

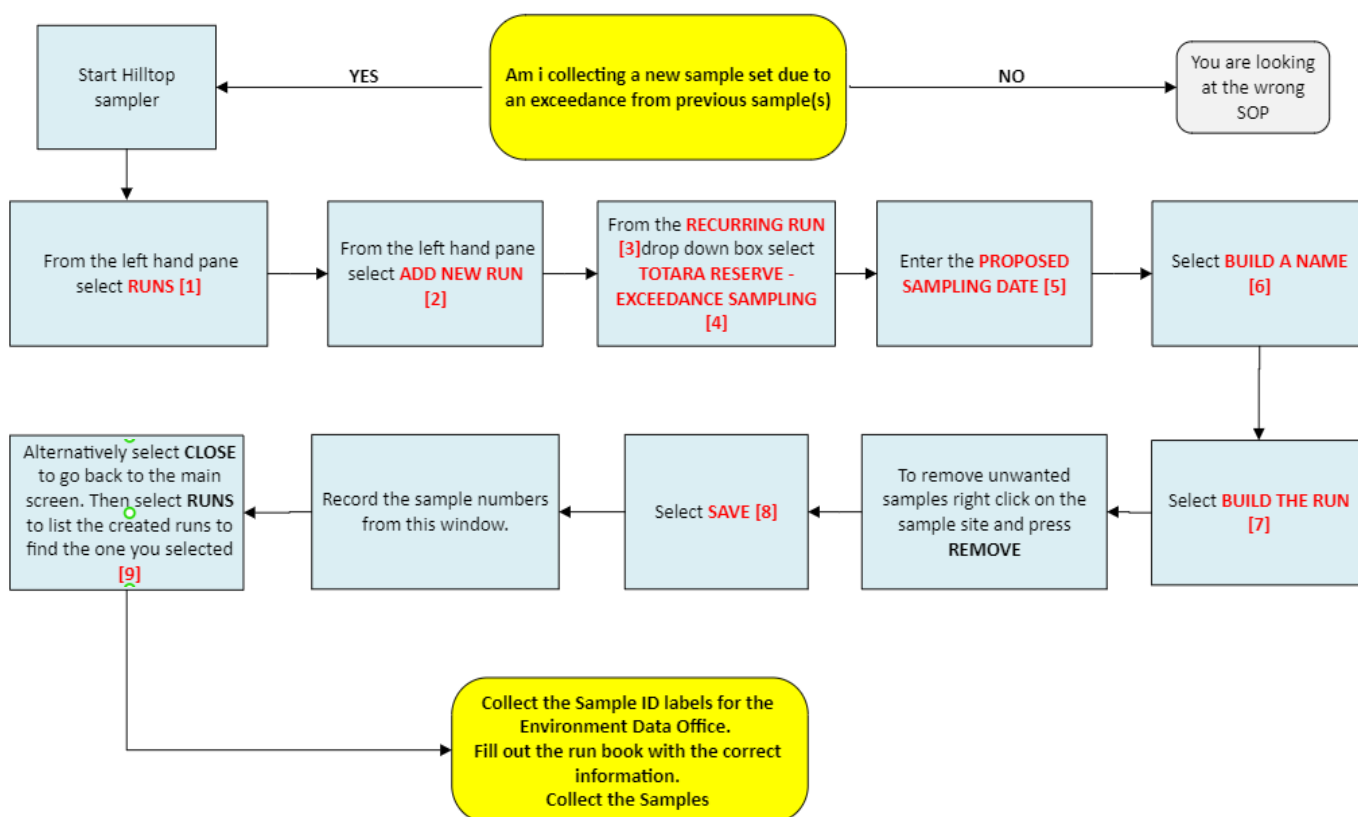
Version No: 02 Issue Date: 28/08/2024 Portfolio: Discrete Data	Horizons Regional Council	Section No: 15.9 Appendix No: 7 Page: 1 of 4
horizons regional council 	Hydrology Operations Manual	

Hilltop Sampler - Totara Reserve Exceedance Sampling

Overview:

This Standard Operating Procedure (SOP) covers the process undertaken within Hilltop Sampler (Sampler) to create an additional run(s) in the event of an exceedance in any previous samples collected from Totara Reserve. Note that the staff member must have access to Hilltop Sampler.

Below is a flow diagram explaining the process to be followed:



Screenshots of the process are shown below. The numbering refers to the steps in the flow diagram above.

