

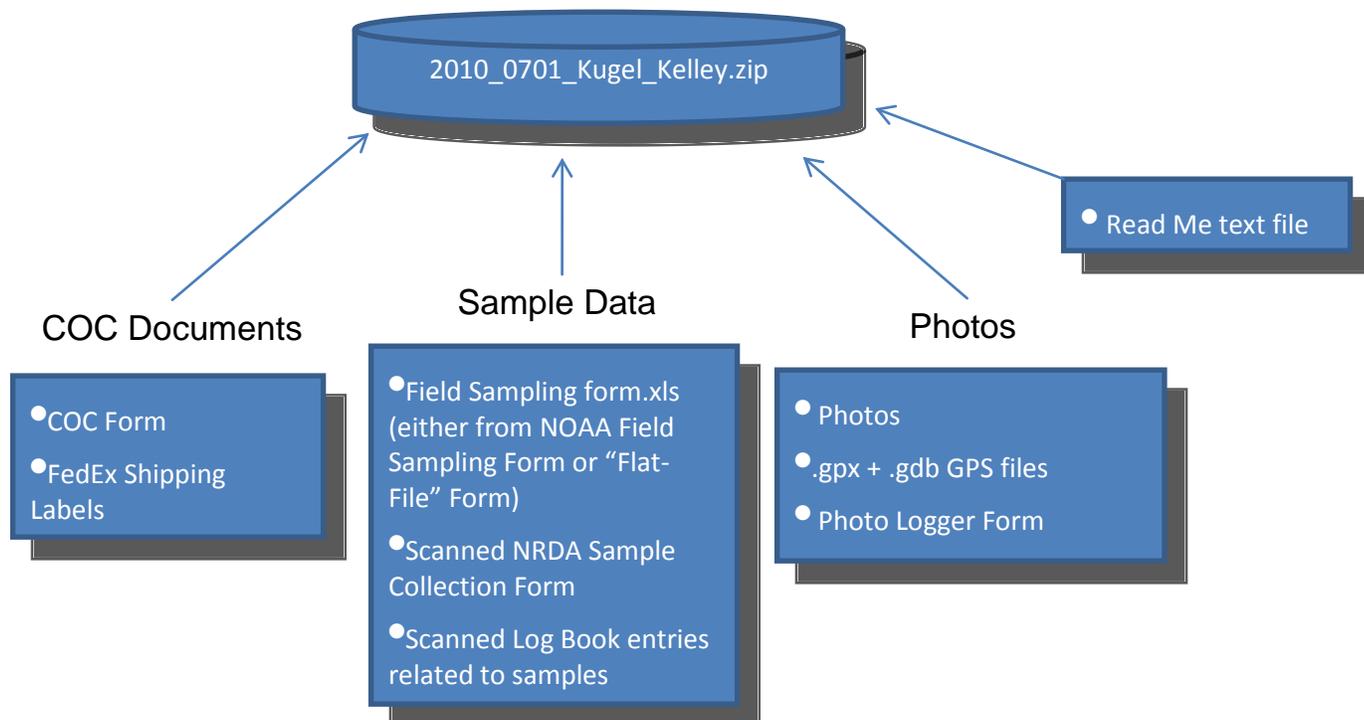
NOTE: THESE INSTRUCTIONS REPLACE ALL PREVIOUS INSTRUCTIONS.

These instructions update the protocol for preparing field sample records and uploading field sampling data into NOAA's NRDA FTP site and match the sampling forms version 16.2.1 updated in July 2010. NRDA samples submitted for chemistry must comply with the documentation requirements set forth in the NOAA field sampling form documentation and outlined below. Samples that do not meet these requirements will not be processed by the laboratory. Individuals who submit samples that do not comply with documentation requirements will be instructed on proper procedures and be given the opportunity to correct any deficiencies; however, this will delay data acquisition. This system was developed with both legal and scientific considerations. Prior to undertaking any sampling, please familiarize yourself with all of the required data elements on the forms relevant to your effort. These documentation requirements are relevant to all work groups, with the exception of the sub-surface multi-depth water sampling conducted on research cruises, which is subject to its own documentation requirements (see Cruise Data Protocol document).

