

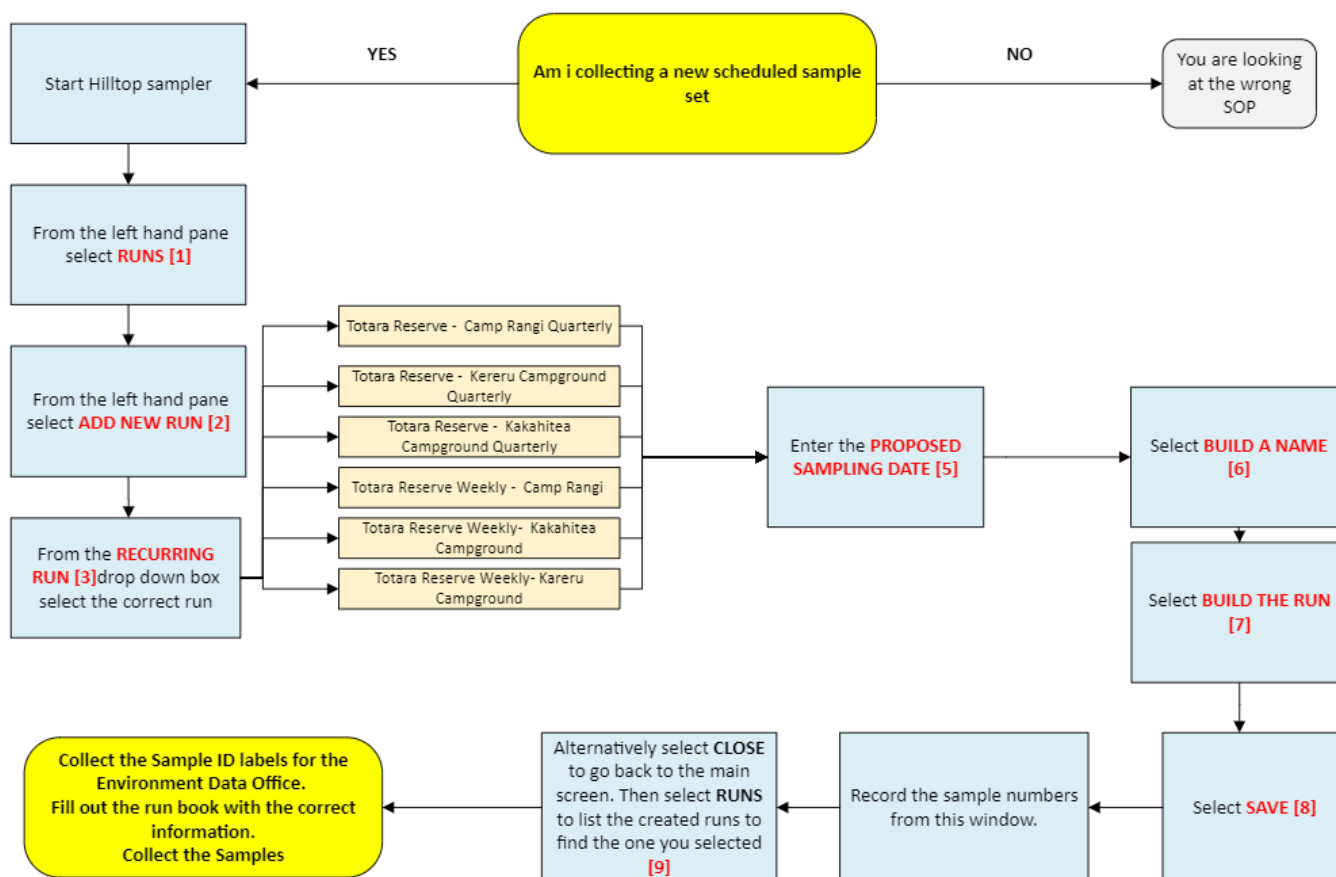
<b>Version No:</b> 01 <b>Issue Date:</b> 28/08/2024 <b>Portfolio:</b> Discrete Data	<b>Horizons Regional Council</b>	<b>Section No:</b> 15.9 <b>Appendix No:</b> 8 <b>Page:</b> 1 of 4
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## Hilltop Sampler - Totara Reserve Sampling

### Overview:

This Standard Operating Procedure (SOP) covers the process undertaken within Hilltop Sampler (Sampler) to create scheduled sample run(s) 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.

