Version No: 03 Issue Date: 23/11/2020 Portfolio: Discrete Water Quality	Horizons Regional Council	Section No: 15.9 Appendix No: 3 Page: 1 of 9
	Hydrology Operations Manual	

1. Overview

This document expands upon the processes outlined in Sections: (i) 15.9 appendix 1: Hilltop Sampler – Data Entry and (ii) 15.9 appendix 2: Hilltop Sampler – Data Archiving of the Hydrology Operations Manual.

The role of the external contractor (contractor) varies depending on the nature of the sampling work being undertaken, advances to data acquisition methods and updates to Hilltop Sampler (Sampler). This document does not replace the need for training and communication between the contractor and Horizons Regional Councils (HRC) Discrete Water Quality Portfolio Holder (or proxy), as such it assumes that the contractor has a working knowledge of both Sampler and HRC's monitoring network and practices. This document should therefore be considered a live document providing additional information on dealing with the core responsibilities of the contractor.

The contractors role is defined in 15.9 appendix 1: Hilltop Sampler – Data Entry.

2. Tracking a Run or Sample

The lab sends results in both .pdf and .csv format by email to the wqlabresults@horizons.govt.nz e-mail address. Labmail software will automatically reads these e-mails on a nightly schedule and writes the results into Sampler. Sampler will change the status of each to display that some or all of the lab test results are back.

In sampler click the Runs button in the bottom of the left hand pane, and then you can then see the status of all the runs. You can select items from the Project and Status combo-boxes to filter the items in the list. Each run or sample is shown in a list, and the order of the list can be controlled from the headings.

Version No: 03 Issue Date: 23/11/2020 Portfolio: Discrete Water Quality	Horizons Regional Council	Section No: 15.9 Appendix No: 3 Page: 2 of 9
	Hydrology Operations Manual	

🛐 - Sampler			
File Edit Data View Help			
Runs	Runs Find		
Simple View O Detailed View	Run Name	Run Date	Status
<u> </u>	Periphyton - Manawatu on 15-Jun-2020	15-Jun-2020	Sent to lab
Project <all></all>	Groundwater - SoE on 15-Jun-2020	15-Jun-2020	Sent to lab
Status <active></active>	Discharge - Upper Manawatu Run 3 on 15-Jun-2020	15-Jun-2020	Sent to lab
Status CActive>	Discharge - Scanpower on 15-Jun-2020	15-Jun-2020	Sent to lab
	SoE - Lower Rangitikei on 11-Jun-2020	11-Jun-2020	All results back
🛁+ Add New Run	Discharge - Lower Rangitikei on 11-Jun-2020	11-Jun-2020	All results back
	Coastal - East Coast on 11-Jun-2020	11-Jun-2020	Pending
Forms and Labels	Tararua District Council Monitoring on 10-Jun-2020	10-Jun-2020	Some results back
Print Fieldsheets and Labels	SoE - Upper Rangitikei on 10-Jun-2020	10-Jun-2020	All results back
Print Lab Submission Form	Periphyton - Rangitikei on 10-Jun-2020	10-Jun-2020	All results back
	Groundwater - SoE on 10-Jun-2020	10-Jun-2020	All results back
	Discharge - Upper Rangitikei on 10-Jun-2020	10-Jun-2020	Some results back
	Tararua District Council - Ormondville Feb Landfill on 9-Jun-2020	9-Jun-2020	Sent to lab
	SoE - Ohau Waikawa Run 2 on 9-Jun-2020	9-Jun-2020	All results back
	SoE - Ohau Waikawa Bun 1 on, 9-Jun-2020	9-Jun-2020	All results back
	aroundwater - SoE on 9-Jun-2020	9-Jun-2020	All results back
	Estuary - Ohau Waikawa Run on 9-Jun-2020	9-Jun-2020	All results back
	Hydrology Central - Turb and Sediment on 2 Jan-2020 TCO	8-Jun-2020	Sent to lab
	Groundwater - SoE on 8-Jun-2020	8-Jun-2020	All results back
	Taranua District Council Monitoring on 3-Jun-2020	3-Jun-2020	All results back

Double click on a Run in the Run Name list and the software will give you a detailed view of the sample.