A daily webinar and Q&A session for field samplers (Monday through Friday at 4pm CDT) goes through the contents of this protocol. Please join the webinar if you are new to NRDA Field Sampling or if you have questions about field sampling protocol. The number to call in to the webinar is 866-763-3375 and the Participant Code is 9557764, and the webinar is presented at <https://www1.gotomeeting.com/join/454999441>

NRDA Sample Data Requirements

This graphic presents an overview of all of the required data that must be within a Field Sampling zip file that is posted on the NRDA FTP website in order to be considered complete:



To gain access to the NRDA FTP site, email dwhnrda@gmail.com. All information and forms are located in the Home/Trustees Private Communications/Sample_Data/ directory, hereafter shortened to "//Sample_Data". Each component of this zip file is discussed below.

Field Sample Documentation

The NRDA Field Sample Forms are located in the NRDA FTP site under
//Sample_Data/0_Instructions_and_Forms/NOAA Field Sample Information and COC Forms_07.02.2010_V16.2.1.xls

When a sample is collected for chemical analysis, the following documentation is required and must be provided in order for the samples to be accepted for analysis:

- **Sample collection information:** All fields on the applicable NRDA Sample Collection Form (Oil-Tarball-Water, Soil-Sediment, or Tissue-Wrack) must be filled out, with the exception of those fields noted below. There are three options to record this required information:
 - a. Use the matrix-specific NRDA Sample Collection Forms;
 - b. Record **all** the required information on paper (e.g. other form, log book); or
 - c. Record **all** the required information directly into a spreadsheet.
- **NRDA Chain of Custody (CoC) Form:** Complete all fields in the COC form with the exception of the fields noted below. NOTE: Written documentation must be in the NRDA format for this project.
- **Field log books:** If a log book is used, either the log book must be submitted for scanning or appropriate scanned pages must be delivered with the samples. Originals may be demanded in the future; they must be kept by your agency or turned in to the SIC or other NOAA representative.

All data fields on the forms are to be **completely** filled out. Exceptions to the data field requirements are very limited:

- NRDA CoC form
 - Analyses Requested (if uncertain, select “As per sample plan” in picklist)
 - Lab Name (if unknown, please write “Lab”)
 - Waybill Number (Laboratory will fill in if coolers are sealed prior to obtaining waybill number)
 - Turn Around Time
- NRDA Sample Collection Forms
 - Resource Group Leader (Preferred, but not legally required)
 - Chain of Custody Field CoC information (Only if an intermediary delivers samples from sample site to SIC)
 - Notes sections (The notes sections are not mandatory; however samplers are encouraged to use these sections to provide additional detail.)

Pre-Field Sampling Protocol

I. Before going into the field for the first time, the NRDA field sampler should attend at least one daily webinar and read the Field Form User Guide. This explains the official NOAA NRDA field sampling form.

//Sample_Data/0_Instructions_and_Forms/Field_Sampling_Form_Printouts_and_UserGuide.

II. Before going into the field *each day*, the NRDA field samplers should generally complete two tasks.

1. Print necessary field sampling forms from the NRDA FTP

//Sample_Data/0_Instructions_and_Forms/Field_Sampling_Form_Printouts_and_UserGuide

2. Determine your NRDA Sampling Grid Location Code

Near-Shore/Land Sampling:

a. Choose the index map for the state in which you will be sampling.

//0_Instructions_and_Forms/NRDA_SamplingMaps/Index_Maps

b. Find the sampling grid map corresponding to the specific area in which you will be working.

//0_Instructions_and_Forms/NRDA_SamplingMaps/Sampling_Grids

c. Use the sampling grid map to find the grid in which you will be working. The codes are noted in the center of each cell.

Water-Based Sampling:

Given the extent of the Gulf activities, for open water-based sampling please use the following convention:

- GU (for Gulf of Mexico) or EC (for East Coast, east of the Florida Keys)

- Degree Latitude

- Degree Longitude

For example, in the Gulf of Mexico sampling location 27.30 North and -88.30 West code would be GU2788.

