

Sampling and Analysis Plan For Microbial Source Tracking Projects

A Sampling and Analysis Plan (SAP) is prepared for each project by the Project Manager, reviewed and approved by the Field QA Officer prior to field work, and a copy retained in the Coastal Restoration Supervisor's Office at Pease. A copy of the approved plan is sent to the DES Quality Assurance Manager. The Project Manager is responsible for communicating the SAP and other QA/QC requirements to other field sampling staff that may be working on the project.

The SAP will reference its parent Generic QAPP. Deviations from and stipulations not addressed in the Generic QAPP are incorporated into the SAP. These will include site information, rationale, project description and timetable, and reporting. Additional information is considered and added on a case-by-case basis. Also, the Project Manager is responsible for locating and producing procedures for any deviations and stipulations, in particular, sampling and testing required for a project that is not described in the Generic QAPP. Details should be provided for the elements listed below.

SAP Information

- Project name
- Date of SAP
- Reference to Generic QAPP for Microbial Source Tracking
- Contact information of person preparing the SAP

Site Information

- Site map
- Sampling location map
- Personnel identification and organization

Rationale

- Problem definition
- Historic Data
- Conditions of concern

Project Description and Timetable

- Sampling design (sampling location information, representativeness, fecal material targets, sampling and analysis method/SOP requirements¹, # of isolates/sample for ribotyping analysis)
- Sampling procedures and requirements
- Data analysis and interpretation

Reporting

- To whom results and discussion are reported and how

A title and approval page will be submitted to the NHDES Quality Assurance Manager with the SAP. The page will include the project title, date of submittal, name and title of person preparing the SAP, name and title of person who receives the SAP for approval, a list of people involved in the SAP and a space for these people to sign and date upon their review of the SAP.

Note 1: If SOPs other than those currently present in the Generic QAPP for MST are used, a copy of the relevant SOP is to be attached to the SAP for documentation purposes.