Run Properties				
		H + P 20202018 20202019		
Name	Estuary - Ohau Waika	Maillouve Fetuenu et Feu	the window o	
Date	9-Jun-2020 00:00	Waikawa Estuary at Foo	egonage	
Status	All results back			
Cost	\$241.90	Test	Result	Units
Project	Science - Coastal and	(Nutrients) Total Oxidised Ntrogen	0.676	g/m
Sample Properti		(Nutrients) Phosphorus (total)	0.100	g/m
Sample ID	20202018	(Algae) Chlorophyll a	<1.9	mg/m
Date	9-Jun-2020 10:37	(Nutrients) Phosphorus (soluble reactive)	0.035	q/m
Status	All results back	(Nutrients) Ntrogen (Total)	1.08	g/m
Cost	\$120.95	(Calculation) Nitrate	0.668	g/m
Project	Science - Coastal and	(Calculation) Dissolved Inorganic Ntrogen	0.81	g/m
Cost Centre	A01505 001 (Water q	(Calculation) Ntrogen (TON)	0.68	g/m
Field Sheet	Standard Fieldsheet	(Chemistry) Turbidity NTU (ISO)	6.71	NTU
Data Entry Form	Standard Data Entry	(Micro) Enterococci	160	cfu/100
Field Data Entered	True	(Nutrients) Ammonia Nitrogen	0.13	g/m
Lab Filtered Bottle Labels	False			
View the Field Data Edit the	Cancel Changes name for the sample Lab Results Archive Graphs Field Data		Portizions registraticonell	
Change the site of Display View the Field Data Edit the	Lab Results			
Change the site of Display View the Field Data Edit the	Lab Results Archive Graphs Field Data		horizons regioned connect	Project/Job: Science - Coastal and Estuary / A01505 001 (Water quality general)
Change the site of Display View the Field Data Edit the View the PD Edit Run	Lab Results Archive Graphs Field Data Ff from the Lab		Carl Ster Walkawa Estuary at Footbridge	

Each sample appears under a tab at the top of the screen. Click a tab to select the sample that you want to work with. The test results and the field sheet are shown in the main window, and several important properties of the run and sample are in the left hand window.

You can get to a similar position by clicking the Samples button (in the bottom of the left hand pane) and then double-clicking on a sample in the list.

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The screen will show the test results and field sheet for the sample, and the sample properties will be on the left hand side. The properties for the run are not displayed since you are not editing the run, just a sample in the run.

3. Status Settings

A run and the samples within it have a status, and this status changes automatically as the results come in. The run status and the sample status can be different, and this can occur when all the lab results for one sample arrive before others in the run, however the lab should only send the result once all analytical work on that run have been completed. The status values are:

Pending	The run hasn't been done yet and there is no data collected
Sent to Lab	Samples have been collected in the feidl and have been sent
	to the lab
Some results back	Lab test results have begun to come back from the lab
All results back	The Lab Mail software has all it needs
Closed	The test results and field data are in the final archive
Cancelled	The sample or run was abandoned, and no data sent to
	archive

The status, for either run or sample, can be set manually by clicking on the status field – this should open a drop down box to allow you to select the required status. NOTE: Only when the run (i.e. all samples within the runs) is set at "All results back" can the data be written to the archive by an HRC staff member.

4. Entering Field Data

Whilst waiting for the lab results to be completed and uploaded the field collected data and sample properties need to be entered. These are shown in the bottom right hand pane of the screen (the upper right hand pane displays lab provided data).



