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Lab and SoE procedure

Overview

This procedure was developed during the COVID-19 Pandemic of 2020. This gives a broad outline of the SOE processes under alert level 3 and 2.

Day(s) before the scheduled run (all those involved)

<i>Role</i>	<i>Expectation</i>
All staff who do sampling	<ol style="list-style-type: none"> 1. Prior to the sampling run, ensure the run guides are up to date. 2. Ensure the spreadsheet in the teams channel is updated with land owners contact details. [Click here to open contacts file] 3. Read all SOP's, and new RMP37 and obtain permission from their manager to restart field work activities. 4. In the days before the SOE run, make contact with all the land owners or occupiers. Refer to the Planner file in teams [SOE Startup] 5. If you normally worked in pairs then ensure you have two vehicles. 6. If both science and ED visit the same site on the same day, work with the other team to ensure the permission covers both departments (one call per land owner please, use the planner file above to mark off which sites have been contacted). 7. Once all land owners have been contacted move the run in planner to the "Ready to complete run" bucket. If an owner cannot be contacted we don't go to that site. 8. Email Sean.Hodges@horizons.govt.nz and your manager that you are going into the office on what day (give brief details).
Project team	<ol style="list-style-type: none"> 1. Ensure the labs and couriers are working. 2. Ensure the field meters are fully serviced and ready for use after the shutdown (Darren). 3. Will prepare the runs in sampler and get the field books and sample numbers ready at least the day before the run. (Amy) 4. Fill chilly bins with bottles, courier stickers and field books for the upcoming runs.

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Day of the sampling run (all those involved)

Role	Expectation
Project Team	<ol style="list-style-type: none"> Will start at 07:30 in the Lab (Amy). Will calibrate all Smartrolls for all field runs that day. Will put out black disks, clarity tubes, chilly bins (filled with bottles, bags, courier tickets, address labels, ice packs) field books, ipad, and SmartTrolls. (Aim to be ready by 08:30 each day) (Amy) After 8:30, will start prepping for the next day's runs (sampler etc)
Sampling Staff	<ol style="list-style-type: none"> Plan to start around 08:30. Use the get home safe app and report any contacts you have during the day by using the manual check in option. Do not access the lab, pick up your equipment for sampling at the foyer to regional house. Sample the sites that are either public spaces or where you have permission only. Do not sample a site where the owner has not been contacted. Sanitize all surfaces that you need to touch (gates etc)

End of Day (all those involved)

Role	Expectation
Project Team	<ol style="list-style-type: none"> A Chilly bin will be left inside the foyer of regional house. There will be no end of day checks.
Sampling Staff	<ol style="list-style-type: none"> Use the Microsoft one drive to "Scan" all field forms and save them in share point [Store completed runs here] (see guide below) Take the completed chilly bins to the courier directly. (Do not repack with ice) Return to Regional House and rinse your Smartroll and Sampling equipment under the tap outside. Ensure the Smartroll has water and or a damp sponge in the calibration cup. Store the smartTrolls in the chilly bin located inside the foyer of Regional House.

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SoE Fielding Sampling Form Upload | How To Guide

This guide provides step-by-step instructions to ensure a copy of each SoE field sampling form is available digitally during the COVID-19 pandemic. Field sampling forms include those in river, lake, groundwater and coastal sampling. This how to guide assumes you will have access to a smartphone or an iPad.

First Time Setup:

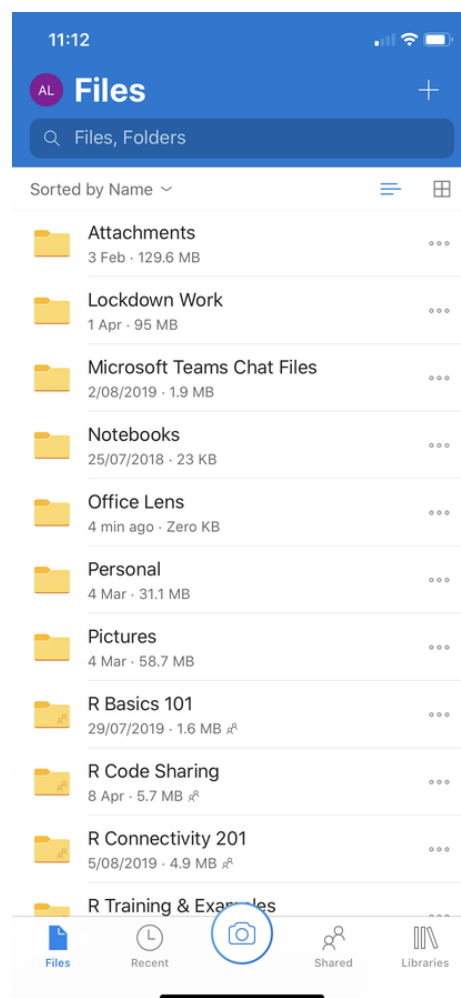


Step 1

Download the "OneDrive" app from the AppStore <https://apps.apple.com/us/app/microsoft-onedrive/id477537958>