Sample Collection Information Options

With every chemistry sampling event, the information on both the matrix-specific NRDA Sample Collection Forms and the NRDA Chain of Custody Form must be collected. For legal defensibility, original copies of all documents must be retained. Individual agencies may choose to retain custody of these documents (field forms, log books) and provide only electronic copies to NOAA; in this case, the individual agency is responsible for providing the material in the event of a discovery request. Alternatively, the original documents may be signed over to NOAA and its contractors, and will be retained in secure document storage.

Some sampling teams may find it convenient or necessary to use formats besides the NRDA Sampling Collection Form to capture this information. There are three options to record this information. If you do multiple days of sampling, you need to fill out one electronic field form per day and submit one zip file per sampling day.

1. **Use the NRDA Sample Collection Form for the specific matrix you are working with** (strongly recommended option). The three NRDA Sample Collection Forms are:
 - Oil/Tarball/Water (use separate forms to track water versus oil/tarball)
 - Tissue/Wrack
 - Soil/Sediment

The completed original NRDA Sample Collection Form is turned in with the samples when using a Sample Intake Center (SIC). If the sampling team is not using a SIC, the data from this form are entered electronically into either the MS Excel-based Field Sample Workbook or Flat File forms and uploaded to the ftp site. Copies of the hand-written form must be scanned and uploaded to the ftp site with the data spreadsheet. Originals may be retained by individual agencies or submitted in hard-copy via a traceable carrier (e.g. U.S. registered mail, FedEx, UPS or similar) to the NRDA document manager:

NRDA Document Manager
c/o Industrial Economics
2067 Massachusetts Avenue
Cambridge, MA 02140

2. **Use a form other than the NRDA Sample Collection Form for recording the required information.** The information can be recorded on another form or in a field log book. It is imperative that **all** required fields from the NRDA Sample Collection Form be recorded (see above requirements). When using a form other than the NRDA Sample Collection Form, the original form or field log book must be turned into the SIC. If the sampling team is not using a SIC, the data from the form or field log book are entered electronically into either the MS Excel-based Field Sample Workbook or Flat File forms and uploaded to the ftp site. Copies of the hand-written form must be scanned and uploaded to the ftp site with the data spreadsheet. Originals may be retained by individual agencies or submitted in hard-copy to the NRDA document manager (see address above).
3. **Use a computer to input the information directly into a spreadsheet.** The required information from the NRDA Sample Collection Form can be recorded directly into a computer provided the following steps are followed:
 - a. The computer file is recorded on a CD/DVD (non-rewritable) at the end of each field day.
 - b. The following is recorded on the CD/DVD label:
 - i. Name of person entering data into the computer system
 - ii. Date of sample collection/data input
 - iii. Make and serial number of the computer
 - iv. Software used and version number
 - c. A NRDA Chain of Custody is completed for transfer of the CD/DVD
 - d. The zip file contained on the CD/DVD is uploaded to the FTP.

The original file is kept on the computer system until it is verified that the CD/DVD recorded properly. This CD/DVD is turned in with the samples if using a SIC. If the sampling team is not using a SIC, this CD/DVD must be sent to the NRDA document manager under chain of custody (i.e., with a CoC form and using a secure carrier such as FedEx).

If you have questions or need assistance with the workbook please first look for the answer in the User Guide, then try to attend the daily webinar. If you cannot attend the webinar, you may call the field sampling form/COC **helpline number at (985) 746-1394**. If you have any general questions regarding the forms, please send them to the NRDA Gmail address (dwhnrda@gmail.com).

Regardless of which sampling spreadsheet you choose, make a copy, and rename it using the following naming convention. The date is the **date sampled** (if multiple sampling days *on cruises only*, use the last day of samples).

<<YYYY>>_<<MMDD>>_<<LAST NAME>>_<<FIRST_NAME>>.xls

For example:
2010_0701_SMITH_JOHN.xls

Scanning Field Form Documents

Scans of all paper forms used in the field and any log book entries must be included in the zip file. All sample intake centers have scanners.

Chain of Custody (COC) Forms and Mailing Labels

Please scan your **signed** COC forms and mailing labels. Note that the NOAA Spreadsheet will create a custom COC form based on your inputs. NOAA NRDA samples require the use of the NOAA NRDA COC.