a first first a							
le Edit Data		(+ + +) 20202018 20202019					
Run Properties		20202018 20202019					
Name Date	Estuary - Ohau Walka 9-Jun-2020 00:00	Waikawa Estuary at F	Conthridge				
Status	All results back	vvaikawa Estudiy at r	ootbridge				
Cost	\$241.90	-	1				
Project	Science - Coastal and	Test	Flesut		Units		
Sample Properties		(Nutrients) Total Oxidised Ntrogen	0.676		g/m		
Sample ID	20202018	(Nutrients) Phosphorus (total)	0.100		g/m		
late	9-Jun-2020 10:37	(Agae) Chlorophyll a	<1.9		mg/m		
ate tatus	All results back	(Nutrients) Phosphorus (soluble reactive)	0.035		g/m		
catus lost	\$120.95	(Nutrients) Ntrogen (Total)	1.08		g/m		
loat Iroiect	Science - Coastal and	(Calculation) Nitrate	0.668		g/m		
		(Calculation) Dissolved Inorganic Nitrogen	0.81		g/m		
lost Centre	A01505 001 (Water q	(Calculation) Ntrogen (TON)	0.68		g/m		
ield Sheet	Standard Fieldsheet	(Chemistry) Turbidity NTU (ISO)	6.71		NTU		
lata Entry Form	Standard Data Entry	(Micro) Enterococci	160		du/100		
Field Data Entered	True	(Nutrients) Ammonia Ntrogen	0.13		g/m		
Lab Filtered Bottle Labels	False	the second se			Contraction of the Contraction o		
Field Data Edit the F View the PDF	from the Lab			Waikawa Estuary at Footbridge	Principle: Science - Coastal and Estimated	D1505 001 Dilater multiv peneral*	
Field Data Edit the F View the PDF Edit Run Reset the cost of	Archive Graphs ield Data from the Lab Archive Run code and forms		Sample Number Fieldsheet Numbe	:: Wakawa Estuary at Footbridge 7. 20202016 # 12229	and the second se	01505 001 (Water quality general) Date 4. Time gelfested 9-Jun-2020 10:37	
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Field Data Edit the F View the PDF Edit Run Reset the cost o	Archive Graphs ield Data from the Lab Archive Run code and forms		Sample Number Fieldsheet Numbe Tracking Numbe Consent # Source Type	Vitakawa Estuary at Footbridge 20202018 2229 La	Sampled by Ian Hurst	V Date & Time mitteded 9-Jun-2020 10:37	
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Field Data Edit the F View the PDF Edit Run Reset the cost o	Archive Graphs ield Data from the Lab Archive Run code and forms		Sample Number Faidscheat Number Traisting Number Consent # Source Type Map Ref		Bangké by linn Hurst Sheet Number 9317 O thate same Q Solt Q Coastal water Q Other Pipa DC Q Other	V Date & Time mitteded 9-Jun-2020 10:37	
Field Data Edit the F Vew the PDF Edit Run Reset the cost o	Archive Graphs ield Data from the Lab Archive Run code and forms		Sengle Number Pielsbewet Number Traiding Number Consent # Source Type Map Ref Sengle Potet		Samplet by Ton Hunst Breat Number 2917 O Warts water O Soil O Coastal water O Other Plos DC O Other	V Date & Time mitteded 9-Jun-2020 10:37	
Field Data Edit the F View the PDF Edit Run Reset the cost of	Archive Graphs ield Data from the Lab Archive Run code and forms		Serge Humber Piationeet Humbe Traisting Kumbe Consent # Source Type Map Ref Sengile Point Senging Method		Bangké by linn Hurst Sheet Number 9317 O thate same Q Solt Q Coastal water Q Other Pipa DC Q Other	V Date & Time mitteded 9-Jun-2020 10:37	
Field Data Edit the F View the PDF Edit Run Reset the cost o	Archive Graphs ield Data from the Lab Archive Run code and forms		Convert Funda Traditioner Human Traditioner Human Convert (* Source Type Hop Ref Sampler Point Sampler Point Weather	Contractive Strategy of Footbridge Contraction	Bangké by linn Hurst Sheet Number 9317 O thate same Q Solt Q Coastal water Q Other Pipa DC Q Other	V Date & Time mitteded 9-Jun-2020 10:37	
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Pield Data Edit the Fit View the POP View the POP Cold Bun Reset the cost of Cold	Archive Graphs ield Data from the Lab Archive Run code and forms		Connex Humos Partomer Humos Transmy Humos Connex II e Source Type Mago Ref Samylag Detrict Versetin Heart ID Temperature	Chalcone Estuary of Footbridge Catalogue Cata	Bangké by linn Hurst Sheet Number 9317 O thate same Q Solt Q Coastal water Q Other Pipa DC Q Other	V Date & Time mitteded 9-Jun-2020 10:37	
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Fueld Data Edit the F View the POT View the POT Call Runx Co Co	Cerbine Grades eed base man the La La Archee Run action and forms ee		Converting Training Homes Convert # Source Type Map Tat Sampling Method Vacher Method Method Sampling Method Sampling Method	(Wakawa Eshany at Forthridge 202201 20220 0/0001 milet 0/00 0/0001 milet 0/00 0/000 0/000 0/00	Bangké by linn Hurst Sheet Number 9317 O thate same Q Solt Q Coastal water Q Other Pipa DC Q Other	V Date & Time mitteded 9-Jun-2020 10:37	