Step 2

Open One Drive app and log-in using your Horizons email address and password. Once log-in is complete your screen should look like this:



Uploading completed sampling form:

Step 1

Open the OneDrive App and click on the libraries button in the bottom right hand corner. On the next screen search for "Environmental Monitoring" click on this page. Navigate to "Documents" -> "General" -> "SOE Sampling Forms"



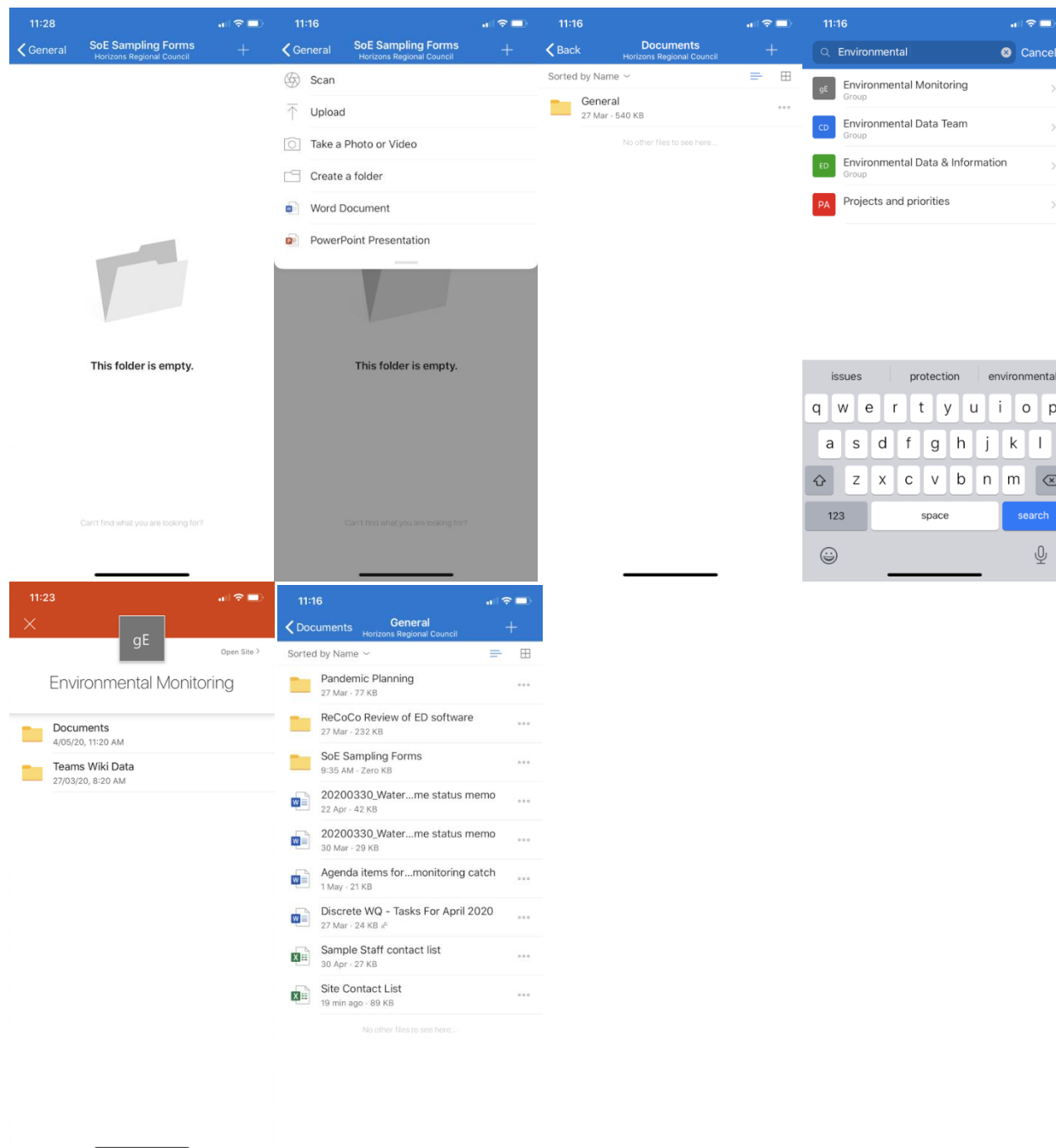
Click the button in top right hand corner in the drop down window select the scan option.

These steps are detailed in screen shots on the next page.

