

**CEMP Partnership of the Cook Inlet Watershed**  
**Annual Meeting Meetings**  
**February 8, 2005**  
**7:00-9:00 pm**

**1. Roll Call, Introductions**

Holly Kent, Anchorage Waterways Council  
Terri Lomax, Anchorage Waterways Council  
Sarah Masco, Chickaloon Village Tribe  
Joel Cooper, Cook Inlet Keeper  
Edan Badajos, Cook Inlet Keeper  
Ori Badajos, Cook Inlet Keeper  
Lindsay Winkler, Homer SWCD  
Dan Bogan, UAA ENRI  
Rick Ernst, Upper Su SWCD

**2. Annual Report format**

The group reviewed the outline of the Annual Report that Lindsay compiled. It was noted that no further information has been received regarding the April meeting between DNR, Fish & Game, DEC, and the EPA. *Lindsay said she would follow up once more on this.*

The question of the Kenai Watershed Forum's participation was raised. Lindsay offered to work with them to compile their information, but has heard no reply. The group would like to recognize KWF in the report and will ask them if they will still be included in it.

**3. Quality Management Plan**

Joel stated that representatives from the EPA, including Roy Araki, Region 10 Quality Assurance Manager, and Gina Grepo-Grove, Region 10 Quality Assurance Officer, visited Keeper last September to evaluate the lab's capability. The EPA has stated they will not sign off on the QMP until there is a Quality Assurance Manager whose sole position is to be the quality assurance officer for the partnership.

However, the EPA has recognized the CEMP Partnership as the best thing going in this state, and they have stressed their supportiveness before. EPA has suggested the CEMP Partnership would be a good candidate for larger funding sources, similar to what the Snoquamish Tribe has received in Washington. The Quality Management Plan can be used as a tool for this grant, and the grant could be a platform for hiring the Quality Assurance Manager.

Joel is also working to update the QMP. *He has requested a list of all tests that organizations do and what company kit you are using to do this test by February 15.* He suggested this could be an item that would go in the annual report.

**4. Roundtable Discussion**

Group priorities: The group decided following up on the EPA opportunity is critical. The following priorities were developed:

- Keep researching additional funding possibilities, including contacting the EPA Environmental Finance Center to discuss our situation.
- Develop a position description for the Quality Assurance Manager, with details of necessary travel and supplies.
- Lindsay will keep in contact with Holly regarding the Environmental Finance Center's next visit to Alaska.
- Lindsay will contact Greg Kellogg to follow up on a conversation between he and Rick regarding grant funds that have not been applied for.
- Update the fact sheet
- Update the QMP

Keeper Lab: Joel updated the group on Keeper's lab capabilities. These include:

- Being a member of the USGS Water Quality Assurance program, which allow us to receive PE's for the recertification events
- Joel will be bidding to do analysis for total phosphorus and chlorophyll for the Mat-Su Borough.
- Available for analysis of nutrients which includes: orthophosphate, nitrate-nitrite, nitrite, ammonia, and silica
- They will be set up soon for total phosphorus and total nitrogen.

Currently, costs are approximately \$12-\$15 per sample for nutrient analysis, but the cost may go up. Total phosphorus and total nitrogen cost more.

Edan Badajos explained Keeper's new method for sampling phosphorus (see below). Joel noted that he is working on this methodology and there may be slight modifications.

Keeper sponsored a laboratory meeting with Lower Kenai Peninsula labs to identify which labs could meet the needs of existing and potential clients. Joel noted that Port Graham is developing a metals analysis lab, but is a ways away from getting it on line. However, the gap in testing is still with organics.

**Quality Assurance Project Plans:** A question was asked whether Joel, as the current Quality Assurance Office, needed updated QAPP's from the group. Joel said this would be a responsibility of the Quality Assurance manager; ideally, they would have a binder with the QMP and each organization's QAPP with which they could design recertifications. Having these within Joel's hands now would allow the recertification process to go more smoothly.

A question was raised whether there would be a conflict of interest if any group was to house the Quality Assurance Manager within their offices, but it was recognized it was not likely that a conflict existed.

The group confirmed the participants attending the February 9 recertification, and adjourned the meeting at 8:54 pm.

## FILTRATION PROCEDURE FOR NUTRIENT ANALYSIS

**Equipment:** Filled 250ml sample bottle, 30 ml syringe, filter holder with filter and cap, two 30ml sample vials with lids, 200 ml of distilled water.

1. Record the vial numbers on your data sheet at the top of page 2. Without this information, we will be unable to identify the sample.
2. Make sure the filter holder is securely attached to the syringe.
3. Remove the cap from the filter holder and the plunger from the syringe.
4. Fill the syringe completely with distilled water, insert the plunger until it snaps in and press the plunger down until all water is expelled. Repeat this process three times to filter 100 ml of distilled water. This process will flush out any contaminants that may be on the filter.
5. From the 250ml sample bottle with the white lid, rinse the syringe, and plunger 3 times with sample water. Be sure to mix sample between each rinse.
6. Mix the 250ml bottle of sample water and then completely fill the syringe from the bottle by pouring the water into the syringe.
7. Insert the plunger a small amount into the syringe, until it snaps in.
8. Holding the syringe upright, press the plunger down to filter about 5ml of sample water into the first sample vial to rinse. Also rinse the cap.
9. Filter 22-25ml into the first 30ml sample vial and securely cap the vial. Do not overfill the sample vial. When the sample is frozen, it will expand and may work the cap off if it is too full.
10. Refill the syringe by removing the plunger, mixing the bottle of sample water, then pouring the sample water into the syringe.
11. Replace the plunger, rinse the second vial and cap with filtered water, and then fill the second vial with 22-25 ml of filtered sample water. Securely cap the second vial. If you have trouble pressing down the plunger due to excessive turbidity in your sample, go to "Replacing the Filter" procedure below.
12. Check to make sure you recorded the vial numbers on your data sheet.
13. Return vials to the freezer in the Keeper lab as soon as possible.
14. If you cannot return directly to the lab, freeze the sample immediately at home, and then bring to the lab freezer as soon as possible.
15. Return the syringe and filter attachment and pick up a washed setup from the lab.
16. When you check out equipment, record the vial numbers on the checkout form. When you return the vials to the lab record the vial numbers, site number, date, and your name on the sign in sheet located on the freezer door.

## REPLACING THE FILTER

If the sample is very turbid and you are unable to force any more sample water through the filter, then you should change the filter. New filters should be handled with forceps. Remember to pick up another spare filter when you pick up supplies from the lab if you change the filter.

1. If you are in the middle of filling a vial, place the cap on the vial so it doesn't spill while you are changing the filter.
2. Unscrew the filter holder from the syringe and expel all remaining water in syringe. Place the syringe in a clean spot.

3. Hold the filter holder with both hands and grip the ridged parts. Twist counter clockwise to unscrew the assembly.
4. Remove the used filter. You may need to lightly tap the filter holder on a hard surface to dislodge the filter if it is stuck in the inlet side.
5. Using forceps place the new filter on top of the stainless steel support screen.
6. Place the O-ring on top of the filter.
7. To insure a proper seal, hold level while connecting the two halves of the filter holder. Screw the halves together tightly.
8. Screw the filter holder back onto the syringe.
9. Remove plunger and fill the syringe completely with distilled water, insert the plunger until it snaps in, press the plunger down until all water is expelled. Repeat this process four times to filter 100 ml of distilled water. This process will flush out any contaminants that may be on the filter. Go back to step 10 above and proceed with filtering into the 30 l vial.