To enable data entry select the "Edit the Field Data" button – blue circle above and you will access an electronic version of the field form (below):

Version No: 03 Issue Date: 23/11/2020 Portfolio: Discrete Water Quality	Horizons Regional Council	Section No: 15.9 Appendix No: 3 Page: 5 of 9
	Hydrology Operations Manual	

Cole -	ma	
	horizons	
	regional council	
	And a second	
Site: Wai	ikawa Estuary at Footb	nidra
Sample Number: 202		Project/Job: Science - Coastal and Estuary / A01505 001 (Water quality general)
Fieldsheet Number 122	29	Sampled by lan Hurst V Date & Time 9-Jun-2020 10:37
Tracking Number		Lab Sheet Number 9917
Consent #		
Source Type	⊖ Ground water. ⊖ Air	● Surface water ○ Waste water ○ Soil ○ Coastal water ○ Other
Map Ref		
Sample Point	OPool ●Run ORiffle	e ○Beach ○Pipe D/C ○ Other
Sampling Method	● Grab ○ Composite	
Weather	Fine O Overcast	O Drizzle O Rain O Other
Meter ID	Smartroll 3	
Temperature	10.70	ī¿¼C
Barometric Pressure	1023.0	mbars
DO Saturation	75.6	%
DO Concentration	8.40	mg/l
Conductivity	2683.3	μS/cm
PH	7.69	
Water Clarity Mease Black Disc	urements	
SCMAK Tube		m
Light condition	O Sun O Shade	m
Light condition	O Sun O Shade	
Bed Substrate		
Silt		%
Sand		%

The field sheet will now take up all of the screen and you can type data in as required. Click the Save button at the bottom of the field sheet when you have finished typing. Click the Close button in the left hand pane to finish looking at the samples in a run, or click on a sample number tab to view or edit another sample in the run.

The run and the samples composing of the the run start off with the same set of properties (top left hand pane), however the properties in each sample will change. For example, the status values may vary as the test results for each sample may arrive at different times. Changing a property in a sample does not change the corresponding property in a run. The same applies to changing a run property except that changing the status in a run will change the status in all the samples.

5. Archiving the Run

Once; (i) all the results are back from the lab and have been cross referenced with the matching .pdf results and (ii) you have entered data from field sheets into Sampler, the sample run is ready to be archived by an HRC staff member. If it has not already been set automatically, set the Run status to "All results back" –this will activate the Archive button. Inform the appropriate HRC staff member(s) via email of the runs that have been set as "all results back" and are ready to be archived.

Version No:	
Issue Date:	
Portfolio:	

Horizons Regional

Council



Hydrology Operations

Manual



Hilltop Sampler - External Contractor General Instructions

The process of archiving the run will write the test results and field sheet information into the archive data file – this itself is defined with the project details that the sample run is linked to.

Note that the Archive Run button is only available when the Run Status is set to "All Results Back". This gets set auto-magically by the Labmail program, but you can set the status yourself if you need to push results into the archive file ahead of time or conversely to avoid incomplete or erroneous data accidently getting archived until further checks/edits are completed. The Run Status will change to Closed once you send the data to the archive.

6. Problems with the Lab Test Results

The Lab Mail software reads the .csv results files from the lab and writes them into Sampler.

6.1 Orphan Results: Unfortunately, there may be problems with this because the lab results may not match what was requested. Labmail writes test results it doesn't like into the database and calls them "Orphan Sample Results". They get this name because the result appears to have lost its parent and is now homeless. It should be part of your office practise to check for orphan sample results regularly and try and resolve them. These will be noticeable by there being an apparent missing data point(s) in an otherwise complete set of lab results.

