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Field Data Collection

1. Overview:

From the inception of its State of Environment Discrete Water Quality Sampling Programme(s) Horizons Regional Council (Horizons) has used paper-based sampling and laboratory submission forms.

From May 2025 Horizons started to use ArcGIS Survey 123 (Survey 123) for its Digital Field Capture, Sample Registration and Laboratory Sample Submission for its monthly; State of Environment, Point Discharge, Coastal and Estuary Discrete Water Quality Sampling.

Groundwater, Lakes, Turbidity Grab and Autosampler samples will follow suit once testing is completed and as such paper-based data collection remains the primary method. These samples will continue to require the completion and submission of a field form in conjunction with a Laboratory Test Request form.

Paper-based forms will remain the primary method of field data collection and lab submission for the following instances:

1. The use of Survey 123 digital field capture has not completed testing and been adopted.
2. The collected samples are not being sent to Horizons contracted laboratory service partner; Eurofins Limited.
3. The samples intended Eurofins Limited are either; (i) collected by parties linked to Horizons such as community groups and schools etc., or; (ii) of projects of limited scope. In such cases prior confirmation will need to be made to Eurofins Limited and the Discrete Water Quality Portfolio Holder or proxy.
4. As a back-up due to unforeseen consequences such as, but not limited to, equipment failure. If paper-based data collection is being used in situations where digital data capture is expected the Discrete Water Quality Portfolio Holder or proxy needs to be made aware on the day of data collection/sampling.

This generational shift in processes necessitates an update to the relevant documentation regarding Field Data Collection within the Section 15.2 of Hydro Ops Manual (Ops Manual).

2. Structure of 15.2 of the Ops Manual

15.2: Field Data Collection: Landing page and high level summary of Section 15.2 (this document)

15.2 Appendices 1-9: These Appendices shall contain Standard Operating Procedures (SOPs) and guides relevant for the field use of Horizons soon to be primary method of Digital Field Data Collection; Sampler Registration and Submission: ArcGIS Survey 123

15.2 Appendices 10-19: These appendices shall contain detailed SOPs/step by step guides for each of the Survey 123 Surveys used by Horizons staff undertaking Discrete Water Quality samples.

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15.2 Appendices 20-29: These Appendices shall contain all SOPs and instructions linked to Paper-based Field Collection and Laboratory Submissions.