

# **SWAMP Manual**

CA Surface Water Ambient Monitoring Program (SWAMP)

2/3/23

# Table of contents

<b>Welcome</b>	<b>4</b>
<b>About SWAMP</b>	<b>5</b>
<b>I Administrative goodies</b>	<b>6</b>
<b>1 Onboarding</b>	<b>7</b>
1.1 HR forms . . . . .	7
1.2 CalPERS . . . . .	7
1.3 Bargaining Units . . . . .	7
1.4 Timesheets & Pay . . . . .	7
1.5 Office- and Remote-centered work . . . . .	7
1.6 Equipment . . . . .	7
<b>2 Travel</b>	<b>8</b>
2.1 Quick links . . . . .	8
2.2 Travel Form FAQs . . . . .	8
2.3 Contacts . . . . .	8
<b>3 Training</b>	<b>9</b>
3.1 Contacts: . . . . .	9
3.2 Internal: . . . . .	10
3.3 External: . . . . .	10
3.4 Resources: . . . . .	11
3.5 Recommended On-demand Training Resources: . . . . .	12
<b>4 Tech Access, Setup, &amp; Support</b>	<b>13</b>
4.1 Need equipment? . . . . .	13
4.2 Remote desktop vs. VPN . . . . .	13
4.3 Accessing & downloading software . . . . .	13
4.4 Community . . . . .	13
<b>5 Procurement</b>	<b>14</b>
5.1 Technical . . . . .	14
5.2 Office supplies . . . . .	14

5.3	Monitoring supplies? . . . . .	14
<b>6</b>	<b>Offboarding</b>	<b>15</b>
6.1	HR forms . . . . .	15
6.2	CalPERS . . . . .	15
6.3	Bargaining Units . . . . .	15
6.4	Timesheets & Pay . . . . .	15
6.5	Equipment . . . . .	15
<b>II</b>	<b>Values</b>	<b>16</b>
<b>7</b>	<b>Culture</b>	<b>17</b>
<b>8</b>	<b>Code of Conduct</b>	<b>18</b>
<b>9</b>	<b>Expectations</b>	<b>19</b>
9.1	Work schedule . . . . .	19
9.2	Communication . . . . .	19
9.3	Expectations of rank-and-file . . . . .	19
9.4	Expectations of supervisors . . . . .	19
9.5	Professional development . . . . .	19
	<b>Contacts</b>	<b>20</b>
	<b>How to contribute</b>	<b>21</b>
	<b>References</b>	<b>22</b>

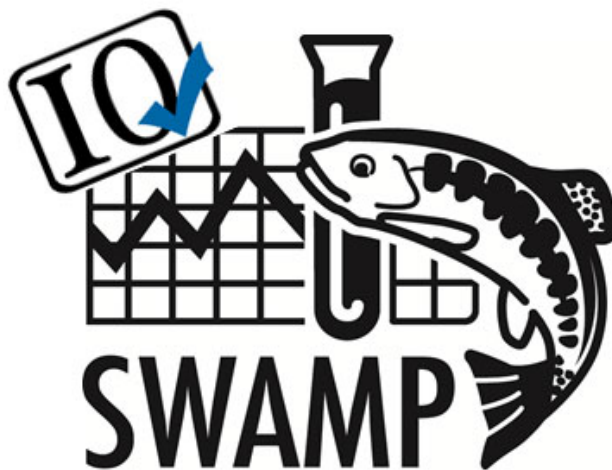
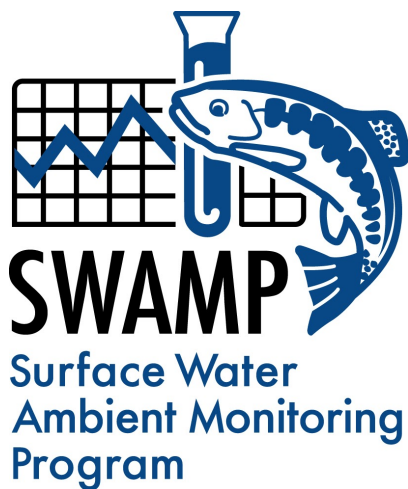
# Welcome

This is an online reference and resource written by and for the Surface Water Ambient Monitoring Program ([SWAMP](#)) at the [California State Water Resources Control Board](#) (State Water Board).

The SWAMP Team is composed of multiple team members at the State Water Board within the SWAMP Unit, SWAMP Information Management and Quality Assurance Center ([SWAMP IQ](#)), and others in the Office of Information Management and Analysis ([OIMA](#)).

Content in this manual includes loosely curated information that members of the SWAMP Unit have found helpful to support onboarding/offboarding, collaboration, communication, and our collective culture. It is place to document institutional knowledge and provide references to available resources.

This is a [Quarto book](#), and is in development. If you have suggestions for additions or revisions you think should be incorporated into this book, please follow the guidance provided on the [How to contribute](#) chapter.



# About SWAMP

This is a book created from markdown and executable code.

Test: SWAMP is the best!

## **Part I**

# **Administrative goodies**

# **1 Onboarding**

This is the page for onboarding. Please re-reference this page throughout your time at SWAMP!

