

Hamlet of Coral Harbour

Environmental Monitoring Program and Quality Assurance/Quality Control Plan

Prepared for:

Nunavut Water Board

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1.0 Introduction

The water and waste disposal facilities in the Hamlet of Coral Harbour are operated under Nunavut Water Board (NWB) License NWB 3BM-COR1521 issued on April 24, 2015, 2010 and expiring April 23, 2021. The license requires the Hamlet to conduct a monitoring program, which includes regular water quality sampling and reporting. As required by the license, this Quality Assurance/Quality Control Plan (QA/QC Plan) has been prepared to achieve the following objectives:

- To ensure that all samples taken in the field follow established procedures to maintain a high quality, so that the results obtained represent both the physical and chemical nature of the samples being taken.
- To ensure best management practices (BMP) are used throughout the sampling program.
- To ensure all samples are delivered promptly to an accredited laboratory for analysis.

This document describes the procedures and protocols to be followed when conducting environmental sampling under the monitoring program. Although the QA/QC Plan is submitted to the Nunavut Water Board (NWB) as a condition of the water license, it is primarily intended to be read, understood, and implemented by Hamlet personnel responsible for environmental quality monitoring. The water license requires Hamlet personnel to adhere to these procedures, which should be applied to all water quality samples taken by the Hamlet. This document applied to the infrastructure as it currently is. Any updates to the infrastructure will require this document to be updated.

2.0 Environmental Monitoring Program

Part H of the NWB licence provides specific requirements for the monitoring program. Table 1 summarises the sampling locations, while Table 2 details the water quality sampling parameters.

Table 1 Monitoring Program Stations for Water License

Station	Description	Status
COR-1	Potable water at Post River	<u>Active</u> Volume Daily, monthly, annually
COR-2	Sewage truck release point into containment cell	<u>Active</u> Volume Daily, monthly, annually
COR-3	Effluent from Sewage Containment Cell.	<u>Active</u> Quality During initial discharge due to spring melt, mid-way through open water season, and once prior to freeze-up.
COR-4	Station within the wetland	<u>Active</u> Quality During initial discharge due to spring melt, mid-way through open water season, and once prior to freeze-up.
COR-5	Discharge from wetland	<u>Active</u> Quality During initial discharge due to spring melt, mid-way through open water season, and once prior to freeze-up.
COR-6	Run-off from Solid Waste Disposal Facility	<u>Active:</u> Quality Monthly during periods of observed flow
COR-7	Run-off below Waste Metals area	<u>Active:</u> Quality Monthly during periods of observed flow

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Table 2 Water Quality Parameters

Station	Water Quality Parameters	
COR-3 COR-4 COR-5	• Total Alkalinity (as CaCO₃) • Total Ammonia (as N) • BOD₅ • Chloride (Cl) • Conductivity • Fecal Coliforms • Hardness (as CaCO₃) • Mercury (Hg) • Nitrate+Nitrite (as N) • Oil and Grease • Sulfate (SO₄) • Aluminium (Al) • Arsenic (As) • Cadmium (Cd) • Calcium (Ca) • Chromium (Cr) • Cobalt (Co) • Copper (Cu) • Iron (Fe)	• Lead (Pb) • Magnesium (Mg) • Manganese (Mn) • Nickel (Ni) • Potassium (K) • Sodium (Na) • Zinc (Zn) • Total Organic Carbon • Total Suspended Solids • pH • Benzene • Toluene • Ethyl Benzene • Xylene • F1 (C6-C10) • F2 (C10-C16) • F3 (C16-C34) • F4 (C34-C50) • Total Hydrocarbons (C6-C50)

Samples shall be taken at the same location during each sampling event.

Additional sampling and analysis may be requested by an CIRNA Inspector or the NWB.

3.0 Sampling Procedures and Protocols

To ensure quality of the monitoring program the following procedures and protocols shall be used for field sampling. These methods are consistent with the *Standard Methods for the Examination of Water and Wastewater* (Eaton et al., 2005) and have been approved by the Nunavut Water Board.

3.1 Sampling Location and Frequency

The monitoring program included in the water license includes specific requirements regarding sampling locations, sampling frequency and parameters to be analyzed. These are provided in Table 1 and Table 2. Monitoring locations are shown in Figure 1.