Photos and GPS

Photos are taken in the field for two primary reasons: to validate the field sampling effort and to provide a visual description of field conditions and operations. The GPS is required to geo-locate the photos to a particular time and place for legal reasons. Samples will be accepted without photo documentation, but any submitted photos must follow the NRDA documentation requirements.

Pre-Field Photo/GPS Protocol

- I. Read through the field photo validation documents located on the NRDA FTP which include: NRDA Field Photography Guidance, Basic GPS Skills and Garmin MapSource
// Sample_Data/0_Instructions_and_Forms/Field_Photo_Validation_Documents
- II. Make sure digital camera has charged batteries, is set to a high resolution, and uses JPEG file format (not RAW).
- III. Set the camera to local time and date; the time should be in 24h military time.
- IV. Have a back up of all past information, and clear camera and GPS before each sampling day.
- V. Set the GPS to Datum - WGS 1984, 24h military time with the correct time and date, set the track log to “wrap when full”, and make sure the GPS is set in decimal degrees. The batteries for the GPS should also be fully charged.

Field Photo and GPS Protocol

- I. Turn on your GPS. Leave it on for the entire sampling day.
- II. Take one photo of your GPS screen which displays the time (including seconds) and date clearly. Make sure the GPS screen is clear in the photo. This will be used with the GPS track log to geo-locate the photos.

III. Take photos of the field samples and sampling effort. Remember, for legal reasons, do not delete or rename photos.

Post-Field Photo and GPS Protocol

I. Download your photos from that day's sampling only. Place them in a folder called Photos to be included in the zip file. Do not open, delete or rename any of the photos. If you wish to view your photos, you may download them again to your own personal folder and view them. Sample Intake Centers can also upload your photos.

II. Download the GPS Track Log and way points using Garmin MapSource. Save the points twice from MapSource: once as a Garmin Database file (.gdb) and once as a GPS exchange file (.gpx). If you have other non-Garmin GPS/latitude longitude information, please provide GPS locations in a format (e.g., excel) that links the photo name with its coordinates. If the field locations are staffed with members of the data management team, they can assist you with this process.

III. Fill out the NRDA Photo Logger form (required). Without the form, the data management team will not be able to log your photos.

// Sample_Data/0_Instructions_and_Forms/PhotoLogger_Form_07_05_2010.doc

Uploading the Complete Zip File to the NRDA FTP

Creating the Zip File

All of the files that need to be included in the Zip file before it is uploaded to the FTP are outlined in the diagram on page 1. Include a Read Me text file if you have any comments about your data.

Naming the Zip File

Naming the ZIP correctly will greatly speed up the processing of the sampling information. When bundling and uploading the ZIP file, please use the following naming convention, where the date is the date sampled:
<<YYYY>>_<<MMDD>>_<<LAST NAME>>_<<FIRST_NAME>>

For example:

2010_0505_SMITH_JOHN.zip

Uploading Sample Information and Notifying Data Management

All information should be uploaded in the same zip file only when the data requirements are complete.

To upload the ZIP file, go to the FTP site at: www.researchplanning.com/downloads

Navigate to the respective sampling day's folder: //Sample_Data/<<YYYY>>_<<MMDD>>

Browse for your ZIP file and click upload. Note that the FTP site currently has a limit of 1 GB *per file*. If you have ZIP files that are larger than 1 GB, please split the file and label appropriately. Please do not scan documents at a resolution higher than 300 DPI. This will help keep file size down.

*****IMPORTANT*****

Once you have uploaded the ZIP file to the FTP site, you must alert the data management staff. Please send an email to the Gmail account (dwhnrda@gmail.com) as notification. Specifically, please use the following subject heading: SAMPLE TO FTP <<YYYY>>_<<MMDD>>_<<LAST NAME>>_<<FIRST_NAME>> For example: SAMPLE TO FTP 2010_0505_SMITH_JOHN

Once again, thank you very much for following these procedures. Assistance from all sampling teams will improve efficiency and reduce our need to call you back for missing information.