

# National Wetlands Condition Assessment



**Pack 'em, Track 'em and Smack 'em\***

**Data Processing, Shipping, and Information Management**

\*Smacking only happens if Packing and Tracking fail to occur



# Session Overview

## ➤ Where are the samples sent?

3 different locations, some immediately and some in batches

## ➤ What needs to be tracked?

All sites (sampled or not), all samples

## ➤ When do tracking reports need to be submitted?

Immediately after a site is sampled, anytime a sample is shipped (or relocated)

## ➤ How are tracking reports submitted?

Email, fax, or telephone



# Where are the samples sent?

## Immediate vs. Batched Samples

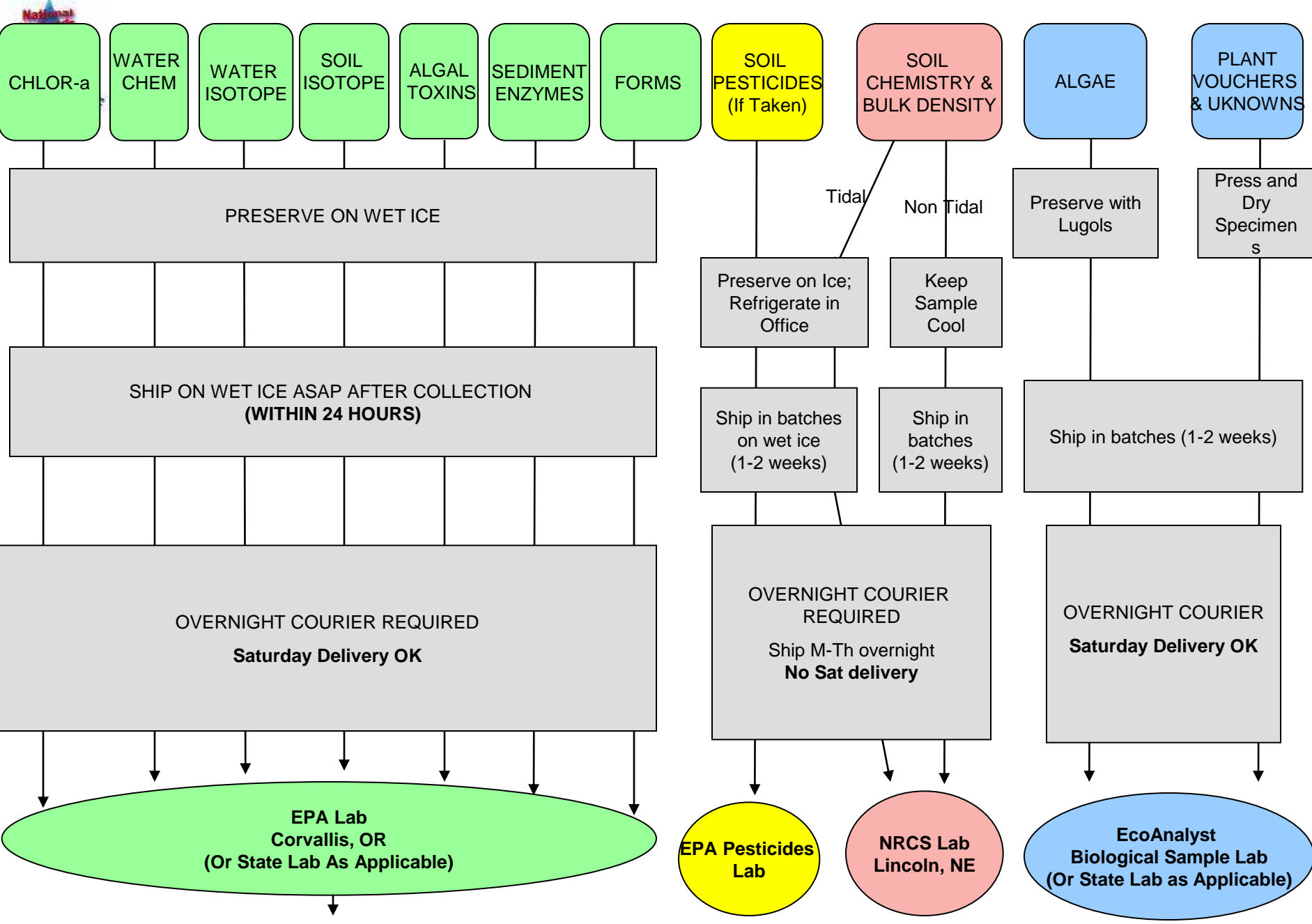
- **Immediate – Within 24 Hours (EPA Corvallis)**