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## Hydrology Operations Manual



### Hilltop Sampler - Totara Reserve Sampling

Sampler

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

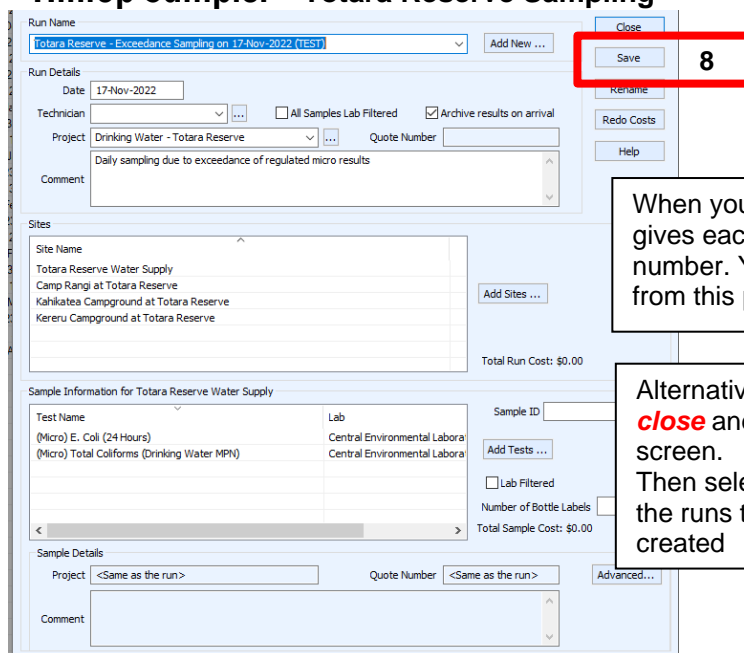
Build a name 6

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 Sampling



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**

View Runs

☒ Simple View ☐ Detailed View

Project: Drinking Water - Totara Reserve

Status: <Active>

+ Add New Run

**Forms and Labels**

Print Labels

Print Fieldsheet

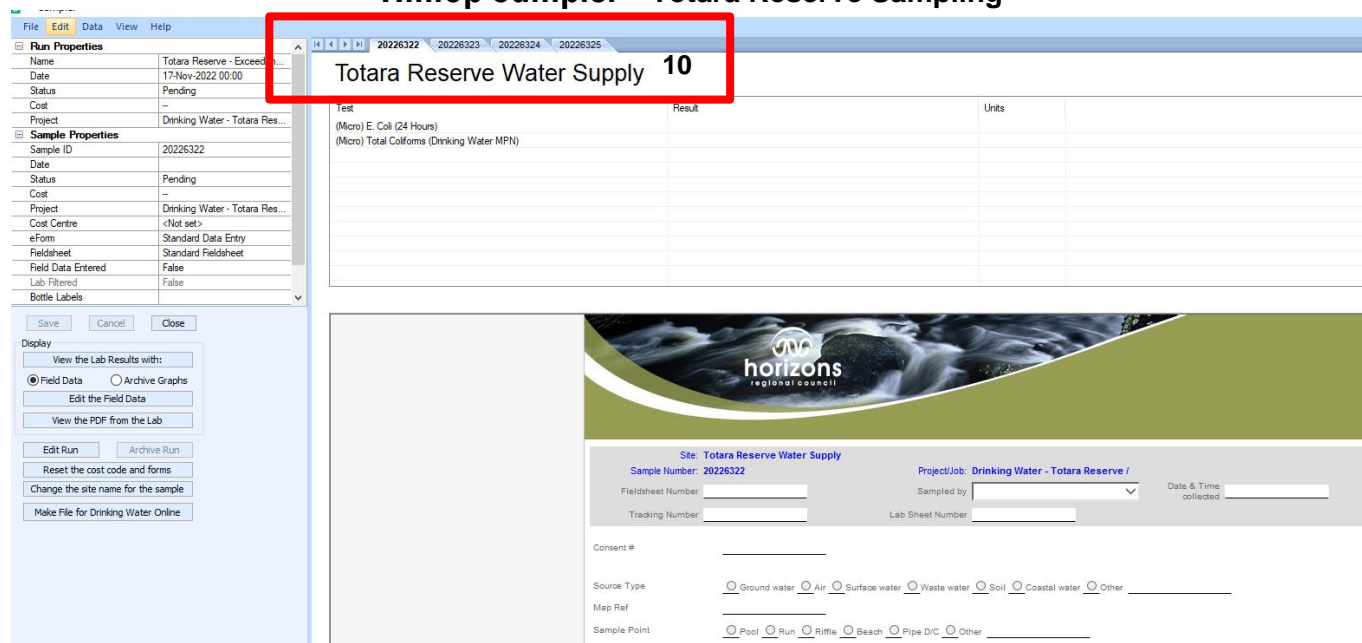
Print Lab Submission Form

Run Name	Run Date	Status
Totara Reserve Weekly - Camp Rangitiki on 15-Nov-2022	15-Nov-2022	Pending
Totara Reserve Weekly - Kereru Campground on 15-Nov-2022	15-Nov-2022	Pending
<b>Totara Reserve - Exceedance Sampling on 17-Nov-2022 (TEST)</b>	<b>17-Nov-2022</b>	<b>Pending</b>
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 - Kereru 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 - Kereru 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 - Kereru 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 - Kereru Campground on 7-Feb-2023	7-Feb-2023	Pending
Totara Reserve Weekly - Camp Rangitiki on 14-Feb-2023	14-Feb-2023	Pending
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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 - Kereru 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 - Kereru 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

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## Hilltop Sampler - Totara Reserve 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 tests and results, and a bottom section for sample details and source information.

**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: 17-Nov-2022 00:00
- 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)		

**Sample Details:**

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

**Source Information:**

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).