Figure 1 Coral Harbour Water License Sampling Locations

3.2 Sample Container Selection

Sample containers vary in size and material of construction depending on the specific type of analysis to be conducted. Containers to be used shall be obtained directly from the laboratory. The laboratory will provide the correct sizes and types of bottles based on the parameters required. The sample containers for specific analysis are provided in

Appendix A. The laboratory shall be contacted at least one month prior to the sampling event to ensure that containers are available for sampling.

3.3 Field Sample Log

The individual collecting the samples shall record the following at each location at the time of sampling:

- Date of sampling
- Time of sampling
- Weather conditions
- Monitoring Station Number (i.e., COR-1, COR-2, etc.)
- Results of any field measurements.
- Sampler shall also indicate if sample used preservatives.
- Any unusual conditions
- Any deviation from standard procedures.

An example Sampling Log is included in Appendix B.

3.4 General Procedures for Sample Collection

General procedures for sample collection are outlined below. Different laboratories have slightly different bottle requirements and sample handling protocols. Sampling technicians must receive site specific training and laboratory procedures must take precedence over other protocols.

- Sample Locations and Sampling Frequency – The location and frequency of each sampling option has been carefully selected, and is part of site design and layout, as well as the Water Board License. Sampling will follow their requirements. Diversions must be recorded and submitted to the Water Board for approval
- Preparation – Approximately one month prior to the sampling event the laboratory will be notified, and the required bottles, blanks, and materials assembled. Plans for rapid return of the samples prepared.
- Field Collection – At each sampling station the specified samples will be collected, and field data recorded.
- Handling Storage and Transportation –Appropriate personal protective equipment (gloves, safety glasses, etc.) will be used when handling samples. Samples will be stored a 4°C and protected from freezing until delivered to the laboratory. Chain of custody for sampling, storage, and delivery must be maintained. Laboratory sample sheets will be filled in as per laboratory protocols.
- Delivery to Laboratory – Samples will be delivered to the laboratory in the laboratory dictated method and within the hold times specified, as much as possible.

3.5 Surface Water Sampling Procedures

All the samples taken will be grab samples. Samples will normally be taken from natural lakes, streams, treatment ponds, or process streams. Where possible, samples shall be taken from just below the surface to avoid floating debris, which may contaminate the sample.

3.5.1 Freshwater Streams, Surface Drainage, and Wetlands

The samples shall be collected as close to the middle of the stream where water flows freely and is free of debris. Samples shall be collected upstream of the sampler. After getting into position, the sampler shall wait to allow any stirred sediment that occurred from entering the stream to settle or wash away. The sample bottle shall be partially filled with the water to be sampled and rinsed with the lid in place. Rinse water shall be emptied downstream of the sampling point, so that stream sediments remain undisturbed. Prior to sampling for oil/grease, bacteria, and for any bottles containing preservative, the bottles shall not be rinsed.

If possible, bottles shall be plunged into the stream to a depth of approximately half the total stream depth and allow it to fill with the mouth of the bottle facing upstream. Where stream is too shallow to allow for sample bottle to be filled completely, without disturbing bottom sediment of the streambed, the sampler may use a smaller container that has been properly rinsed to transfer sample to the larger bottle. Do not use a smaller sample bottle containing preservatives.

When taking the sample, sufficient room shall be left to allow for the addition of preservatives, if required.

3.5.2 Lakes or Ponds

Surface sampling shall be collected using the same procedures as streams. Sample bottles shall be plunged to approximately 150 mm (6 inches) below the water surface.

3.6 Sample Identification

All samples collected are to be labelled according to standard identification procedures (Name of sampler, time and date of sampling, sample identifier, sampling method and type of sample). Sample labels shall be water-resistant and prepared prior to going into the field. The individual samples will be labelled with the following information:

- Sample ID #
- Monitoring Station Name (e.g., COR-1)
- Date and time of collection
- Parameter to be analyzed.
- Preservatives
- Project number identifier
- Bottle number 1 of ____.

3.7 Sample Preservation

To obtain good results from a sampling program, time is critical. All samples are to be shipped to the Laboratory that has been contracted to carry out the analysis the same day as they are collected. Samples must be protected from breakage and shall be shipped in an insulated cooler that can be provided by the Laboratory. If samples cannot be shipped until the next day, due to unavoidable events such as weather or mechanical problems with transport aircraft, all samples must be stored in a refrigerator at 4°C. Samples must not be frozen.