Click the Samples button and then click on View Orphan Results. The screen will show the test results that have problems. Click the headings in the list to change the order in which the results are shown.

	Orphan Results		Discard the selected results Stats				
Samples	Ofpilan Results		Discard the selected results Stats				
ple View O Detailed View	Lab	Date Time	Sample ID	Project	Username	Error	Details
	Environmental Laboratory Services		20202121		Ian Hurst	Sample doesn't specify this test.	100-94
<nd td="" v<=""><td>Environmental Laboratory Services</td><td></td><td>20202121</td><td></td><td>Ian Hurst</td><td>Unable to locate lab test.</td><td>01420</td></nd>	Environmental Laboratory Services		20202121		Ian Hurst	Unable to locate lab test.	01420
	Environmental Laboratory Services		20202121		Ian Hurst	Unable to locate lab test.	Prob1
<active> <</active>	Environmental Laboratory Services		20202119		Ian Hurst	Unable to locate lab test.	01420
<ab td="" 🗸<=""><td>Environmental Laboratory Services</td><td></td><td>20202118</td><td></td><td>Ian Hurst</td><td>Unable to locate lab test.</td><td>01420</td></ab>	Environmental Laboratory Services		20202118		Ian Hurst	Unable to locate lab test.	01420
	Environmental Laboratory Conviron		20202001		Amu Each	i inshin ta incata lab tast	01420
re «Alb v	Environmental Laboratory Services		20201748		Darren Bentley-Hewitt	Sample doesn't specify this test.	2
	Environmental Laboratory Services		20201740		Derren Bentley Henitt	Sample doesn't specify this test.	2501
1 Samples *	Environmental Laboratory Services		20201748		Darren Bentley-Hewitt	Sample doesn't specify this test.	6703
Pre-issued Samples	Environmental Laboratory Services Environmental Laboratory Services		20201748 20201747		Darren Bentley-Hewitt	Sample doesn't specify this test. Sample doesn't specify this test.	6708
rate Pre-Issued Samples	Environmental Laboratory Services Environmental Laboratory Services		20201747		Darren Bentley-Hewitt	Sample doesn't specify this test.	2 2504
			20201747		Darren Bentley-Hewitt		6703
ample Results *	Environmental Laboratory Services				Darren Bentley-Hewitt	Sample doesn't specify this test.	6703
	Environmental Laboratory Services		20201747		Darren Bentley-Hewitt	Sample doesn't specify this test.	
Repeat Test Results	Environmental Laboratory Services Environmental Laboratory Services		20201746 20201746		Darren Bentley-Hewitt Darren Bentley-Hewitt	Sample doesn't specify this test. Sample doesn't specify this test.	2 2504
Discarded Results	Environmental Laboratory Services		20201746			Sample doesn't specify this test.	6703
Discarded Results			20201746		Darren Bentley-Hewitt		6708
d Labels	Environmental Laboratory Services		20201/46		Darren Bentley-Hewitt	Sample doesn't specify this test.	6708
Fieldsheets and Labels							
Lab Submission Form							
Lab Submission Form							
	1						
Estuary - Ohau Walkawa Run on 9-Jun-2							
ies							

Version No: Issue Date: Portfolio:	03 23/11/2020 Discrete Water Quality	Horizons Regional Council	Section No: 15.9 Appendix No: 3 Page: 7 of 9
horiz		Hydrology Operations Manual	

To repair a test result, double click on it in the list and a dialog box will appear. It shows as much information as Labmail was able to read and lets you change two of the fields. You can assign the test result to a different sample number to correct a typing mistake in the lab, or you can assign the result to a new lab test. Click the Save button to write your changes. The software will check your changes and they will only be written back into the database if they are now sensible.