Version No: 02
Issue Date: 28/08/2024
Portfolio: Discrete Data

Horizons Regional Council

Section No: 15.9
Appendix No: 7
Page: 2 of 4



Hydrology Operations Manual



Hilltop Sampler - Totara Reserve Exceedance Sampling

File Edit Data View Help

Runs

View Runs

Simple View Detailed View

Project: Drinking Water - Totara Reserve

Add New Run 2

Print Labels

Print Fieldsheet

Print Lab Submission Form

Runs

Find

Run Name	Run Date	Status
Totara Reserve Weekly - Camp Rang on 15-Nov-2022	15-Nov-2022	Pending
Totara Reserve Weekly - Kereu Campground on 15-Nov-2022	15-Nov-2022	Pending
Totara Reserve Weekly - Camp Rang on 22-Nov-2022	22-Nov-2022	Pending
Totara Reserve Weekly - Kahikatea Campground on 29-Nov-2022	29-Nov-2022	Pending
Totara Reserve Weekly - Kereu Campground on 6-Dec-2022	6-Dec-2022	Pending
Totara Reserve Weekly - Camp Rang on 13-Dec-2022	13-Dec-2022	Pending
Totara Reserve Weekly - Kahikatea Campground on 20-Dec-2022	20-Dec-2022	Pending
Totara Reserve Weekly - Camp Rang on 24-Dec-2022	24-Dec-2022	Pending
Totara Reserve Weekly - Kahikatea Campground on 29-Dec-2022	29-Dec-2022	Pending
Totara Reserve Weekly - Kereu Campground on 3-Jan-2023	3-Jan-2023	Pending
Totara Reserve Weekly - Camp Rang on 8-Jan-2023	8-Jan-2023	Pending
Totara Reserve Weekly - Kahikatea Campground on 13-Jan-2023	13-Jan-2023	Pending
Totara Reserve Weekly - Kereu Campground on 18-Jan-2023	18-Jan-2023	Pending
Totara Reserve Weekly - Camp Rang on 23-Jan-2023	23-Jan-2023	Pending
Totara Reserve Weekly - Kahikatea Campground on 31-Jan-2023	31-Jan-2023	Pending
Totara Reserve Weekly - Kereu Campground on 7-Feb-2023	7-Feb-2023	Pending
Totara Reserve Weekly - Camp Rang on 14-Feb-2023	14-Feb-2023	Pending
Totara Reserve Weekly - Kahikatea Campground on 21-Feb-2023	21-Feb-2023	Pending
Totara Reserve Weekly - Kereu Campground on 28-Feb-2023	28-Feb-2023	Pending
Totara Reserve Weekly - Camp Rang on 7-Mar-2023	7-Mar-2023	Pending
Totara Reserve Weekly - Kahikatea Campground on 14-Mar-2023	14-Mar-2023	Pending
Totara Reserve Weekly - Kereu Campground on 21-Mar-2023	21-Mar-2023	Pending
Totara Reserve Weekly - Camp Rang on 28-Mar-2023	28-Mar-2023	Pending
Totara Reserve Weekly - Kahikatea Campground on 4-Apr-2023	4-Apr-2023	Pending
Totara Reserve Weekly - Kereu Campground on 11-Apr-2023	11-Apr-2023	Pending

Runs 1

Samples

Build from a Recurring Run 3

Totara Reserve - Exceedance Sampling 4

Filter by Technician Show All

Proposed sampling date 17-Nov-2022 5

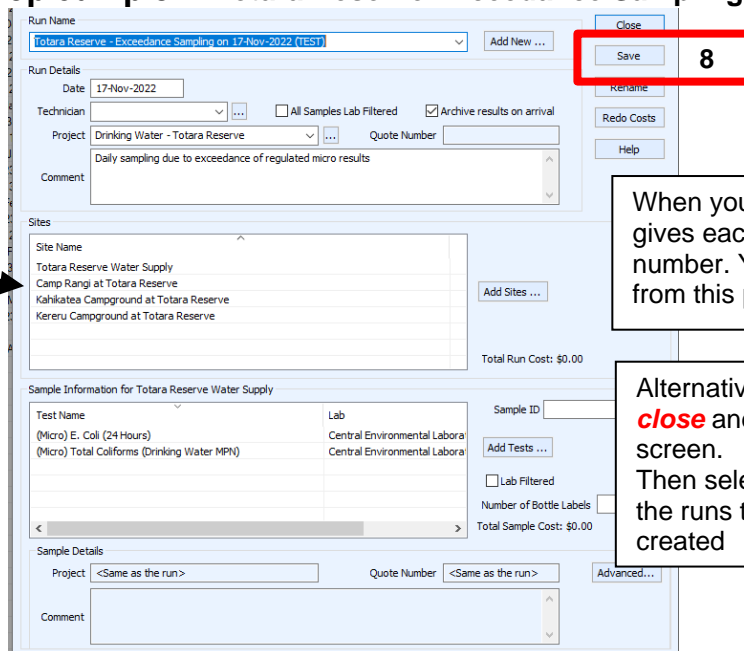
Build a name 6

Name of the run Totara Reserve - Exceedance Sampling on 17-Nov-2022 (TE)

