

# KICKOFF MEETING MATERIALS and OUTLINE

## Materials needed for monitoring kickoff meetings:

- Communication document
- QADM checklist document
- Work Order
- Agenda

## Agenda Outline (example):

### Meeting Objectives

Finalize study logistics, discuss work order, discuss laboratory analytes, laboratory contracts, SWAMP comparability, SWAMP QC requirements, SWAMP data storage

### Overview

- Sample collection
- Stations: e.g. 30 probabilistic ponds, perennial and non-perennial
- SWAMP protocols

### Logistics- Who will do what and when

- Shipping of samples and Chain of Custody (COC) and Analysis Authorization (AA): daily shipping to the lab by FedEx, biweekly chl-a, 1 batch for diatoms, invertebrates, cyanotoxins, etc.
- Data turn-around times
- SWAMP QC

## Regional Board considerations

### Prior to Meeting:

- RB staff identifies key players and roles (staff at labs, doing field work, QA and DM liaisons and project manager). This is who to invite to Kick-Off (KO).
- RB staff prepares KO meeting agenda and attachments (Work Order, AA forms etc)
- RB staff prepares draft AA forms and COC forms
- RB staff determines target sample dates for each event type
- RB staff obtains from lab(s): current methods, RLs, recommended preservation options
- RB staff identifies the appropriate acidification/preservation for each analysis
- RB staff makes arrangements with each lab for bottles and coolers (unless SWAMP crew at MLML or ABL is doing field work).

### Communication Plan

- List all Key players for the project
- List common issues to discuss at KO (sample handling, shipping samples to labs, deviations from method, Quality Control issues, delays in sample analysis or reporting, etc.); identify who needs to be contacted and under what circumstances (i.e., labs to timely report any "hits" on blanks).
- Electronic delivery of AA forms in advance of sampling to all labs.
- Electronic delivery of completed COC forms to all labs within 24 hours of sample collection (hard copies are shipped with samples).

### Data Management

- RB staff provides new station information in stations template (and identify alternate stations if there is a risk of collection failure due to dry conditions or access issues)
- RB staff identify validation criteria needed (for example, if tissue is in the plan BOG has a different level of verification than SWAMP)
- RB staff or SWAMP field crew prepare AA and COC forms and provide completed forms to labs
- Following field data entry, RB staff or SWAMP field crew staff provide revised AA forms to labs with the "data" worksheet completed (exported from SWAMP data base); this becomes the template labs use to report data to SWAMP