

Field Data Sheet Standard Operating Procedure

Field SOP for filling out Stream Quality Field Data Sheet

Some Basics: If you make a mistake, put a single line through the mistake, correct it, and sign your initials along with the date next to the correction. It's always OK to put qualifiers in, i.e., leave notes to describe a problem, creek conditions, or suggestions.

Stream name: Accepted (USGS map or other) name of the actual stream you are testing.

Watershed name: Largest watershed unit, i.e. Russian River or Salmon Creek.

Citizen Monitors: Names of people monitoring.

Date: month, day, year.

T__: Leave blank for CCWI to fill out if you don't know this one. Trip number, this number starts over each January 1st at "1", and ends December 31st. So the third trip of the calendar year to a particular site is "T3", and the fifth is "T5".

__crew: Leave blank for CCWI if you don't know this one. Crew name is created with the first and last initial of the lead citizen monitor or one of the regulars in a team of monitors.

Storm Sampling?: Check this box if the monitoring event is specifically to capture storm water, not part of regular scheduled monitoring. Do not check this box if by chance there is a storm before/during your regularly scheduled monitoring.

Weather in past 48 hours: This is mostly important for wet weather. Use the terms provided, but you may elaborate as to duration of rain, etc.

Weather Now: Fill out using terms provided.

Instrument ID: This is usually typed in for you, but make sure to double check, particularly with thermometers. Instrument ID's are found written on the instrument, and are made up of a method code, CCWI, and then a numerical ID: PHEL-CCWI-6 is a pH electrode, owned by CCWI, and it's specific ID is 6, as it was the 6th purchased by CCWI.

Site ID: This is the usually the first 3 letters of the creek name followed by a three digit number, ie. RUS040. A list of these ID's is laminated and included in the field kit.

Time: Sampling start time at each station, remember am or pm.

Air Temperature: Use the thermometer labeled "dry". If there is only one thermometer, make sure it is dry before taking a measurement. The thermometer can be removed from the blue armor to dry by pulling/twisting off the top end where the string is. Measure holding away from your body and preferably in the shade.

pH: record reading, see SOP for details.

Water Temperature: record reading, see SOP for details.

Water Temperature Dissolved Oxygen Meter: record from DO meter, see SOP for details.

Dissolved Oxygen: record reading (mg/L), see SOP for details.

Turbidity: record reading, see SOP for details.

Electrical Conductivity: record reading, circle uS or mS, see SOP for details.

Sampling Device: Record 1,2, Or 3 in the space provided. Circle or check the actual parameters you used the device for (Example: you may use the bucket for pH, temp and conductivity, but not for dissolved oxygen). "bag" stands for the whirl pak sample bag.

Velocity: Check SOP for details. If time constrains you or it is too slow to measure (the float doesn't move much), then write in a descriptor, like slow, stagnant, fast, etc.

Depth: Check SOP for details. If possible, measure water depth with at the same place every time. If you eyeball it, please be sure to note that it is visually estimated, not measured.

Stream Reach Type: Fill in 1,2 or 3. This pertains to the spot where you are taking your sample from, which may change type throughout the year. See descriptions of stream channel types in field kit for guidance.

Chain of Custody: PLEASE FILL THIS OUT!! This pertains to the grab sample that goes back to the lab. Any persons storing or transporting the sample must sign this. We need to know with whom the sample was with at all times. Just sign your name, and the date and time of the exchange.

Comments: Anything you would like to convey, from fish observations to concerns with equipment.

Duplicate Measurements/Sampling: Duplicates are repeated measurements of the same station with the same instrument, close together in time. These can be used as a double-check of an unusual value. They also provide very valuable information on the reproducibility of our data, performance of field protocols and the precision of the instruments. You may be asked by staff to take duplicate measurements and samples for our quality control program.

To take a duplicate measurement, simply repeat procedures to get a second reading. Do this following the first reading, so as an example take two pH's then two conductivities, not pH, then Conductivity, then pH again. Write in your duplicate measurement on a fresh row below the original recordings, only add to the sample ID "dup". The same goes for a duplicate sample bag to be returned to CCWI.