Version No: Issue Date: Portfolio:	01 28/08/2024 Discrete Data	Horizons Regional Council	Section No: Appendix No: Page:	15.9 8 1 of 4		
		Hydrology Operations Manual	horizons			
Hillton Samplar Totora Pasarua Sampling						

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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Project	Drinking Water - Totara Reserve	Totara Reserve Weekly - Kereru Campground on 15-Nov-2022 Totara Reserve Weekly - Camp Rangi on 22-Nov-2022	15-Nov-2022 22-Nov-2022	Pending	
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l⊒+ Ad	d New Run 2	Totara Reserve Weekly - Camp Rangi on 13-Dec-2022	13-Dec-2022 20-Dec-2022	Pending	
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		Totara Reserve Weekly - Camp Rangi 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	

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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.	
7 Build the run	

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Version No: Issue Date: Portfolio:	01 28/08/2024 Discrete Data		Η	orizons	Regio	nal Co	uncil	Section N Appendix Page:	
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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).