Choose a name for the run that is unique. You may like to put a date in the name to help make the name different from other names. Click the Build a Name button if you are using a recurring run. This will make a name for you.

Build the run 7

Hilltop Sampler - Totara Reserve Exceedance Sampling



The run will always show all sites. To remove a site right click on the site and select **remove**. Do this **before** selecting save.

When you select **save** sampler gives each sample is unique number. You can record them from this panel

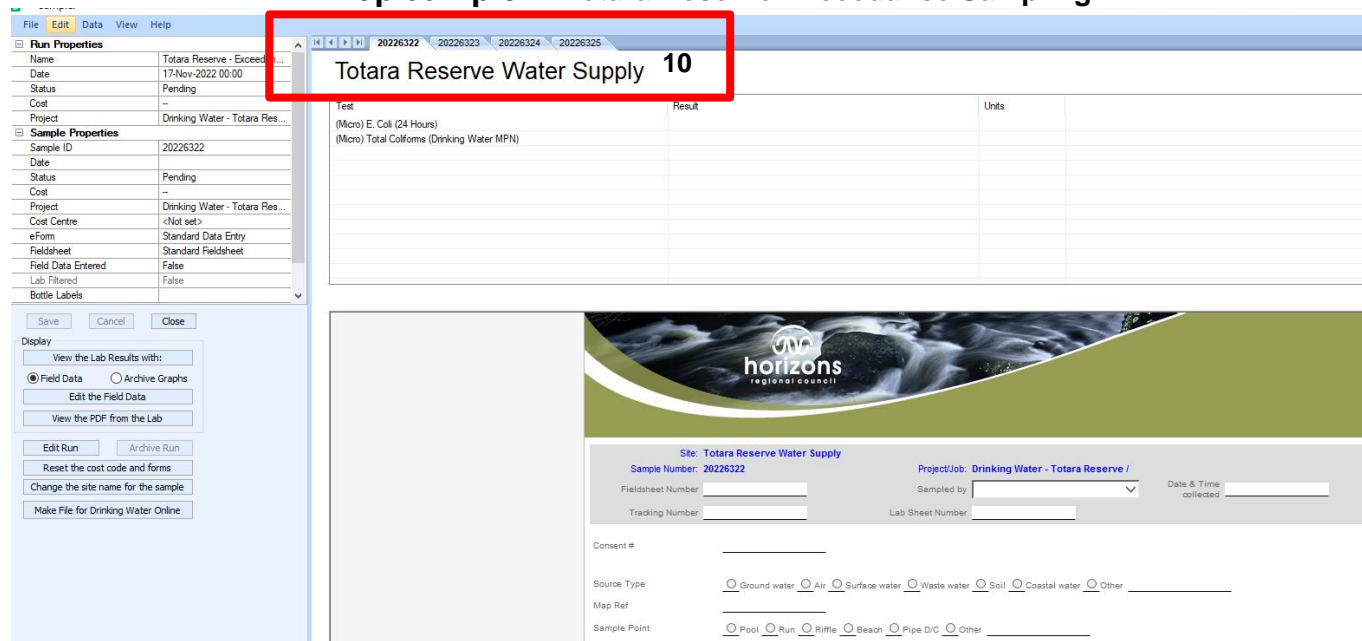
Alternatively you can select **close** and go back to the main screen. Then select **runs** to list all of the runs to find the one you created