In all cases where samples cannot be delivered to the lab on the same day, specific preservatives must be added to the samples to prevent chemical changes that may alter the concentration of the parameters of interest. The samples must be preserved within two hours of sampling. Usually, samples can be preserved away from the field at the end of the site visit. In most cases, the laboratory can fill the bottles with preservative, and then ship them to the Hamlet to be filled and sent back for analysis.

3.8 Sample Transportation

The main objective of the sampler is to minimize any chemical changes to the sample between the time it is collected and delivery to the laboratory. Heat, light, and agitation can all impact the water chemistry, and the samples shall be protected from these effects.

Effluent and surface water samples shall be stored and transported at a temperature of 4°C. Coolers and ice packs need to be available and are usually provided by the laboratory. Upon arrival at the laboratory, samples shall be refrigerated as soon as possible.

3.9 Water Volume and Water Level Measurements

The NWB license includes measuring the monthly and annual volume of water pumped from Post River (COR-1). This can be accomplished by:

- Installing a flow meter on the intake pipe
- Volume calculations in reservoirs based on water levels.

4.0 Quality Assurance and Quality Control

Quality Assurance (QA) and Quality Control (QC) are vitally important components of environmental management for the Hamlet of Coral Harbour.

4.1 Quality Assurance

Quality Assurance (QA) is a set of operating principles that, if strictly followed during sample collection and analysis, will produce data of known and defensible quality. As such the accuracy of the analytical results can be stated with a high level of confidence. A high level of quality assurance can be achieved by applying the following principles:

- Personnel involved in water sampling and analysis are well trained.
- Facilities and equipment required for sampling are suitable, well maintained, and always kept clean.
- Standard procedures are developed and implemented for the collection, transportation and analysis of samples, based on recognized best management practices (BMP)
- Laboratory and field instruments are calibrated according to manufacturers recommendations or recognized as good operating practice.
- Supplies used in sampling and analysis are of consistent high quality and are not expired.

4.2 Quality Control

Quality Control (QC) is a set of specific procedures used to measure the quality of the data produced and correct deficiencies in the sampling or analyses, as they occur.

Quality control is used by the analyst and sampler to achieve standards of measurement for the three principles components of quality: precision, accuracy and reliability.

Most commercial laboratories undertake QA/QC procedures with the volume of sample sent for analysis. Reports are usually provided with the Certificates of Analysis. It is recommended that the suggested QA/QC protocols by the laboratory be followed.

To ensure that the monitoring program maintains accepted quality control, field blanks and duplicate samples should be collected. These samples are collected and analyzed for the sample parameters listed in the monitoring program in the license as part of a quality control check on monitoring activities.

4.2.1 Field Blanks and Trip Blanks

Field Blanks are a blank solution subjected to all aspects of sample collection, field processing, preservation, transportation, and laboratory handling as an environmental sample. Field Blanks shall accompany the sampler into the field, labeled as field blanks, preserved in the field and submitted to the laboratory with the field samples.

Trip Blanks are a blank solution put in the same type of bottle used for an environmental sample and kept with the set of sample bottles before and after sample collection. At least one trip blank per sampling event will be used. QA/QC samples should make up at least 10% of total samples collected.

4.2.2 Replicate or Duplicate Samples

Replicate or duplicate samples involves collecting more than one sample for a given sampling station subject to specific analysis. Standard procedures used for the routine sampling shall be applied. The replicate or duplicate samples are useful in identifying problems with accuracy and sampling methods.

4.3 Lab Accreditation

The water licence requires that all analyses be performed by a laboratory that is accredited according to ISO/IEC Standard 17025. All laboratories that are accredited by the Canadian Association for Laboratory Accreditation Inc. (CALAI) meet this standard. As required by the water licence, a letter from an accredited laboratory is attached accepting the quality assurance and quality control plan for the Hamlet of Coral Harbour as outlined in this report (Appendix C).