- Water Chemistry (CHEM)
- Soil Isotope (SISO)
- Sediment Enzyme (SEDE)
- Algal Toxin (ALGT)
- Chlorophyll A (CHLA)

- **Batched – Every Two Weeks (Other Labs; See below)**

- Package of Forms (PACK)
- Vegetation (VEGE)
- Algae (ALGA)
- Soil Chemistry (SCBD)
- Soil Pesticide (SOIL)



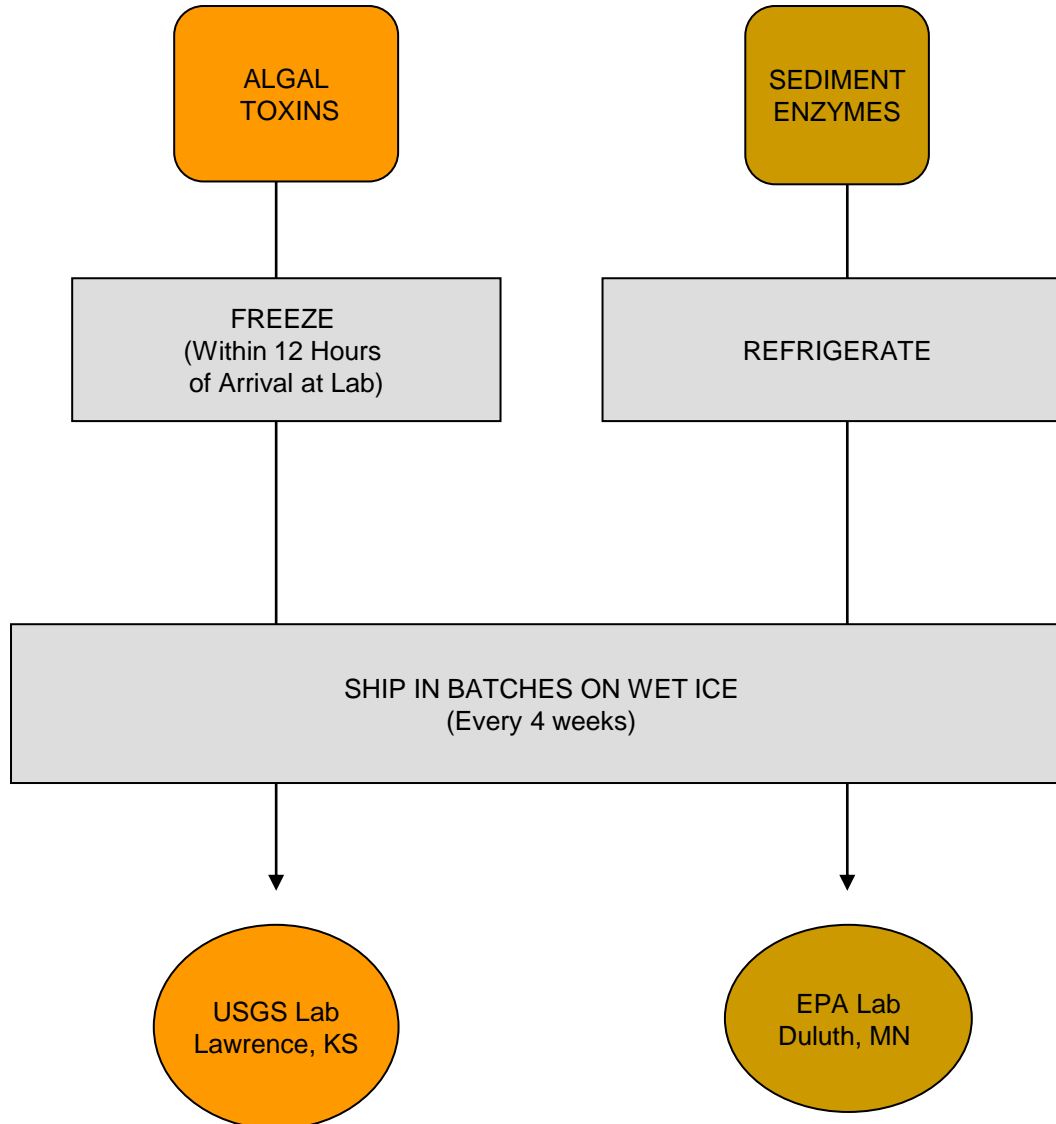


See Figure 2: Laboratory Shipping & Handling Procedures for Algal Toxin and Sed. Enzyme



# Lab Shipping

(FYI: No Field Crew Responsibility)





SAMPLE	PRESERVATIVE	PACKAGING FOR SHIPMENT	HOLDING TIME	SHIPPING PERMITS
Water Chemistry	Wet ice in field	Ship in cooler with wet ice	24 hours; ship these samples together (Corvallis lab)	None
Chlorophyll-a	Wet ice in field			
Water Isotope	Wet ice in field		24 hours; ship these samples together (Corvallis lab) Hold and Batch ship every 4 weeks (Duluth lab)	APHIS Regulated Soils
Soil Isotope	Wet ice in field			
Sediment enzymes	Wet ice in field; refrigerate to hold			APHIS Regulated Soils
Algal Toxins	Wet ice in field; freeze to hold	24 hours; ship these samples together (Corvallis lab) Hold and Batch ship every 4 weeks (USGS lab)	None	
Soil Pesticides	Wet ice in field,	Ship in cooler or sturdy container with dry or wet ice	Batch; ship every 2 weeks to EPA Lab (TBD)	APHIS Regulated Soils
Soil Chemistry	Tidal Samples: wet ice in field	Ship in cooler with Wet Ice	24 hours, ship these samples ASAP (NRCS, Lincoln, NE Lab)	APHIS Regulated Soils
	Non-Tidal Samples: keep in shade in field	Ship Dry in sturdy container		
Algal Composite Sample	Lugols	Ship in sturdy container	Batch; ship every 2 weeks to EcoAnalyst lab	None