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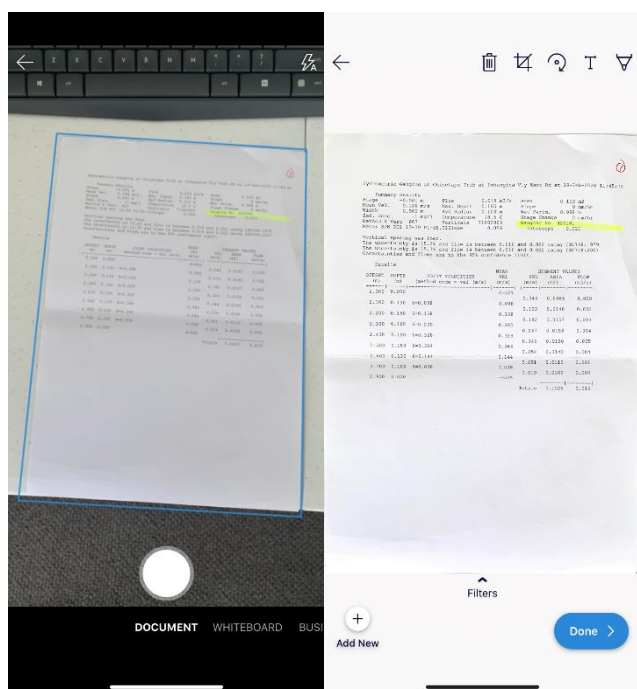
Navigating to the SoE Sampling Form folder in OneDrive:



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Step 2 From the one drive app, click on the camera button.



Place the phone over the completed sampling form and ensure the “Document” option is selected. The app should detect the form and place a blue box around the page. Take the picture, then the app will automatically trim to the shape of the paper form. If you are doing multiple pages press the use the “Add new” button . The next screen shows a preview of the form – if you are happy the image is clear enough press the upload button. Click the “Done” button.

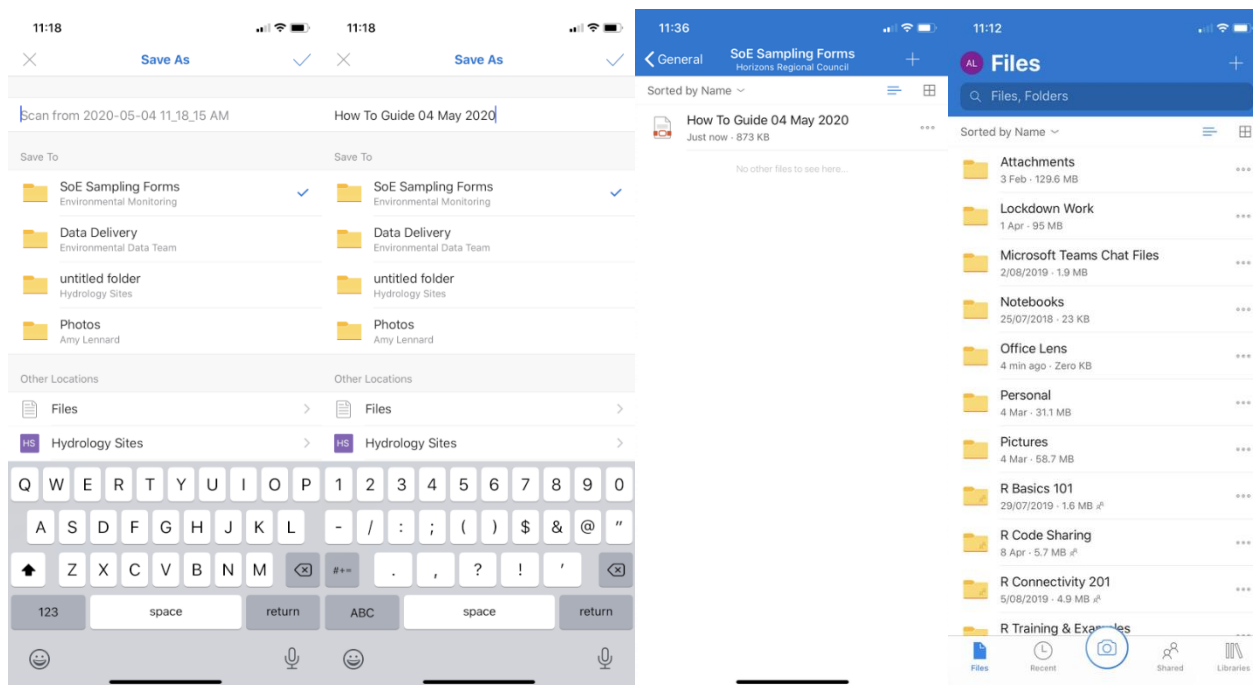
Step 3



On the next screen edit the file name from “Scan from 2020-05-04 12_11_03 PM” to “Run Name Date & Time” e.g. Upper Rangitikei 2020-05-04 12_11_03 PM. Then click the in the right-hand corner to save. Once the file has been uploaded it will appear in the folder.

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Once you have followed the steps above for the first time all subsequent uploads can be uploaded by clicking on the camera icon on the OneDrive home screen.