Runs			
Find			
Run Name	Run Date	Status	
Totara Reserve Weekly - Camp Rangitiki on 15-Nov-2022	15-Nov-2022	Pending	
Totara Reserve Weekly - Kerihi Campground on 18-Nov-2022	18-Nov-2022	Pending	
Totara Reserve - Exceedance Sampling on 17-Nov-2022 (TEST)	17-Nov-2022	Pending	
Totara Reserve Weekly - Camp Rangitiki on 22-Nov-2022	22-Nov-2022	Pending	
Totara Reserve Weekly - Kahikatea Campground on 29-Nov-2022	29-Nov-2022	Pending	
Totara Reserve Weekly - Kerihi Campground on 6-Dec-2022	6-Dec-2022	Pending	
Totara Reserve Weekly - Camp Rangitiki on 13-Dec-2022	13-Dec-2022	Pending	
Totara Reserve Weekly - Kahikatea Campground on 20-Dec-2022	20-Dec-2022	Pending	
Totara Reserve Weekly - Camp Rangitiki on 24-Dec-2022	24-Dec-2022	Pending	
Totara Reserve Weekly - Kahikatea Campground on 29-Dec-2022	29-Dec-2022	Pending	
Totara Reserve Weekly - Kerihi Campground on 3-Jan-2023	3-Jan-2023	Pending	
Totara Reserve Weekly - Camp Rangitiki on 8-Jan-2023	8-Jan-2023	Pending	
Totara Reserve Weekly - Kahikatea Campground on 13-Jan-2023	13-Jan-2023	Pending	
Totara Reserve Weekly - Kerihi Campground on 18-Jan-2023	18-Jan-2023	Pending	
Totara Reserve Weekly - Camp Rangitiki on 23-Jan-2023	23-Jan-2023	Pending	
Totara Reserve Weekly - Kahikatea Campground on 31-Jan-2023	31-Jan-2023	Pending	
Totara Reserve Weekly - Kerihi Campground on 7-Feb-2023	7-Feb-2023	Pending	
Totara Reserve Weekly - Camp Rangitiki on 14-Feb-2023	14-Feb-2023	Pending	
Totara Reserve Weekly - Kahikatea Campground on 21-Feb-2023	21-Feb-2023	Pending	
Totara Reserve Weekly - Kerihi Campground on 28-Feb-2023	28-Feb-2023	Pending	
Totara Reserve Weekly - Camp Rangitiki on 7-Mar-2023	7-Mar-2023	Pending	
Totara Reserve Weekly - Kahikatea Campground on 14-Mar-2023	14-Mar-2023	Pending	
Totara Reserve Weekly - Kerihi Campground on 21-Mar-2023	21-Mar-2023	Pending	
Totara Reserve Weekly - Camp Rangitiki on 28-Mar-2023	28-Mar-2023	Pending	
Totara Reserve Weekly - Kahikatea Campground on 4-Apr-2023	4-Apr-2023	Pending	
Totara Reserve Weekly - Kerihi Campground on 11-Apr-2023	11-Apr-2023	Pending	

Select this project name from the drop down list to filter and make it easier to spot your sample run

Version No: 02 Issue Date: 28/08/2024 Portfolio: Discrete Data	Horizons Regional Council	Section No: 15.9 Appendix No: 7 Page: 4 of 4
	Hydrology Operations Manual	

Hilltop Sampler - Totara Reserve Exceedance Sampling



The screenshot shows the Hilltop Sampler software interface. A red box highlights the label 'Totara Reserve Water Supply 10' in the top right corner. The interface includes a 'Run Properties' sidebar on the left, a main data entry area with a table for test results, and a bottom section for site and sample details.

Run Properties:

- Name: Totara Reserve - Exceed...
- Date: 17-Nov-2022 00:00
- Status: Pending
- Cost: --
- Project: Drinking Water - Totara Res...

Sample Properties:

- Sample ID: 20226322
- Date: --
- Status: Pending
- Cost: --
- Project: Drinking Water - Totara Res...
- Cost Centre: <Not set>
- eForm: Standard Data Entry
- Fieldsheet: Standard Fieldsheet
- Field Data Entered: False
- Lab Filtered: False
- Bottle Labels: --

Test Results Table:

Test	Result	Units
(Micro) E. Coli (24 Hours)		
(Micro) Total Coliforms (Drinking Water MPN)		

Site and Sample Details:

Site: Totara Reserve Water Supply
Sample Number: 20226322
Project/Job: Drinking Water - Totara Reserve /
Fieldsheet Number:
Tracking Number:
Sampled by:
Date & Time collected:
Lab Sheet Number:

Consent #:

Source Type: ☐ Ground water ☐ Air ☐ Surface water ☐ Waste water ☐ Soil ☐ Coastal water ☐ Other

Map Ref:

Sample Point: ☐ Pool ☐ Run ☐ Riffle ☐ Beach ☐ Pipe D/C ☐ Other

Once you have completed the field-book collect the sample labels from the in-tray. These is located near the printer in the Hydro office area.

Any issues find the Discrete Water Quality Portfolio holder (Darren).