Plants	Newspaper, Plant Press	Dry samples according to NWCA Lab Operations Manual; Ship in Plant Press	Batch; ship every 2 weeks to EcoAnalyst lab	None



# Where are the samples sent?

## In-Kind Service Shipping Locations

- **US EPA Lab, Corvallis, Oregon** (Water Chemistry, Chlorophyll A, Isotopes, Algal Toxins, Sediment Enzymes)
  - USEPA, NHEERL-WED  
200 S.W. 35th Street  
Corvallis, OR 97333
- **NRCS Soil Survey Research and Laboratory** (Soil Chemistry & Bulk Density)
  - NRCS Soil Survey Research and Laboratory  
National Soil Survey Center  
Natural Resources Conservation Service  
Federal Bldg., MS-41  
100 Centennial Mall North  
Lincoln, NE 68508
- **EcoAnalyst** (Algae and Vegetation)
  - EcoAnalyst  
1420 S. Blaine St., Suite 14,  
Moscow, ID 83843



# Where are the samples sent?

## Requirements for States Retaining Samples

- Regions will provide you a tracking sheet that requests the following information
  - All Labs:
    - Contact Information (Name, Phone #, Email)
    - Physical Location, including storage facility
  - Biological Taxonomy (Plants and Algae):
    - Qualifications of all taxonomists must be approved by EPA





# What needs to be tracked?

For each intended site, a STATUS form must be submitted that indicates whether or not the site was actually sampled.

If, for some reason the site could not be sampled, complete and submit two sections of this form.

If the site is successfully sampled, submit tracking information for the site, and for each sample type. Samples are either **IMMEDIATELY** shipped, or **BATCHED** and shipped every 1-2 weeks.