Analytical methods and accreditation are usually dictated by the guideline criteria being followed. In most cases, the guideline criteria are the Canadian Environmental Quality Guidelines (CCME, 2007). These guidelines specify bottles, hold times, preservatives, sampling protocols, as well as lab accreditation, and analytical methodologies. These guidelines or equivalent standard will be used. Prior to any sampling, this information should be reviewed to ensure consistency with regulation and standards.

5.0 Laboratory Analysis and Reporting

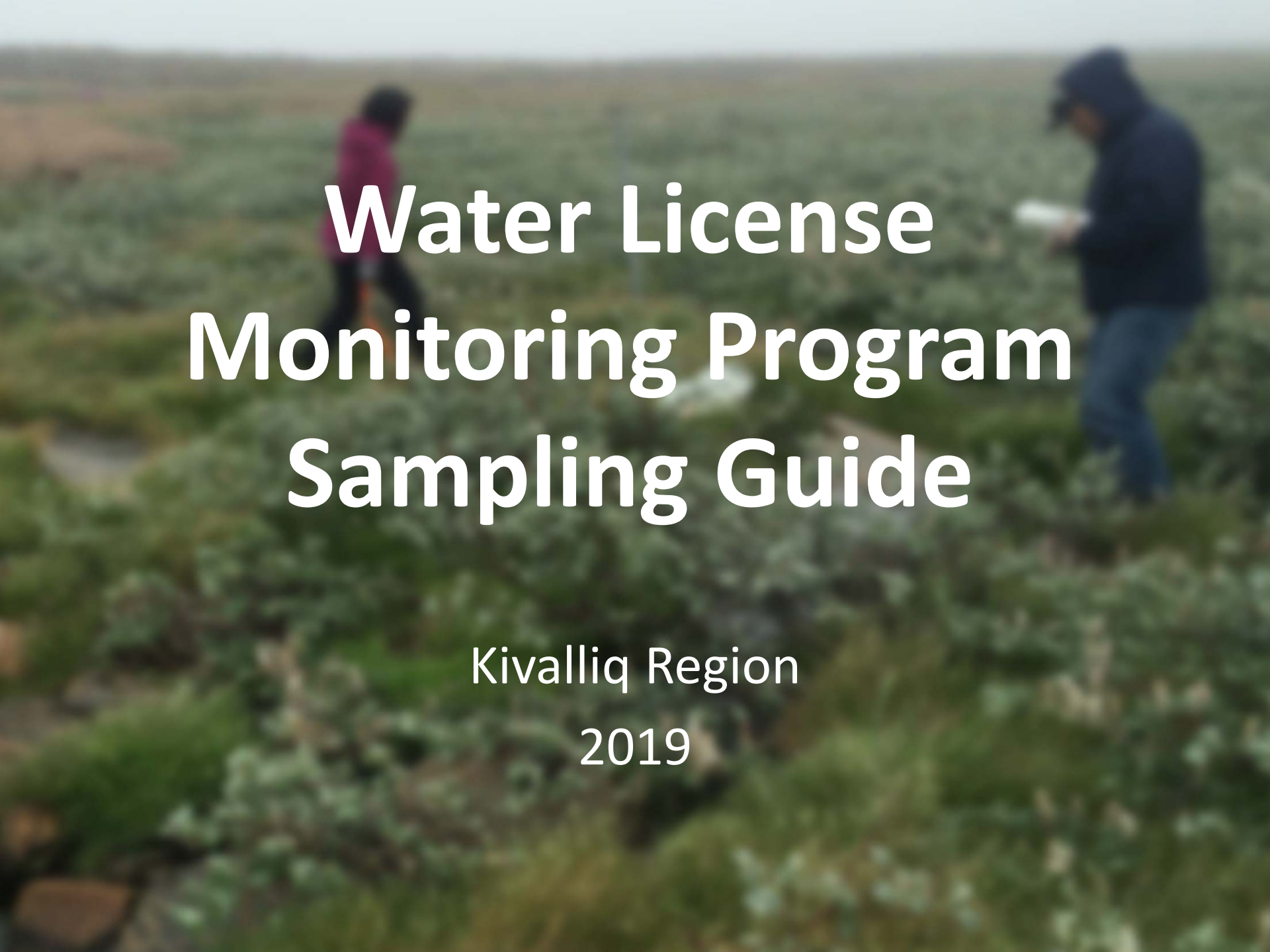
The laboratory will perform the analysis of all samples as outlined herein. The results shall be received by the Hamlet within the time frame agreed to with the laboratory. The results shall contain the limits of detection used for analysis of each parameter as supplied by the laboratory. The Hamlet may request clarification of the analysis by contacting the NWB Technical Advisor and a review of the analysis will be provided upon request. The laboratory results are compared to the limits of the Water Licence for each parameter, and/or to other comparative criteria such as the Canadian Environment Water Quality Guidelines. Results of the monitoring program are reported in the Annual Report as required in the water license. The Annual Report must be submitted by March 31 of the year following the calendar year for which the report has been submitted. The content of the Annual Report and Guideline Criteria is outlined in the following documents:

