIFICATION SYSTEM

- Discuss in Project Manager Meeting
- Bacteria: 8 hr (for informational purposes) or just to 24 hr. (will effect Compliance code only)