

# **SWAMP Manual**

CA Surface Water Ambient Monitoring Program (SWAMP)

2/3/23

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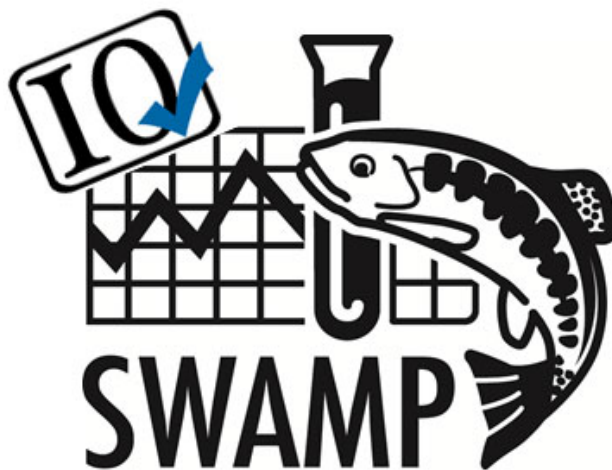
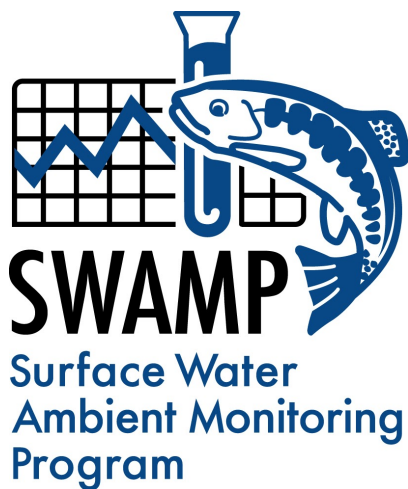
# Welcome

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

## Overview

SWAMP sits within the Water Board's Office of Information Management and Analysis (OIMA), which serves as an advocate for data management, a bridge between data collectors and users, as well as, provides transparency of the Water Board's information management infrastructure.

The SWAMP mission is to provide resource managers, decision makers, and the public with timely, high-quality data, information and tools needed to evaluate the condition of all surface waters throughout California.

SWAMP accomplishes this through carefully designed, externally reviewed statewide and regional surface water monitoring programs, and by assisting other entities state-wide in the generation of comparable data that can be brought together in integrated assessments that provide answers to current management questions.

In addition to providing information and tools, SWAMP's vision is to help enhance monitoring, assessment and reporting activities throughout the Water Boards.

SWAMP IQ strives to promote question-driven monitoring, and to ensure the highest quality data is used to evaluate the health of California's water bodies.

SWAMP IQ assists ambient monitoring projects and programs throughout the state by offering resources that support each stage of water quality monitoring, from sample collection to data entry, as well as providing quality assurance review, verification, and data storage.

## SWAMP Resources

- For an overview of SWAMP - please see the [SWAMP website](#) and [SWAMP IQ website](#).
- **The SWAMP Strategic Action Plan (SAP)** describes current program priorities, and strategies to meet program goals and make our vision and mission concrete: [SWAMP SAP, 2020 - 2023](#)
- **The SWAMP Quality Assurance Program Plan (QAPP)** provides a detailed overview of SWAMP monitoring standards and requirements: [SWAMP QAPP, 2022-2024](#)

- For an overview of OIMA - please see the [OIMA website](#)
- The OIMA Strategic Data Action Plan (SDAP) describes current OIMA priorities and strategies to meet the office's goals: [OIMA SDAP](#)
  - The [OIMA SDAP Project Portfolio Write-ups](#) provide a summary and status of all ongoing SDAP Projects.

## **Part I**

# **Administrative goodies**

# 1 Onboarding

Here is a non-comprehensive, but hopefully informative guide to onboarding to the SWAMP Unit. The majority of this information in this section is aimed towards starting at SWAMP as a rank-and-file (non-supervisory) state employee. Please re-reference this page throughout your time at SWAMP!

## 1.1 HR forms

On your starting day, you will receive a package of forms and documents from the HR department including:

- Your duty statement
- Tax forms
- Direct deposit forms
- Questionnaires (diversity, military)
- CalPERS forms
- Leave forms
- Medical insurance forms

You will also be asked to submit a photocopy of either your passport or a combination of your driver's license and social security card to the HR representative (currently Alicyn Chappelle). All forms apart from the medical insurance forms must be submitted within the first couple of days. Medical insurance forms must be submitted within the first 60 days for you to qualify for enrollment; however, the sooner you submit these forms the sooner you will have health coverage.

## 1.2 Bargaining units

Each classification within the SWAMP unit is associated with a bargaining unit. The bargaining units, with the State, determine many of the benefits & guidelines described here. For that reason, you should read the latest contract or Memorandum of Understanding (MOU) for your bargaining unit to determine benefits as applicable for you. Additional benefits specific to your bargaining unit may exist for you based on the MOU that are not described in this



manual. Finally, supervisory positions may have varying benefits beyond those listed in this manual.

SWAMP Position Classification	Bargaining Unit	CBID
Scientific Aid	11	R11
Environmental Scientist (incl. Senior Specialist)	10	R10
AGPA	1	R01
Senior Environmental Scientist - Supervisory	10	S10

## 1.3 Leave types

When onboarded, employees in most classifications will be able to select a leave type: **annual leave** vs. **vacation/sick leave**. Comparisons of leave accrual and use between leave types are available in [this chart](#).

Important FAQ for leave types:

- You are only allowed to switch leave types every 2 years. Check with our HR liaison about switching leave types.
- Leave types are also connected to different types of non-work-related disability leave, which may impact your income should you need to go on disability leave. Non-work-related disability leave types are compared for Unit 10 employees on this [flyer](#). More information about non-work-related disability leave is also available on the EDD [website](#).
- Leave accrual can be impacted by the number of days/hours you work in a month.

## 1.4 CalPERS

## 1.5 Timesheets & Pay

## 1.6 Office- and Remote-centered work

## 1.7 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 Historical and Legal Foundations](#)
- [Tribal Cultural Resources](#)
- [Tribal Cultural Awareness and California Native American History](#)
- [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**

Pheh!

**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 :)

## SWAMP Team

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Mary Tappel mary.tappel@waterboards.ca.gov	Environmental Scientist	Webpage updates
Michelle Tang michelle.tang@waterboards.ca.gov	Environmental Scientist	Data science, data visualization and programming (JavaScript, Python)
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Sydney Rilum sydney.rilum@waterboards.ca.gov	California Sea Grant Fellow	Data science, data visualization and science communication

## SWAMP IQ Team

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Name	Title	Program Area	Contact Info
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# How to contribute

In summary, this book has no content whatsoever.



## References