- Solid Waste Management Facility Operations and Maintenance Plan
- Sewage Treatment Facility Operations and Maintenance Plan
- Water Supply Facility Operations and Maintenance Plan.

These reports will need to be updated upon NWB approval of this plan.

Appendix A

Water License Monitoring Program Sampling Guide

The background of the slide is a blurred photograph of two individuals in an outdoor setting. On the left, a person wearing a pink jacket and dark pants is walking away from the camera. On the right, a person in a dark blue hooded jacket and jeans is standing and looking down at a white object, possibly a clipboard or a sample container. The ground is covered with low-lying green vegetation, and the background is a hazy, open landscape under an overcast sky.

Water License Monitoring Program Sampling Guide

Kivalliq Region

2019

Equipment Needed:

- Field Log
- Sampling Bottles
- Cooler
- Frozen Ice Packs
- Permanent Marker
- Rubber Gloves
- GPS or map of sampling sites
- Garbage Bags

Instructions

1. Label all bottles prior to going to sampling sites.
2. Begin sampling at the “cleanest” sampling site.
3. Separate bottles into garbage bags by sampling site.
4. Complete Field Log at each sampling site.
5. Put on new pair of gloves at each sampling site.
6. Face bottles upstream when collecting samples in flowing water.
7. Plunge bottle to half depth of water or 15 cm below surface for deeper water, avoid floating debris.
8. Fill bottles partially with water and rinse with lid in place, empty water downstream, repeat 3 times.
9. Do not rinse bottles when sampling if bottles contain preservatives (ie. Nutrients, Oil & Grease, Bacteria, BTX F1, F2-F4, PAH).

Instructions

10. If preservatives are to be added, leave room so there is no overflow.
11. If preservative is already in the bottle, fill slowly so not to wash out preservative.
12. Put bottles in cooler with ice/icepacks.
13. Place Chain of Custody (COC) form in plastic bag and put in cooler.
14. Send samples to lab as soon as possible (must arrive within 24 hours).
15. Wash your hands when you are done handling samples.
16. Notify the lab that the sample was shipped, waybill #, and what time it is expected to arrive.

Field Log

Name of Sampler(s): John Doe

Date of Sampling: DD/MM/YYYY

Time of Sampling: HH:MM

Monitoring Station Number: SAM-X

GPS Coordinates: N XX ° XX ' XX.X " W XX ° XX ' XX.X "

Weather Conditions: ie. sunny, cloudy, windy, temperature

Samples:

- ☐ 500 mL BOD
- ☐ 500 mL Routine
- ☐ 500 mL CBOD
- ☐ 40 mL Glass Mercury Vial + Pres
- ☐ 100 mL Amber Nutrients + Pres
- ☐ 100 mL Amber Phenols + Pres
- ☐ 250 mL Sterile Bacteria Bottle
- ☐ 2 x 250 mL Amber Oil & Grease + Pres

- ☐ 60 mL Metals + Pres
- ☐ 3 x 40 mL BTEX, F1 Vials + Pres
- ☐ 2 x 100 mL Amber F2-F4 Vials + Pres
- ☐ 2 x 250 mL Amber PAH + Pres

Other:

- ☐ _____
- ☐ _____
- ☐ _____

**Check all bottles used in the sampling procedure*

Other Notes: (any unusual conditions, any deviation from standard procedures, reason sample was not taken, etc.)

ie. No water at sampling site

Ship Samples To:

