

Issue	Notification Party	Recipients
<p style="text-align: center;"><b>Notification shall occur at <u>immediate</u> onset of discovery (i.e., <u>same business day</u>)</b>  <i>The following lists are examples and do not cover all potential problems</i></p>		
<p style="text-align: center;"><b>Project Manager:</b> &lt;Name&gt;, &lt;Organization&gt;, &lt;Email&gt;, &lt;Phone&gt;  <b>SWAMP QA Officer (or designate):</b> &lt;Name&gt;, &lt;Organization&gt;, &lt;Email&gt;, &lt;Phone&gt;  <b>Data Management Coordinator:</b> &lt;Name&gt;, &lt;Organization&gt;, &lt;Email&gt;, &lt;Phone&gt;</p>		
<p><b>Problems during sample collection</b></p> <ul style="list-style-type: none"> <li>• Equipment failures or issues</li> <li>• Problems with sample preservation or filtering (field)</li> <li>• Delays that result in missed hold times</li> <li>• Sample loss/breakage</li> <li>• Contamination issues</li> <li>• Shipping problems</li> </ul>	<p><b><u>Field Contact</u></b>  &lt;Name&gt;  &lt;Organization&gt;  &lt;Email&gt;  &lt;Phone&gt;</p>	<p>Project Manager, SWAMP QA Officer, Lab Contact (if shipment, etc. will be impacted)</p>
<p><b>Problems during sample receipt/processing</b></p> <ul style="list-style-type: none"> <li>• Problems with preservation (lab)</li> <li>• Holding time problems</li> <li>• Problems/questions with C.O.C. information</li> <li>• Sample loss/breakage</li> <li>• Contamination issues</li> <li>• Shipping problems</li> </ul>	<p><b><u>Lab Contact (Sample Receipt)</u></b>  &lt;Name&gt;  &lt;Organization&gt;  &lt;Email&gt;  &lt;Phone&gt;</p>	<p>Project Manager, SWAMP QA Officer, Field Contact (if changes to sampling, shipment are needed)</p>
<p><b>Problems during sample prep or analysis that cannot be resolved before reporting</b></p> <ul style="list-style-type: none"> <li>• Sample prep issues</li> <li>• Holding time problems</li> <li>• Missed QC samples</li> <li>• Contamination</li> <li>• Results with multiple flags for QC violations that could impact data usability</li> </ul>	<p><b><u>Lab Contact (Analysis)</u></b>  &lt;Name&gt;  &lt;Organization&gt;  &lt;Email&gt;  &lt;Phone&gt;</p>	<p>Project Manager, SWAMP QA Officer, Data Management Coordinator</p>

<p><b>Problems during data reporting</b></p> <ul style="list-style-type: none"> <li>• Issues with final results that delay reporting of results</li> <li>• Issues that result in incomplete reporting of data</li> </ul>	<p><b><u>Lab Contact (Reporting)</u></b></p> <p>&lt;Name&gt; &lt;Organization&gt; &lt;Email&gt; &lt;Phone&gt;</p>	<p>Project Manager, SWAMP QA Officer, Data Management Coordinator</p>
<p><b>Problems during data verification and classification</b></p> <ul style="list-style-type: none"> <li>• Issues with final results that do not meet SWAMP QC</li> <li>• Issues with incomplete reporting</li> <li>• Perceived overall data quality issues</li> </ul>	<p>Data Management Coordinator</p>	<p>Project Manager, SWAMP QA Officer, Lab Contact (Reporting)</p>