**FORM T-5: NWCA 2011 SITE AND SAMPLE STATUS/WRS TRACKING**

Site ID: **NWCA11-** Visit #:  1  2 Date Collected: \_\_\_\_/\_\_\_\_/2011  
 State of Site Location: \_\_\_\_\_ Crew: \_\_\_\_\_

Sender: \_\_\_\_\_ Sender Phone: \_\_\_\_\_  
 Shipped by:  FedEx  UPS  Hand Delivery  Other: \_\_\_\_\_  
 Airbill/Tracking Number: \_\_\_\_\_ Date Sent: \_\_\_\_/\_\_\_\_/2011

**Site Status - Is Site Sampleable?**  
 Yes - Proceed to Sample Status  No - Select ONE reason from Non-Sampled Status below:

**NON-SAMPLEABLE - TEMPORARY**  
 Temporarily Non-Sampleable

**NON-SAMPLEABLE - NON TARGET**  
 Map Error  Strictly used for an Industrial/agricultural/aquacultural purpose  
 Non target wetland type  Inundated by water > 1m in depth (over 90% of 60m around pt)  
 Active crop production during index period  Other (describe in comments)

**NON-SAMPLEABLE - NO ACCESS**  
 Access permission denied  
 Permanently Inaccessible  
 Temporarily Inaccessible

**NON-SAMPLEABLE - AA CANT BE ESTABLISHED**  
 Sampleable area too small  
 Unsampleable area greater than 10%  
 Sampleable area crosses hydrogeomorphic (HGM) boundary

**Sample Status - Were Samples Collected?**  
 Yes - Mark each sample type collected during this visit.  No Samples Collected

Chemistry (CHEM)  Algal Toxins (ALGT)  Soil Pesticides (SOIL)  
 Chemistry Duplicate (CHEM)  Sediment Enzymes (SEDE)  Plant Vouchers & Unknowns (VEGE)  
 Chlorophyll-a (CHLA)  Algae (ALGA) # of Plants Sampled: \_\_\_\_\_  
 Soil Isotope (SISO)  Soil Chemistry/Bulk Density (SCBD)

**Site Status Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_

WRS SAMPLE TRACKING		
Sample ID	Sample Type	Comments
_____	C H E M	
_____	C H E M	Duplicate
_____	C H L A	
_____	S I S O	
_____	A L G T	
_____	S E D E	

**WRS Lab Contact Information**  
 Attn: Phil Monaco, Dynamac  
 o/o U.S. EPA  
 1350 Goodnight Ave  
 Corvallis, OR 97333  
 Phone: 541-754-4787  
 Email: monaco.phil@epamail.epa.gov

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Received by: \_\_\_\_\_

**Send completed forms to:**  
 EMAIL: sampletracking@epa.gov  
 FAX: 541-754-4837  
 VOICE MESSAGE CENTER: 541-754-4883

**Tracking Related Inquiries:**  
 Mariys Cappaert  
 Phone: 541-754-4467  
 Michelle Gover  
 Phone: 541-754-4783

11/12/2010 NWCA Tracking - WRS 1047551586



# What needs to be tracked?

If the site is successfully sampled, complete and submit the entire form.

Nine different sample types may be collected at each site.

Indicate which samples were collected at the site.

Samples that are shipped **immediately** to the WRS lab are listed on this form

**FORM T-5: NWCA 2011 SITE AND SAMPLE STATUS/WRS TRACKING**

Site ID: NWCA11- 0188 Visit #:  1  2 Date Collected: 06 / 27 / 2011

State of Site Location: OH Crew: OH1

Sender: Betty Crocker Sender Phone: 624 - 926 - 7484

Shipped by:  FedEx  UPS  Hand Delivery  Other:

Airbill/Tracking Number: 213784454195 Date sent: 06 / 28 / 2011

Site Status - Is Site Sampleable?  
 Yes - Proceed to Sample Status  No - Select ONE reason from Non-Sampled Status below:

**NON-SAMPLEABLE - TEMPORARY**  
 Temporarily Non-Sampleable

**NON-SAMPLEABLE - NON TARGET**  
 Map Error  Strictly used for an industrial/agricultural/aquacultural purpose  
 Non target wetland type  Inundated by water > 1m in depth (over 90% of 60m around pt)  
 Active crop production during index period  Other (describe in comments)

**NON-SAMPLEABLE - NO ACCESS**  
 Access permission denied  
 Permanently Inaccessible  
 Temporarily Inaccessible

**NON-SAMPLEABLE - AA CAN'T BE ESTABLISHED**  
 Sampleable area too small  
 Unsampleable area greater than 10%  
 Sampleable area crosses hydrogeomorphic (HGM) boundary

Sample Status - Were Samples Collected?  
 Yes - Mark each sample type collected during this visit.  No Samples Collected

Chemistry (CHEM)  Algal Toxins (ALGT)  Soil Pesticides (SOIL)  
 Chemistry Duplicate (CHEM)  Sediment Enzymes (SEDE)  Plant Vouchers & Unknowns (VEGE)  
 Chlorophyll-a (CHLA)  Algae (ALGA)  # of Plants Sampled: 8  
 Soil Isotope (SISO)  Soil Chemistry/Bulk Density (SCBD)

Site Status Comments:

**WRS SAMPLE TRACKING**

Sample ID	Sample Type	Comments
124748	C H E M	
	C H E M	Duplicate
324115	C H L A	
455689	S I S O	
487956	A L G T	
567891	S E D E	

WRS Lab Contact Information: Attn: Phil Monaco, Dynamac c/o U.S. EPA, 1350 Goodnight Ave, Corvallis, OR 97333, Phone: 541-754-4787, Email: monaco.phil@epamail.epa.gov

Date Received:      /      /       
 Received by:     

Send completed forms to: EMAIL: sampletracking@epa.gov, FAX: 541-754-4837, VOICE MESSAGE CENTER: 541-754-4663

Tracking Related Inquiries: Mariys Cappaert Phone: 541-754-4467, Michelle Gover Phone: 541-754-4793

11/12/2010 NWCA Tracking - WRS 1047551566



# What needs to be tracked?

## BATCHED Samples (SOIL, ALGA, PACK)

Samples that can be batched over several sites are tracked on this form.

Though several sites and sample types can be combined, a separate form must be used for each destination lab

Fill out the form, include one copy in the shipping container as a packing slip and submit a copy to the sample tracking center.

NWCA 2011 TRACKING - BATCHED SAMPLES

Sent by:  Sender Phone:  State of Site Location:  Crew:

Shipped By:  FedEx  UPS  Hand Delivery Date Shipped:  /  /

Airbill/Tracking Number:

Held at address:

Site ID	Date Sample Collected MM/DD/YYYY	Visit	Sample ID	Sample Type	# of Containers	Comments
NWCA11-0124	06/24/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2	99127	ALGA		
NWCA11-0125	06/25/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2	99137	ALGA		
NWCA11-0126	06/23/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2	99147	ALGA		
NWCA11-0128	06/22/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2	99157	ALGA		
NWCA11-0129	06/18/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2	99167	ALGA		
NWCA11-0130	06/19/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2	99177	ALGA		
NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
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NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				

Lab:  EcoAnalysis  EPA Pesticides  WED - CORVALLIS, OR  OTHER:

Completed by lab:  Date Received:  Received by:

Sample Types: ALGA - Algae SOIL - Soil Pesticide PACK - Field Form Packet

Send completed forms to: Tracking Inquiries: EMAIL: [sampletracking@epa.gov](mailto:sampletracking@epa.gov) FAX: 541-754-4637 VOICE MESSAGE CENTER: 541-754-4863

Marlys Cappaert Phone: 541-754-4487 Michelle Gover Phone: 541-754-4793

11/16/2010 NWCA Tracking - Batch 7620487465

Example tracking form for the ALGA sample



# What needs to be tracked?

## A special note on the PACK sample

The sample type PACK represents the packet of field forms collected about the site.

We now track data packets just as we would any other sample. The sample id is internally generated, so you only need to fill out the site id and date collected. Data packets are sent to WED.

