

Operational Review and Closeout Meeting

Standing Water Quality 2024

Purpose

Operational review and closeout meetings are annual meetings to discuss the most recent field season and data collection activities, and to document matters related to protocol implementation. The purpose is to discuss and capture lessons learned and to make improvements for future seasons. This meeting also provides staff with an opportunity to discuss the state of the science of the protocol, and to make suggestions for changes to the protocol documents, with the goal of ensuring that the written protocol remains up to date and in sync with monitoring activities.

Important Links

- [IMD Implementation Memo – Reviewing and Revising Approved Vital Signs Monitoring Protocols](#)
- [IMD Protocol Review Guidance](#)

Objectives

1. Review the most recent field season or data collection effort;
2. Obtain feedback that may help improve implementation in future years;
3. Discuss safety concerns associated with implementation and make sure risks are appropriately mitigated;
4. Document deviations from protocol that could potentially affect data quality or utility;
5. Document suggestions for improving protocol documents, and decisions regarding suggestions;
6. Establish a path and plan (with tasks and timelines) for staff to make changes to the protocol documents and/or initiate a scientific review of proposed changes, as needed.

Evaluation Questions and Agenda

Review and discuss issues, feedback and lessons learned related to the following:

1. Preparations

- a. Hiring/staffing, housing, onboarding, IT privileges
- b. Training – sufficient, effective, ways of improving?
- c. Field support – GPS, field maps, pre-printed packets, site directions, species lists, etc.

2. Logistics, Communications and Safety

- a. Accommodations & park permits (front- and back-country) – changes needed? [Permits were reviewed and renewals submitted as needed.](#)
- b. Site accessibility [Sufficient.](#)
- c. Scheduling and logistics planning [Sufficient.](#)
- d. Travel and communications [Sufficient.](#)
- e. Was everyone satisfied with the flow of information among staff during the field season? [Yes.](#)
- f. Any safety incidents or near misses? Explore concerns and suggestions for making procedures safer. Determine an appropriate means of mitigating each concern (e.g., improved training, equipment, detailed safety discussions). [No.](#)
- g. Is the sampling schedule reasonable? Sufficient buffer time for schedule interruptions? [Yes.](#)

3. Equipment

- a. Any equipment, GPS or camera issues? [The brand-new pH tip used for Q4 in west Hawaii failed on 12/11 and was swapped with a functional one for 12/12 sampling. YSI replace the tip under warranty.](#)
- b. Any equipment changes? May any of these changes lead to a discontinuity in the data? Are side-by-side data comparisons needed? [We began using fieldmaps during the 2nd quarter of 2024.](#)

4. Protocol Implementation

- a. Lessons learned from this year's implementation [None.](#)
- b. Discussion of any issues with surveying/sampling and field methods [None.](#)
- c. Were all sites visited as intended/planned? If not, provide details
 - i. [AMME- Sampled once in June. No staff at WAPA/AMME to sample other times of year.](#)
 - ii. [ALKA/KAHO/PUHO/PUHE- Sampled quarterly as intended. FPUHE03 was filled with fill material from the harbor road which collapsed into the channel in May 2024 during a flooding event. The site is dry and no sampling can occur there.](#)
 - iii. [KALA- Kauhako sampled quarterly as intended.](#)

- d. Any known deviations from protocol that could potentially affect data quality or utility? If so, do these need to be addressed with changes or clarifications to procedures? **None.**
 - e. Concerns related to data quality or repeatability – were there any for the year/period in question? **None.**
 - f. Concerns related to lab analyses. **Discussions were held with UH to improve data delivery. A new agreement modification was submitted for project year 5.**
 - g. Any suggestions for changes to field data sheets/forms, SOPs or other protocol documents? **A new fieldmaps SOP has been drafted and needs to be tested and finalized in FY25.**
 - h. Any new methods or procedures that need to be considered or developed? **None.**
5. Data Management
- a. Any changes needed to data management workflows or guidance? **None.**
 - b. Any problems with data entry? **In May 2024, Amanda encountered an issue with importing YSI files. The export format from KOR had changed with the newest update. Kelly updated the front end so that people using the new version of KOR need to use the front end with the suffix “_KOR_”. Those with the older version of KOR should continue using the front end with no suffix.**
 - c. Are linkages with SOPs and field forms sufficiently clear? **Yes.**
 - d. Are there other changes that need to be made to the database (including QAQC checks, validation procedures, data summaries or reporting output)? **As mentioned in the anchialine pool animals operational review. There is no way to import YSI files for the same day to a separate sampling event, which is necessary when we have high and low tide water sampling at the same pool on the same day. Amanda has a temporary work around but Kelly may need to make an edit to the database.**
 - e. Was the data entry schedule reasonable? Sufficient time to enter, verify, scan data? **Yes.**
 - f. Status of data and progress toward data approval/certification **Data are mostly entered, need to be verified and some nutrient data is still needed.**
 - g. Review the project season closeout checklist for status of other items (e.g., scans, file management)
6. Reporting and Analysis – review current plans, discuss needs and follow-up tasks as appropriate.
7. State of the Science – do changing needs, new conditions, or emerging information suggest the need for updating or revising the design, or otherwise suggest a scientific review? **No, the water quality protocol has been recently revised into three separate protocols including standing waters, and this document has been submitted for external review.**
8. Develop Summary of Decisions, Action Items and Timeline

Participants

David Raikow, Anne Farahi, Amanda McCutcheon

Meeting Notes

[Following the general order of the agenda, with emphasis on clearly documenting issues related to safety concerns, deviations from protocol, data quality concerns, and suggestions for improving the protocol documents.]

Summary of Decisions

[The following items are placeholders for organizing decision content; these can be modified to convey the actual discussions and decisions in a suitable manner.]

1. Protocol document updates, including a determination of whether the update is a clarification or a major/substantive change
2. Data follow-up: Follow-up on any data flagging or other special handling as a result of deviations from protocol, equipment changes, or quality concerns identified above
3. Database updates:

Plan for Follow-up Action Items

Category	Task	Who	When
Protocol			
Other docs	Upload permits to SharePoint	Raikow	March 2025
Data updates			
Database changes			