

Version No: 02 Issue Date: 27/08/2024 Portfolio: Discrete Water Quality	Horizons Regional Council	Section No: 15.6 Appendix: 4 Page: 1 of 2
horizons regional council 	Hydrology Operations Manual	 horizons regional council

Sampling Procedures – AUTOSAMPLERS

1. Overview:

The Hydrology Turbidity and Discrete Water Quality Programmes requires event based sampling using autosamplers. The majority of sampling needs are covered by using two standard suites of analytical tests: Profile HRC Turn and Profile Nutrients. A single autosampler carousel can hold a maximum of 24 samples. Sample volume and field collection timing will limit the quantity, combinations and types of analysis that can be obtained.

Due to the quantity of samples, an Autosampler Submission Form is used. This combines the field and lab test request forms. This document defines the process for completing the Autosampler Submission Form. NOTE: Autosampler run creation within Hilltop Sampler is covered elsewhere with the Hydrology Ops Manual. Courier procedures are consistent with other sampling programmes using out partner laboratory (Eurofins-ELS Ltd).

2. Autosampler Test Suites:

We have two standard autosampler test suites:

- (i) Hydrology/Turbidity Suite: This is defined as **Profile HRC Turb RI2036** on the Autosampler Submission Form

Hydrology/Turbidity -Autosampler Paperwork = "Profile HRC Turb RI2036"	
Test	Code
IR Turb - FNU	NW404
IR Turb - NTU	NW402
Suspended Sediment Concentration (SSC)	NW395
Turbidity NTU	NW212
Total Suspended Solids (TSS)	NW206
Volatile Suspended Solids (VSS)	NW348

- (ii) Nutrient Suite: This is defined as **Profile Nutrients A01505** on the Autosampler Submission Form

Nutrient -Autosampler Paperwork = "Profile Nutrients A01505"	
Test	Code
IR Turb - FNU	NW404
IR Turb - NTU	NW402
Nitrite	NW02R
NNN	NW02Q
TN	NW02U
AN	NW02P
DRP	NW02S
TDP	NW02W
TP	NW20U

Version No: 02 Issue Date: 27/08/2024 Portfolio: Discrete Water Quality	Horizons Regional Council	Section No: 15.6 Appendix: 4 Page: 2 of 2
horizons regional council	Hydrology Operations Manual	horizons regional council

Sampling Procedures – AUTOSAMPLERS

3.1 Completing the Autosampler Submission Form:

Follow the annotated example below.

Version No: 03 Issue Date: 20/10/2012 Portfolio: Discrete Water Quality	Hydrology Operations Manual	Section No: 11.62 Page: 1 of 1 Appendix No: 1
horizons regional council		0361

Autosampler Submission Form

Field staff names and phone numbers: **Make sure there is a contact number**

Date sent to laboratory: **DD:MM:YY**

Site name: **As defined in Sampler**

Bottle Number	Date Sampled	Time Sampled	Sample Number	Profile HRC Turb RI2036	Profile Nutrients A01505	Discarded (Y/N)
1	DD:MM:YY	To NZST	2022XXXX	TICK if required	TICK if required	Y = Sent to lab N = not sent
2	NOTE: Date range can run over more than one day	FORMAT: HH:MM:SS	As per sampler. In Sequential order	As defined above	As defined above	Reasons of discarding samples can be bottles being under filled, unfilled or budget limits
3						
4						
5						
6						
7						
8						
9	If a different test(s) are Required contact the Discrete WQ Portfolio Holder prior to sampling					
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

LAB use only			Office use only		
Comments			Comments		

Chain of custody form

Prosecution Samples (Tick) <input type="checkbox"/>	
Name	Signature
Affiliation	Date
Time	
Collected by	
Transferred to	
Transferred to	

Only used if compliance samples

1 Copy sent to lab (Tick) ☐ **Top copy in chillybin with samples** (signature)

1 Copy kept (Tick) ☐ **Second copy in tray for Data**