## **1.1 HR forms**

## **1.2 CalPERS**

## **1.3 Bargaining Units**

## **1.4 Timesheets & Pay**

## **1.5 Office- and Remote-centered work**

## **1.6 Equipment**

## **2 Travel**

This is the page for travel

### **2.1 Quick links**

### **2.2 Travel Form FAQs**

### **2.3 Contacts**



## 3 Training

As a Water Boards employee, you have access to training and training-related services to support your personal and professional development, all in support of the Water Boards' mission. Training Services is comprised of the *Training Academy* and *Training Office*, which offer different types of training and which you access differently.

- *Water Board Training Academy*
  - Offers in-house virtual and in-person training courses
  - Staff self-register for courses via the [Academy Registration System \(GSMU\)](#) - follow [these instructions on how to attend Academy courses](#)
  - Works with staff to develop new classes
- *Water Boards Training Office*
  - Gives access to external events (trainings, conferences, PE/PG license preparation classes and higher education requests)
  - Always submit a TRF to your [Training Liaison](#) - follow [these instructions on how to attend external events](#)
  - **Never** pay for a class yourself, without explicit pre-approval from the Training Office (or you won't be eligible for reimbursement)

### 3.1 Contacts:

- Training Liaison: Devan Burke
- Backup Training Liaison: Melissa Morris

## 3.2 Internal:

- Internal Training refers to in-house training courses supported by the *Water Board Training Academy*.
- **How to sign up for Internal Water Board Training Academy Courses:**
  - Watch your inbox for course announcement emails
  - Search the [Academy Registration System](#)
  - Explore the FY 22/23 Academy Course Catalog ([Excel](#)) ([PDF](#))
- **Approval Process:**
  - Self-register on the [Academy Registration System](#)
  - Download the current [TRF](#)
  - Fill out the TRF and obtain management approvals (digital signature)
  - Email completed TRF to your **Training Liaison (please do not email to the Training Office)**
- **Attendance Reminder:** To receive attendance credit, you must be present and participate for the entirety of the course or you will receive a [no-show](#). Although we understand that emergencies arise during training, missing more than 15-minutes of any course will result in a no-show with no attendance credit given. This is a Training Services guideline that cannot be overruled by the instructor. To ensure proper attendance, rename your video box to list your first and last name.

## 3.3 External:

- External Training refers to external events (training, conferences, PE/PG license preparation classes and higher education requests) supported by the *Water Boards Training Office*.
- **When is Training Office Approval Required?**
  - There is a registration/tuition cost
  - There are travel costs (hotel, car rental, per diem, etc.)
  - You want the event added to your training history
- **How to sign up for (non-Academy) External Training:**

- Download the current [TRF](#)
  - Fill out the TRF and obtain approvals (digital signature)
  - Email completed TRF to your Training Liaison
  - Training Liaison submits TRF to Training Office for processing, by submission deadline
  - Training Office emails you the approved TRF when registration is complete
- **How to sign up for (non-Academy) Conferences:**
    - Be prepared to plan head when requesting to attend any Conference or External Training. Visit the [FY 22/23 Training Submittal Deadlines](#) to begin planning your request. The current submission deadline for Conferences is **35 business days prior to the registration deadline**.
    - Download the current [TRF](#) and [Conference Package](#)
    - Fill out the TRF and Conference Package and obtain approvals (digital signature)
    - Attach copy of registration form, event agenda, meal or session preferences (if applicable), etc.
    - Email completed TRF and Conference Package to your Training Liaison
    - Training Liaison submits them to Training Services for processing
    - Training Services emails you the approved TRF when approval is received

### 3.4 Resources:

- [Training Forms](#)
- [Water Board's Training Services Page \(SharePoint\)](#)
- [Training FAQ's](#)
- [Training Services Registration Guidelines](#) (Visit if you're unsure of the training type you're wanting to attend)
- [FY 22/23 Training Submittal Deadlines](#)

### 3.5 Recommended On-demand Training Resources:

- [College of Water Informatics \(CoWI\) Data Tool Kit](#)
- [Tribal Trainings](#)
- [CA Water Quality Law 101](#): foundational training in CA law including Porter Cologne Water Quality Control Act, Federal Clean Water Act, Basin Plans, etc.

## **4 Tech Access, Setup, & Support**

Pheew!

**4.1 Need equipment?**

**4.2 Remote desktop vs. VPN**

**4.3 Accessing & downloading software**

**4.4 Community**

# **5 Procurement**

How do we get the items we need?

## **5.1 Technical**

## **5.2 Office supplies**

## **5.3 Monitoring supplies?**

## **6 Offboarding**

You're moving on and up – here's what you need to know & do before we wish you a fond farewell.

### **6.1 HR forms**

### **6.2 CalPERS**

### **6.3 Bargaining Units**

### **6.4 Timesheets & Pay**

### **6.5 Equipment**

# **Part II**

# **Values**



## 7 Culture

What's our group culture, and what do we want it to be?

## 8 Code of Conduct

Let's write one & discuss!

## **9 Expectations**

For all SWAMP staff members

### **9.1 Work schedule**

### **9.2 Communication**

### **9.3 Expectations of rank-and-file**

### **9.4 Expectations of supervisors**

### **9.5 Professional development**

# Contacts

We should ask whether internal or team contact information goes here :)

# How to contribute

In summary, this book has no content whatsoever.

## References