

Version No: 03 Issue Date: 27/08/2015 Portfolio: Discrete Data	Horizons Regional Council	Section No: 15.3 Page: 1 of 1
	Hydrology Operations Manual	

Runs and sampling sites

Overview:

Sampling sites are determined primarily by the Catchment Data Teams major customers.

These include:

- Science
- Operations

Specific council and industry contracts may also provide sampling site locations such as Tararua District Council and Scanpower (Trading as Oringi Coldstores).

Sampling Site List:

The sampling site lists are located here: [F:\Catchment Data ISO9001-2008 QMS\Operations Manual\cd_om_15.3_appendix_2_Site lists \(2015-2016\).xls](F:\Catchment Data ISO9001-2008 QMS\Operations Manual\cd_om_15.3_appendix_2_Site lists (2015-2016).xls) . GPS Coordinates, management zones and sub zones are recorded alongside site names. The sites have also been divided into their most frequent sets.

Changes to site lists can only be made by the Discrete Water Quality Portfolio Holder.

Site Identification Forms:

Each sample site is to have a Site Identification Form completed. This is to be signed off by the Discrete Water Quality Portfolio Holder, Senior Scientist Water Quality and, if appropriate the relevant Compliance Officer. The forms are located here: F:\Catchment Data ISO9001-2008 QMS\Operations Manual\Word Versions\cd_om_15.3_appendix_1_Sample Site Identification Form.docx.

Any changes to the sampling site must be noted in the document change log at the bottom of the form.

The creation and maintenance of the form is the responsibility of the Discrete Water Quality Portfolio Holder. Electronic copies of the form will be stored in the sample sites document folder <\\ares\Hydrology\Water Quality Sites> which will enable remote logging in to the document by field staff if required.

Addition of New Sample Sites:

A new site requires a Site Identification Form to be completed prior to the commencement of any sampling. A site visit is required to allow the completion of the form by the Discrete Water Quality Portfolio Holder.

The Site Identification Form then needs to signed by the Discrete Water Quality Portfolio Holder, Senior Scientist Water Quality and, if appropriate the relevant Compliance Officer to confirm that the site identifiers and details are accurate and appropriate.

Removal of Existing Sample Sites:

The Site Identification Form needs to be updated with the document change log edited and signed off by the Discrete Water Quality Portfolio Holder. This final iteration of the Site Identification Form then needs to be saved in the sample site document folder.

Site Naming Convention:

All new sample sites need to conform to the conventions set out in \\ares\Hydrology\Catchment Data ISO9001-2008 QMS\Operations Manual\cd_om_2.6_Site Naming Conventions.pdf.