

**MEMORANDUM**

TO: Division of Shellfish Sanitation Staff

THROUGH: Eric H. Bartsch, P. E., Director  
Office of Water Programs

FROM: Cloyde W. Wiley, Director  
Division of Shellfish Sanitation

SUBJECT: Seawater Monitoring Program - Procedure - Information - Random Seawater Sampling

DATE: June 6, 1990

**Delete: Working Memo #S168**

In order to clarify and standardize the procedures used by each area office in carrying out the National Shellfish Sanitation Program requirements for systematic random sampling, the following FDA approved guidelines are to be followed.

- Each collection activity shall be based on the number of growing areas that can be sampled and the associated work that can be carried out by a single boat working an eight-hour day, portal-to-portal.
- Each collection activity shall make the best possible use of travel time, i.e., complete as many areas as practical after driving to distant locations, therefore reducing the number of long-distance trips.
- Seawater sampling schedules shall be established a month in advance and submitted to the central office by the tenth of the previous month. See attached example based on the Norfolk area office sampling sequence established by the 9/25/89 memorandum.
  - Each month's sampling follows a predetermined sequence beginning the first of each month. The sequence order is determined one year in advance.
  - Each collection run has been assigned to a specific day. If a sampling run is missed, the priority is first to sample the area that was originally scheduled for the current day. Make up runs, if possible, should be collected as soon as possible after the date missed; however, they should never replace the run originally assigned to a given day.
  - Ordinarily, Thursday and Friday are available each week for makeup runs.
  - Scheduled runs may be compressed to a three-week plan if desired.

- The ultimate decision as to whether or not a run will be made resides with the senior person on the boat crew. Concurrence must be obtained from the area supervisor and shall be fully documented.
- Acceptable reasons for noncollection of seawater samples are limited to the following.
  - Small craft warnings posted.
  - If weather is uncertain due to fog, storms, etc., the area office supervisor shall call the Coast Guard and make the decision to go or not.
  - Equipment breakdown.
  - Natural or manmade catastrophes. This will be a central office decision.
  - Ice extending into main waterways. Do not use boats as icebreakers.
- Missed sampling dates older than one month are not to be made up.
- When sampling is not possible for several weeks, renew sampling according to the previously established schedule and do not try to make it up.
- If manpower is reduced (vacancies, meetings, flu epidemics, etc.), the seawater collection program will take priority over routine plant work and shoreline surveying. As a general rule, the seawater sampling program is the top priority project for any given day, and the supervisor shall assign the personnel necessary to see that the scheduled sampling runs are conducted for that day.
- The area supervisor shall note and initial on a copy of the schedule the reasons for any missed runs and indicate when they were made up. This form with any revisions shown shall be sent to the central office at the end of the month (see attachment). If sampling was completed with no changes, a copy of the schedule shall be marked "NO CHANGES" and sent to the central office.

Attachments

CWW:MWP/jmt