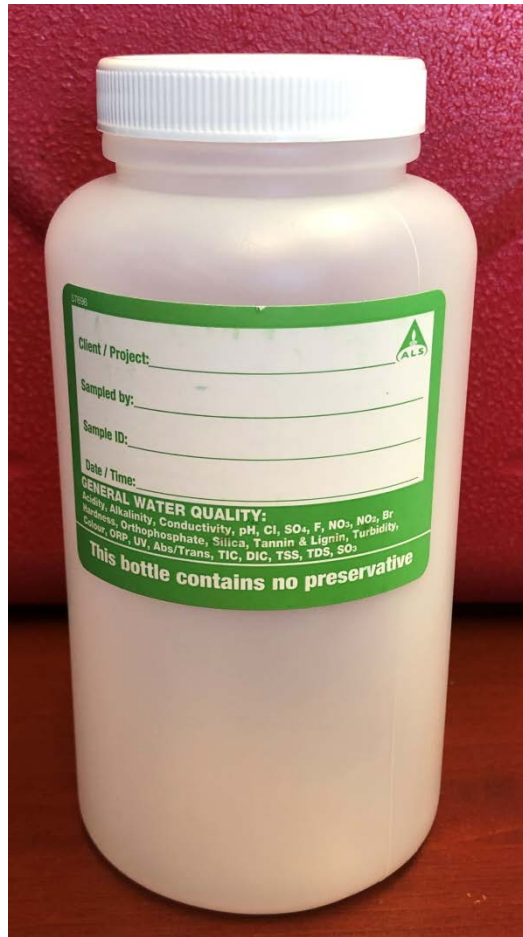
ALS Environmental
1329 Niakwa Road East, Unit 12
Winnipeg, Manitoba
Canada, R2J 3T4

Contact: Craig Riddell

Phone: (204) 255-9720

Email: craig.riddell@alsglobal.com

1. BOD (Biochemical Oxygen Demand)



- Use the 500 mL plastic bottle
- Rinse the bottle 3 times
- Fill to 95% capacity
- No preservatives required
- Keep samples cool and return to lab as soon as practical
- Analysis should begin within 24 hours of sampling

2. Routine



- Use the 500 mL clear plastic bottle
- Rinse the bottle 3 times
- Fill to 95% capacity
- No preservatives required
- Keep samples cool and return to lab as soon as practical
- Hold times range from 48 hours to 28 days

3. CBOD



- Use the 500 mL plastic bottle
- Rinse the bottle 3 times
- Fill to 95% capacity
- No preservatives required
- Keep samples cool and return to lab as soon as practical

4. Metals Analysis (Total Metals)



- Use the 60 mL plastic bottle
- Rinse the bottle 3 times
- Fill to near capacity
- Add preservative found in the orange-taped plastic vial
- **CAUTION:** Preservative is a strong acid (3 mL of 20% nitric acid)
- Add entire contents of the vial to the sample
- Cap bottle tightly and invert to mix
- Maximum hold time is 6 months

5. Mercury



- Use the 40 mL clear glass bottle
- Rinse the bottle 3 times
- Fill to 90% capacity
- Add preservative found in the yellow-taped plastic vial
- **CAUTION:** Preservative is a strong acid (0.5 mL of 1:1 hydrochloric acid)
- Add entire contents of the vial to the sample
- Cap bottle tightly and invert to mix
- Maximum hold time is 30 days

6. Nutrient Analysis (Total Nutrients)



- Use the 100 mL Amber bottle
- **DO NOT RINSE THE BOTTLE**
- Fill to 95% capacity
- **CAUTION:** Preservative is a strong acid (1 mL of 1:1 sulphuric acid)
- Cap bottle tightly and invert to mix
- Maximum hold time is 28 days

7. Phenols

****The new phenols bottle looks the same as the nutrients bottle****



- Use the 100 mL glass amber bottle
- **DO NOT RINSE THE BOTTLE**
- Fill to 90% capacity
- **CAUTION:** Preservative is a strong acid (1 mL of 1:1 sulphuric acid)
- Cap bottle tightly and invert to mix
- Maximum hold time is 30 days

