

3745-4-05 Appendix A Guidelines for the preparation of level 2 project study plans.

Persons preparing level 2 project study plans for the credible data surface water quality monitoring program should consult the following set of guidelines to ensure the adequacy of the project study plan. The director may conclude that the project study plan is deficient if the following information is missing and there is no other comparable justification for the technical and scientific adequacy of the project study plan:

- (1) The name and contact information (affiliation, qualified data collector number, address, electronic mail address, and phone number) for the qualified data collector designated as the project leader.
- (2) The names of any other persons expected to assist with sample collection, sample analysis, and data entry, including the individuals' status as qualified data collectors.
- (3) If persons who are not level 2 or level 3 qualified data collectors are expected to assist with sample collection, sample analysis, or data entry, the plan must include detailed procedures (e.g., training, testing, follow-ups) for the supervision of those persons who are not level 2 or level 3 qualified data collectors.
- (4) A clear statement of the objectives of the planned sampling activities, including data quality objectives, a precise delineation of the study areas, and the general types of data to be collected (e.g., chemical water quality, stream habitat, stream flow, biological).
- (5) A detailed description and maps of the overall sampling areas, including proposed sampling locations, HUC 8 number and name and the spacial relationship to specific point and nonpoint source issues (when applicable) that will be evaluated, and discussion of other factors that may influence water quality conditions within the study area.
- (6) A list of the sampling equipment to be used, including model numbers and manufacturers of field meters and probes and flow current meters.
- (7) A specific list of all parameters to be sampled and analyzed at each sampling location.
- (8) Identification of field collection and data assessment techniques for stream habitat and macroinvertebrate sampling and, for all chemical parameters sampled, identification of the sample collection methods, the field or laboratory analytical methods used, and the detection limits.
- (9) For all stream flow measurements, identification of the methods used.

- (10) A schedule of planned sampling activities, including the anticipated beginning and ending dates for sampling or alternatively, for ongoing sampling programs, the beginning and ending dates for the initial phase of sampling.
- (11) If a laboratory will be used for chemical or biological analyses, identify the laboratory and provide a contact name, address, electronic mail address, and phone number for the contact and all laboratory accreditations.
- (12) If applicable, a copy of an approved scientific collector's permit issued by the Ohio department of natural resources, division of wildlife.
- (13) A statement attesting that the qualified data collector acting as the lead project manager will maintain and make available to the director, for each sampling location, the name of the water body sampled, sampling location latitude and longitude, sampling location river mile where possible or practicable, general location information, the U.S. geological survey HUC 8 number and name, and the purpose for data collection at each sampling location.
- (14) A statement attesting that the qualified data collectors will maintain and make available to the director a digital photo catalog of all sampling locations, including photos of the specific sampling location, riparian zone adjacent to the sampling location, and general land use in the immediate vicinity of the sampling location.
- (15) A statement attesting that the qualified data collector acting as the lead project manager will provide to the director upon request two voucher specimens of each identified taxonomic family of macroinvertebrates that are collected at sampling locations. All voucher materials shall be kept for at least ten years.
- (16) In the event that the lead qualified data collector is not approved for all project data types, include a signed statement to attest that the qualified data collector for each additional data type or specialty is aware of their responsibilities for that data (including vouchers, photos, and site information as described in this appendix). This statement should specify the name of that particular study plan.
- (17) A certification from each qualified data collector working on the project attesting that the qualified data collector has not been convicted of or pleaded guilty to a violation of section 2911.21 of the Revised Code (criminal trespass) or a substantially similar municipal ordinance within the previous five years.