

Version No: 02 Issue Date: 01/08/2017 Portfolio: Discrete Data	Horizons Regional Council	Section No: 15.7 Page: 1 of 1
	Hydrology Operations Manual	

Sampling Procedures

Overview:

This section of the manual contains run guides for Horizons recurring sampling runs. These guides are living documents and may change frequently if sampling requirements change. Please take note of the version number and date to make sure the version of the run guide you are using is correct.

Run guides are to be reviewed by the 'usual' sampler on an annual basis and updated when changes necessitate amendments. The most recent version must be based on the current template on the Hydro Ops Manual: Section 15.7 Appendix 0. The run guides should be peer reviewed and then emailed to the Discrete WQ Portfolio Holder for linking to the Ops Manual.

What a run guide contains (as per the template provided in Section 15.7 Appendix 0 of the Ops Manual) :

- Site information – name, GPS coordinates, any specific comments
- Known Hazards and mitigation
- PPE required
- Equipment required
- Number of sample numbers required
- Bottles required
- Maps showing sampling locations
- Driving directions
- Photographs of each site

If you find an error:

Report this error to the author of the run guide as well as the Discrete WQ Portfolio Holder. The changes will be updated within a month of the issue being raised.

Appendix Numbering:

As the number of runs/samples undertaken is flexible the following numbering system is to be adhered to within Section 15.7 of the Hydro Ops Manual:

Appendix 0: Run guide Template
 Appendices 1-29: SoE and Point Discharge Sample Runs
 Appendices 30-39: Periphyton Sample Runs
 Appendices 40-49: Coastal and Estuary Sample Runs
 Appendices 50-59: Lakes Sample Runs
 Appendices 60-69: Investigations & 'other' Sample Runs
 Appendices 70-79: Groundwater Sample Runs

Note: Sample runs may have a mix of sample tests sets (and hence projects within them)