Data from the lab	
Lab	Environmental Laboratory Services
Lab's Sample ID	
Lab's name for test	01420
Value	No access no
Units	
Detection limits	
Test method name	
Method text	
Analyte code	
Analyte name	
Orphan sample error	
Sample ID	20202001
Sample date	
Error	Cannot find a lab test for the lab's name of O1420
Use a test alread	y in the sample 🗸 🗸 🗸 🗸
Add a test to the	sample
	show the lab method and the lab's name for the test. The lab can have more test, and these names are separated by semi-colons. Select a lab test to m the lab.
	Add the lab's name to the selected lab test
Save	Discard Edit Lab Tests Cancel

The Discard button abandons a test result so that it will no longer appear in the list of Orphan Sample Results. Click this button for test results that just don't make any sense. You can view the discarded test results and change a result back again if circumstances change.

6.2 Corrupt .csv data file: The other most likely reason for data being missing is due to a corrupted (i.e. non-standard) .csv data file proved by the lab. This results in the file not being read by the labmail system.

In these instances you will see missing data for anything between a single test result to an entire sample run with no matching orphan results stored within sampler. You should also observe an unread email sitting in the wqlabresults@horizons.govt.nz inbox. The .csv data will only read up to the incorrect data point (i.e. the Sample ID number not being the 20201234 format).

In such situations contact the Discrete Water Quality Portfolio Holder (or proxy).

6.3 Non-Sampling Occurrences: Occasionally the sampling of a site cannot be undertaken, typically these are due to situations out of the sample staff members control (i.e. flood events preventing safe access to a site, road closures, drought events resulting in no flow to sample and plant machinery not operating). As such, the field sheet should have an appropriate comment-giving context to the 'missing' data. In addition, the paperwork is still submitted to the laboratory – the affected sample in the book should be clearly commented as NO SAMPLE.

Version No:	
Issue Date:	
Portfolio:	

Horizons Regional

Council



Hydrology Operations





Hilltop Sampler - External Contractor General Instructions

The lab will provide a test result confirming that no sample was undertaken and subsequently analysed in both .csv and .PDF formats (Eurofins-ELS uses test code O1420 that contains text as the result value). This will show as an orphan and needs to be added to the site as per 6.1. All other tests need to be deleted from the sample with the O1420 used in their place. The comments on the fieldwork need to be added to Sampler along with any other field data (i.e. time etc.)

The run/sample cannot be archived without the corresponding O1420 code - this 'test' allows the comments to be pulled into Hilltop Manager along with the sample metadata (Sample ID, date etc.). Conversely Hilltop Manager cannot display the text value from the lab result, as such the text from the comment section of the fieldwork is required (the text comment and O1420 comment from the lab need to be treated as a pairing).

If these steps are not taken the missed sample, will appear as a gap in HRC's archive and could be mis-construed as lost data.

7. Problems with the field data

The onus on providing you adequate field data is on the sample staff member. It is expected that staff will complete the field sheets wholly and accurately.

For any uncertainty contact the staff member for confirmation and/or the Discrete Water Quality Portfolio Holder (or proxy).

8. Pre-Issued Sample ID's

For sampling work undertaken by external stakeholders and compliance sampling among other situations, sample ID's need to be generated before knowing the number of sample sites, parameters required or number of samples needed are known. In these instances the Discrete Water Quality Portfolio Holder (or proxy) will create some pre-issued sample IDs. This in effect reserves these sample IDs for later use.

Processing Results with a Pre-Issued Sample ID: A pre-issued sample ID needs to be associated with a run before it can accept results from the lab. The method is to build a run as if you were going into the field and then assign the pre-issued sample ID instead of allowing Hilltop Sampler to create one. Steps to follow are:

- Click the Runs button and then click Add New Run. The dialog box asks for the run name so don't select a recurring run, but do give the date when you did the sample, and a short name for the site.
- The Run Editor will start and you should add a site name, and then the tests that you asked for when you sent the bottles to the lab.

Version No: Issue Date: Portfolio:	03 23/11/2020 Discrete Water Quality	Horizons Regional Council	Section No: Appendix No: Page:	15.9 3 9 of 9
		Hydrology Operations Manual		

• There is a Sample ID field in the lower right corner of the dialog. This is normally blank because Hilltop Sampler will choose the ID. Type the number of the pre-issued sample and then click the Save button

The run is created with the sample ID, and now acts like a normal run and sample combination.