NWCA 2011 TRACKING - BATCHED SAMPLES						
Sent by: Grover Cleveland		Sender Phone: (413)555-4572	State of Site Location: OH	Crew: OH1		
Shipped By: <input type="radio"/> FedEx <input checked="" type="radio"/> UPS <input type="radio"/> Hand Delivery		Date Shipped: 06 / 28 / 2011				
Airbill/Tracking Number: 21358746995						
Held at address:						
Site ID	Date Sample Collected MM/DD/YYYY	Visit	Sample ID	Sample Type	# of Containers	Comments
NWCA11-0124	06/24/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2		PACK		
NWCA11-0125	06/25/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2		PACK		
NWCA11-0126	06/23/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2		PACK		
NWCA11-0128	06/22/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2		PACK		
NWCA11-0129	06/18/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2		PACK		
NWCA11-0130	06/19/2011	<input checked="" type="radio"/> 1 <input type="radio"/> 2		PACK		
NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
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NWCA11-		<input type="radio"/> 1 <input type="radio"/> 2				
Lab: <input type="radio"/> EcoAnalysis <input type="radio"/> EPA Pesticides <input checked="" type="radio"/> WED - CORVALLIS, OR <input type="radio"/> OTHER		Date Received: _____ Received by: _____	Sample Types: ALGA - Algae SOIL - Soil Pesticide PACK - Field Form Packet	Send completed forms to: Tracking Inquiries: EMAIL: sampletracking@epa.gov FAX: 541-754-4637 VOICE MESSAGE CENTER: 541-754-4863	Marlys Cappaert Phone: 541-754-4487 Michelle Gover Phone: 541-754-4793	
11/16/2010 NWCA Tracking - Batch		7620487465				

Example tracking form for the PACK sample



# What needs to be tracked?

## BATCHED Samples (SCBD)

Soil Chemistry and Bulk Density samples are shipped in BATCHES to the NRCS lab in Lincoln, NE

Form T3: NWCA Soil Chemistry and Bulk Density Sample Tracking								Reviewed by (initials):	
Sent By:	Tom Osbourne			Sender Phone:	(626) 555-4571		State Where Sites are Located:	NE	
Shipped Using:	<input checked="" type="radio"/> FedEx <input type="radio"/> Other:								
Airbill/Tracking Number:	278998451232			Date Shipped:	06	/	28	/	2011
Sample ID							2011 Collection Date (MM/DD)	Comments	
NWCA 11 - 1234 - 1 - 11 - NE - 002 - 001 - 1							06 / 19		
NWCA 11 - 1234 - 1 - 11 - NE - 002 - 001 - 2							06 / 19		
NWCA 11 - 1234 - 1 - 11 - NE - 002 - 001 - 3							06 / 19		
NWCA 11 - 1234 - 1 - 11 - NE - 002 - 001 - 4							06 / 19		
NWCA 11 - 1234 - 1 - 11 - NE - 002 - 001 - 5							06 / 19		
NWCA 11 - 1237 - 1 - 11 - NE - 005 - 001 - 1							06 / 24		
NWCA 11 - 1237 - 1 - 11 - NE - 005 - 001 - 2							06 / 24		
NWCA 11 - 1237 - 1 - 11 - NE - 005 - 001 - 3							06 / 24		
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NWCA 11 - - - - - - - - - - - - - - - -							/		
<b>NRCS LAB INFO</b> Natural Resources Conservation Service Rm 152, Federal Building 100 Centennial Mall North Lincoln, NE 68508-3866							<b>Tracking Assistance:</b> Mariys Cappoert ph: 541-754-4467	Michelle Gover ph: 541-754-4793	
Sample Tracking Contact Info: FAX: 541-754-4637 VOICE MESSAGE CENTER: 541-754-4663 EMAIL: sampletracking@epa.gov									
11/08/2010 NWCA Tracking - Soil Chemistry and Bulk Density Sample							2926162256		

Example tracking form for the SCBD sample



# What needs to be tracked?

## BATCHED Samples (VEGE)

Plant samples are shipped in BATCHES to EcoAnalyst or a State Plant Lab.

