

Re: Disposition of NADP/NTN, NADP/AMoN and NADP/AIRMoN Archival and Active Samples

Date: July, 30, 2019

Introduction

The NADP receives requests for sample materials received through the operation of the NADP Central Analytical Laboratory (CAL). Samples include either pre- or post- filtered precipitation samples, archived precipitation samples, archived AMoN extracts, and NTN filters. These samples are made available to external researchers and internal NADP sanctioned research to support the NADP mission as outlined in the NADP Governance Document. Specifically, the accommodation of sample requests by the NADP Program Office (PO) and CAL help:

- 1) Supports the production of quality-assured data and information resources for NADP stakeholders through the development of independent measurements of unique analytes and promotes the assessment of field and laboratory sample handling procedures and methods.
- 2) Assures NADP remains a premier cooperative research support program through aiding scientists, policy makers, and educators to advance the understanding of deposition impacts on ecosystems, infrastructure, and human health.
- 3) Creates a mechanism to respond to emerging issues of deposition monitoring and supports the advancement of measurement system methods. The analytes identified and methods developed through sample request support can potentially include chemical and biological species that may be monitored by NADP in the future.

A detailed list of available samples including handling, storage, and volumes is described in ***NADP Requested Sample Information Memo Revised: April, 2019*** which can be obtained from the NADP program coordinator.

The request evaluation policy, approved by the NADP Executive Committee in May 2019 describes the required steps for external and internal researchers to obtain approval to receive NADP archive samples. The policy is documented in the ***Guide for Sample Archive Request Evaluation and Approval - May 2019***. The process includes evaluation of NADP mission, technical feasibility and appropriateness, and evaluation of PO and CAL effort and cost to implement the request. Evaluations are conducted by the NADP PO Coordinator, the NADP Program QA manager, and the CAL operation managers as the representatives of the NADP Executive Committee. The Executive Committee has ultimate authority on disposition of samples, and may be requested to evaluate requests.

Evaluation Objective:

The goal of the disposition policy is to advance the scientific understanding of atmospheric deposition and leverage NADP infrastructure while guarding against potential negative impact to NADP's PO and CAL core duties. Archive and active sample disposition requests will only be granted if they do not create an undue burden on the CAL staff and resources. The following objectives have been established to guide the evaluation procedure:

1) The NADP PO/CAL review evaluates requests for:

- Consistency with NADP mission
- Application of samples to technically sound methods and scientific approaches
- Feasibility for NADP to accommodate the request

2) The review is not intended to assess the scientific merit of the entire project which the samples will be applied to, but rather assess the specific application of the NADP samples within the requestor's project. The NADP Executive Committee, or its designee, has the ultimate authority on determining appropriate use of NADP sample matrix and program resources.

3) The NADP PO/CAL role is to provide guidance to requestors on how the proposed approaches, application, and methods could be improved or modified to strengthen the justification for NADP support.

4) Ultimately the review procedure is meant to represent the opinions of the NADP Executive Committee. The Executive Committee, or its designee, has the final authority on how NADPs effort and resources are allocated to support the greater research community and stakeholders.

Policies:

- The NADP through its Executive Committee retains sole authority on archival and active sample disposition. Dissemination of samples to a third-party is not allowed.
- Sufficient volume of samples will be retained for potential CAL reanalysis until the data has been published to the NADP website prior to disposition of archive samples.
- Archival samples are managed and maintained as described in the ***NADP Central Analytical Laboratory Quality Assurance Plan, Revision 0 – June 20, 2019.***
- Approved requesters will pay for all costs of materials, labor, and shipping charges associated with preparing and sending archival and active samples as documented in the ***NADP Requested Sample Information Memo Revised: April, 2019.*** Additional charges may be assessed and applied on a case-by-case basis to meet project needs.
- The PO, CAL, and/or Executive Committee may cancel or delay the disposition of samples if project activities are negatively impacting NADP core duties or if payment for archival samples is not received in a timely manner. The requestor may cancel a sample request at any time via email communication with PO and CAL managers; samples processed and distributed prior to the cancelation are subject to established fees.

- Long-term sample requests are subject to renewal evaluation and approval by the PO, CAL, and/or Executive Committee. The renewal evaluation schedule will be established on a case-by-case basis by the PO, CAL, and/or Executive Committee

Procedures:

- The requestor initiates contact with the NADP Coordinator, either directly or through referral.
- The requestor should submit information through the **Request for NATIONAL ATMOSPHERIC DEPOSITION PROGRAM Samples April 2019_Final** form, obtained from the PO coordinator. Additional documentation may be submitted with the application form.
- Applications will be reviewed for approval as described in the **Guide for Sample Archive Request Evaluation and Approval - May 2019**. Additional information may be requested during the review process. The NADP PO and CAL staff will work with the requestor to ensure application documentation is complete.
- The requestor will be informed of the final decision to support the sample request by the CAL management after a final review discussion between the PO, QA manager, and CAL,.
- During the review process any party may request guidance and approval determination from the Executive Committee, including the requestor, CAL managers, NADP QA Manager, and PO Coordinator. The Executive Committee will be informed of all archive request decisions either through e-mail communication or during the NADP fall and spring meetings.
- Requests that require extensive advanced coordination, intensive use of resources, or require external support, such as participation by the site operators, will be approved by, or in consultation with, the Executive Committee.
- The NADP will be acknowledged by the sample requestor in publications and presentations that utilize the sample results and copies of subsequent publications will be supplied to the PO. Suggested acknowledgment for the archive samples is:

“Archived (or active) precipitation samples were obtained from the National Atmospheric Deposition Program (NRSP-3); NADP Program Office, Wisconsin State Laboratory of Hygiene, University of Wisconsin, 465 Henry Mall, Madison, WI 53706.”