8. Bacteria

****If the lab did not provide this bottle, put a note on the CoC to subsample from the 500 mL Routine****



- This procedure is used for wastewaters and dirty surface waters
- Use the 250 mL sterile container
- Bottles already contain a powder preservative (sodium thiosulphate)
- **DO NOT RINSE THE BOTTLE**
- Uncap bottle (inside of cap must not come into contact with any surfaces)
- Fill bottle to the mark
- Cap bottle tightly and invert to mix
- Keep cool and return to the laboratory as soon as possible
- Analysis should be started within 48 hours

9. Oil and Grease



- Use two 250 mL amber bottles
- **DO NOT RINSE THE BOTTLES**
- Fill to greater than 95% capacity
- **CAUTION:** Preservative is a strong acid
- Cap bottles tightly and invert to mix
- Keep cool, return to lab as soon as possible
- Maximum hold time is 28 days

10. BTEX, F1



- Use three 40 mL clear glass vials for each sample
- Vials already contain tablet preservative (sodium bisulfite)
- **DO NOT RINSE THE VIALS**
- Completely fill the sample vial - there should be no head space (**no bubbles**) at the top of the vial
- This is best done by carefully overfilling the bottle, then capping it
- Invert the vial to verify no air space left in the vial
- If air spaces (bubbles) are present, uncap the bottle and add more of the sample water; recap and recheck to verify no air space
- Keep samples cool and return to laboratory as soon as possible
- Maximum hold time is 5 days

11. F2-F4



- Use two 100 mL glass amber vials for each sample
- Vials already contain tablet preservative (sodium bisulfite)
- **DO NOT RINSE THE BOTTLES**
- **Fill to top of label**
- Cap bottle tightly and invert to mix
- Keep cool and return to the laboratory as soon as possible
- Maximum hold time is 14 days

12. PAH (Polycyclic Aromatic Hydrocarbons)



- Use the two 100 mL amber bottles
- Bottles already contain tablet preservative (sodium bisulfite)
- **DO NOT RINSE THE BOTTLES**
- Fill to greater than 95% capacity
- Cap bottle tightly and invert to mix
- Keep cool and return to the laboratory as soon as possible
- Maximum hold time is 14 days

Appendix B

Sampling Log

Field Log

Name of Sampler(s): _____

Date of Sampling: _____

Time of Sampling: _____

Monitoring Station Number: _____

GPS Coordinates: N _____ ° _____ ' _____ " W _____ ° _____ ' _____ "

Weather Conditions: _____

Samples:

- | | |
|--------------------------|--------------------------------------|
| ☐ | 500 mL BOD |
| ☐ | 500 mL Routine |
| ☐ | 500 mL CBOD |
| ☐ | 40 mL Glass Mercury Vial + Pres |
| ☐ | 100 mL Amber Nutrients + Pres |
| ☐ | 100 mL Amber Phenols + Pres |
| ☐ | 250 mL Sterile Bacteria Bottle |
| ☐ | 2 x 250 mL Amber Oil & Grease + Pres |

- | | |
|--------------------------|-------------------------------------|
| ☐ | 60 mL Metals + Pres |
| ☐ | 3 x 40 mL BTEX, F1 Vials + Pres |
| ☐ | 2 x 100 mL Amber F2-F4 Vials + Pres |
| ☐ | 2 x 250 mL Amber PAH + Pres |

Other:

☐	_____
☐	_____
☐	_____

Other Notes: (any unusual conditions, any deviation from standard procedures, reason sample was not taken, etc.)

Appendix C

Laboratory Approval of QA/QC

From: [Craig Riddell](#)
To: [Clouter, Kayla](#)
Cc: [Collins, Sarah](#)
Subject: RE: [EXTERNAL] - Coral Harbour QA/QC
Date: June 23, 2021 2:11:43 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kayla,

ALS Labs agrees to the Coral Harbour QA/QC program terms . Please let me know if you have any other questions.

Best Regards,

Craig Riddell

Account Manager , Environmental
Winnipeg Laboratory/Eastern Canada Region



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[**EnviroMail 29 – Wastewater Surveillance Testing for SARS-CoV-2**](#)
[**EnviroMail 28 – Microplastics: A Huge Problem on a Microscopic Scale**](#)
[**EnviroMail 04 \(Re-Release\) – Fenceline Monitoring of BTEX & 1,3-Butadiene Emissions by EPA Method 325**](#)
[**EnviroMail 00 – Summary of all EnviroMails Canada**](#)

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