Sampling and Analysis Plan (SAP) Addendum

**SAP Addendum Purpose**

The purpose of a SAP addendum is to document changes, omissions, or additions made while implementing an approved SAP. If a SAP is implemented exactly as written, an addendum is unnecessary. However, if modifications were made to any aspect of the plan, they should be captured here to create a record of what was done, to inform field season lessons learned assessments, and to be more easily reflected in subsequent SAPs.

**Addendum Instructions**

Project managers (or their designee) should document SAP modifications in a timely manner by filling in all relevant fields of this SAP Addendum template. Include “n/a” if no changes were made for a specific topic. Compile addendums as soon as possible after the SAP modifications are made to capture the information while fresh in mind, either incrementally throughout the field season or shortly after the field season has concluded. Upon completion, save SAP addendums alongside the approved SAP in network project files, and submit a copy to the Quality Assurance Officer to be saved alongside the SAP in the QA document archive.

Title of the SAP that this addendum is associated with:

Click or tap here to enter text.

Document ID of associated SAP:

Click or tap here to enter text.

Month and year SAP was approved:

Click or tap here to enter text.

SAP author(s):

Click or tap here to enter text.

SAP addendum author(s):

Click or tap here to enter text.

Month and year the SAP addendum was written:

Click or tap here to enter text.

# Monitoring Objectives

Summarize changes made to the monitoring objectives stated in the SAP.

Click or tap here to enter text.

# Sampling Design

Describe changes to the project area or waterbodies monitored during the project, and the rationale:

Click or tap here to enter text.

Describe changes made to the monitoring locations proposed in the SAP, and the rationale:

Click or tap here to enter text.

\*If possible, attach a final monitoring site list to this addendum.

Describe any issues that arose with individual monitoring site locations (e.g., access, ownership):

Click or tap here to enter text.

Summarize substantial changes made to the monitoring timeframe or schedule (e.g., site visits cancelled or postponed) and the reason:

Click or tap here to enter text.

# Field Procedures

Describe any issues that arose pertaining to field forms or sample labels:

Click or tap here to enter text.

Describe any modifications made to the data collection procedures described or cited in the SAP and the reason for the change:

Click or tap here to enter text.

Summarize any field health or safety issues that were encountered, and the corrective action taken:

Click or tap here to enter text.

# Sample Analysis, Quality Control, Data Management

Describe any issues pertaining to analytical laboratories or biological contractors:

Click or tap here to enter text.

Describe any issues pertaining to sample handling, storage, or preservation:

Click or tap here to enter text.

Describe any issues pertaining to instruments, equipment, or supplies (e.g., malfunction, drift):

Click or tap here to enter text.

Describe any data quality issues that arose (e.g., common result qualifiers noted on QA Oversight & Evaluation Report):

Click or tap here to enter text.

# Miscellaneous/Other

Describe any additional issues, problems, notes of interest, or other comments:

Click or tap here to enter text.