## SRRTTF Data Management Work Group

October 5, 2016

NOTES

**Attendees:**

Brandee Era-Miller, Ecology

Tim Towey, LimnoTech

Mike Hermanson, Spokane County

Jeff Donovan, City of Spokane

Bud Leber, Kaiser

Adrianne Pearson, City of Spokane

Adriane Borgias, Ecology

**Agenda**

* **Pilot Project Update**-Bud Leber updated on process. Bud to finalize RFP. RFP to be posted on the SRRTTF website, with a confirmation email. Responses will go through RC. Timeframe for response 2-3 weeks.

ACTION ITEM: Group to send to Bud list of possible entities to receive a direct communication. (COMPLETE)

* **EIM Update**-Brandee Era-Miller updated the group on the data entry of the Task Force data into EIM. She had some specific questions about flags and blank correction. The key question was regarding the fact that there is one flag allowed in EIM and some congeners had multiple flags (specifically J and NJ). Determined that the NJ flag would be used.
* Further discussion about method blanks.
* Discussion about status of data from LimnTech. Was the sharefile considered ready for upload to EIM or did other QA changes need to be made?

ACTION ITEM: Next meeting (in November) to discuss blank corrections. Perhaps invite laboratory speaker and/or MEL QA supervisor, Bob Betts LimnoTech?

Draft agenda:

* Who is doing what method currently and why?
	+ - Permittees
		- Ecology Permits
* Ecology EAP
	+ - Ecology Duwamish
		- Ecology TCP
		- Other?
* Point of application
	+ Generic "one size fits all" for Task Force
	+ Flexible on project by project basis
* How to communicate censoring
	+ QAPP
	+ Report
* Laboratory Considerations
	+ Reporting of Laboratory data
	+ Considerations when lab uses multiple blanks
* Data Management
	+ EIM
	+ DMR
	+ SRRTTF
* **Continued review of data management standards**
	+ Reviewed outline for standards. Suggested name change to “Data Collection and Management Standards”
* Basic Outline:
	+ Purpose of Data Management Standards
	+ Laboratory Accreditation
	+ Sampling Labeling and Identification
	+ Reporting of Method Limit
	+ Reporting Rules for Co-eluting Congeners
	+ Description of Data Qualifiers
	+ Electronic Data Deliverables
	+ Method Blank Contamination Decision Rules
	+ Hard Copy Data Deliverables
	+ Equipment Blank Contamination Assessment
	+ Sample, Replicate, and Blank Collection Techniques
	+ Project Quality Control Requirements