

Version No: 02 Issue Date: 28/03/2017 Portfolio: Discrete WQ Data	Horizons Regional Council	Section No: 15.4 Page: 1 of 1
	Hydrology Operations Manual	

Laboratory Procedure

Overview:

The laboratory contract is managed solely by the Catchment Data team, specifically the Discrete Water Quality Data portfolio holder. The portfolio holder is Horizons main contact for the laboratory; and as such all requests must pass through them. Environmental Laboratory Services (ELS) is Horizons preferred laboratory supplier, and a five (+0.5) year contract is in place.

All of Horizons water quality samples for its major programmes need to be sent to ELS. The major projects can be found in Section 15.1 of the Catchment Data Operations Manual.

Laboratory Analytical Form:

The laboratory Analytical Form (LAF) is the work book which contains all of the testing information associated with the environmental sampling programmes. Individual testing requirements (per site/run), standard suites and a change log are written and modified only by the Discrete Water Quality portfolio holder.

[Discrete WQ – Laboratory Analytical Form \(ELS\)](#)

Sample submission:

Grab Sampling:

Correct documentation needs to be sent alongside any water samples sent to the lab. The process for a typical sample run is documented in Section 15.2, with examples of the various field forms required for any submission in Section 15.2: Appendices 1 through 4. These must be accompanied by a Laboratory Test Request Form found in Section 15.4 Appendix 1.

Autosampler Submission:

For these sample runs the process outlined in Section 15.2 largely still applies however a single combined field and Laboratory Test Request form is to be used; *The form is stored in Section 11.62 Appendix 1 needs to be used.*

- *The white form needs to be sent to the laboratory (this is also used as the sampling field form)*
- *The green form needs to go in the data entry tray in the Catchment Data office*
- *The pink form remains in the book*

Data Transfer:

Data comes from the laboratory by way of CSV (a template can be found in Section 15.4 Appendix 2), PDF (hard copy) and PDF electronic copy. Electronic data comes on a daily basis to the wqlabresults@horizons.govt.nz mail account.

The portfolio holder uploads results using lab mail.