If Plant samples are retained (and NOT shipped) to be locally identified, a tracking form is still submitted to assure the location of the samples is known.

Plant sample collection numbers are indicated for each site, they may be expressed individually or in ranges.

FORM T-1: NWCA 2011 UNKNOWN PLANT SAMPLE TRACKING Reviewed by (Initials):

Sent By: Wanda Dupree    Sender Phone: (313)555-3762    State Where Sites are Located: MI

Shipped Using:  FedEx  Other: \_\_\_\_\_    Retained for Identification By: \_\_\_\_\_

Airbill/Tracking Number: 45778912342    OR    Phone Number: \_\_\_\_\_

Date Shipped: 07 / 12 / 2011    Date: \_\_\_\_\_ / \_\_\_\_\_ / 2011

Instructions:

- Complete all header and shipping information above.
- Fill out the body of the form with Site ID, Visit Number and date collected. List the plant samples for unknown species by collection number (listed on Form V-2, and on plant sample tags and labels) or by range of collection numbers (e.g., 1-3, 5-6, 8-11, 13, 15-19). If needed, more than one row can be used for a site. Be sure to record the Site ID for each line.
- For shipped plant samples, place photocopy of this form in shipping package. For retained plant samples, place copy of this form in folder or box in which they are stored.
- Send original form to the Information Management Team as soon as the plant samples are shipped to the designated Lab or transferred for storage by the State Team for later identification.

Site ID	Visit #	2011 Collection Date (MM/DD)	Plant Sample Collection Numbers
NWCA11-0156	<input checked="" type="radio"/> 1 <input type="radio"/> 2	06 / 28	4,6-8,10,11-14
NWCA11-0165	<input checked="" type="radio"/> 1 <input type="radio"/> 2	06 / 29	1,3-5,6,8,11-15
NWCA11-0155	<input checked="" type="radio"/> 1 <input type="radio"/> 2	06 / 30	1,5,6,8
NWCA11-0177	<input checked="" type="radio"/> 1 <input type="radio"/> 2	06 / 22	2,7,8,11
NWCA11-0182	<input checked="" type="radio"/> 1 <input type="radio"/> 2	06 / 23	5,7,8
NWCA11-0175	<input checked="" type="radio"/> 1 <input type="radio"/> 2	06 / 24	1-6
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
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NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	
NWCA11-	<input type="radio"/> 1 <input type="radio"/> 2	/ /	

Chain of Custody:  EcoAnalyst Plant Lab: Address info unknown     State Plant Lab: Will be pre-filled based on info provided

Tracking Assistance:   
 Marlys Cappaert ph: 541-754-4467   
 Michelle Gover ph: 541-754-4793

Sample Tracking Contact Info:   
 FAX: 541-754-4637 VOICE MESSAGE CENTER: 541-754-4663 EMAIL: sampletracking@epa.gov 9884286613

11/03/2010 NWCA Tracking - UNK Plant Sample

Example tracking form for the VEGE sample



# When do tracking reports need to be submitted?

**Site Status** – The Site and Sample status form should be sent as soon as the site is completed, and **immediate** samples are shipped. This should also be submitted for sites that were NOT sampled, but considered.

**Immediate** samples – These include the CHLA, CHEM, SISO, ALGT and SEDE samples. The tracking form should be submitted as soon as the samples are shipped. The tracking information should arrive at the data management center **BEFORE** the samples arrive at the lab.

**Batched** samples – **Batched** samples (SOIL, SCBD, ALGA, PACK, and VEGE) should be shipped at least every 2 weeks. The tracking forms should arrive at the data management center **BEFORE** the samples arrive at the lab.



## How are tracking reports submitted?

Tracking forms can be submitted by one of three methods:

**(1) Email** the form (electronic forms will be supplied, or the filled out form may be scanned) to:

[sampletracking@epa.gov](mailto:sampletracking@epa.gov)

**(2) Fax** the form to:

(541) 754-4637

**(3) Call** the **voice** message line and leave all the information on the form as a voice message:

(541) 754-4663