

SWAMP Manual

CA Surface Water Ambient Monitoring Program (SWAMP)

2/3/23

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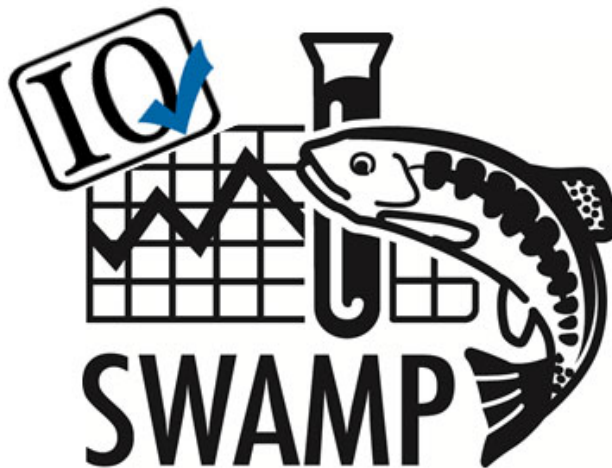
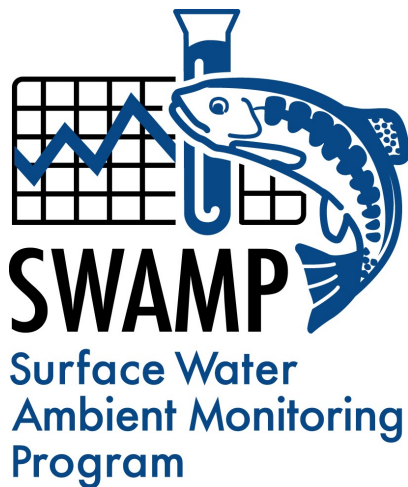
Welcome

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

Need help navigating the multiple travel landing pages? Hopefully this will help!

3.1 Contacts

3.2 Internal

3.3 External

3.4 On-demand

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