Community Science Institute **www.communityscience.org**
Volunteer Monitoring Watershed Science Risk Communication

Field Data Sheet for Volunteer Monitoring Teams

Quality Assurance (QA): Collect samples in clean containers. Complete a separate field data sheet for each sample. Note any unusual observations or problems directly on the sheet. Return your team's sheets for each monitoring event to CSI for review. CSI staff will contact the volunteer team with any questions about data quality. Data that satisfies quality assurance and quality control criteria will be published in CSI's online database.

Volunteer group:_____ **Team**:_____

Contact person:_____ **Email:** _____ **Phone:**_____

Sampling location: _____ **Field code**:_____

Latitude:_____ **Longitude**:_____ **Date**:_____ **Time**:_____

How collected: Waded__ From shore__ From bridge__ Other_____

Est. Flow Volume: Small__ Medium__ Large__ **Velocity:** Slow__ Moderate__ Fast__

Water Level: Low__ Medium__ High__ **Water Appearance**:_____

Temperature (Pocket thermometer, glass or metal)
Holding time: Zero - perform on site!
Calibration: Immerse in boiling water, compare reading to 100° C. **Correction:**_____
Measurement: a) Immerse thermometer in stream or sample container, wait for reading to stabilize, **record corrected temperature,** date and time, and initial.
Quality Control: Accuracy: One-time calibration with boiling water. **Precision**: Measure duplicate sample from one location per day or 20% of locations, whichever is more.

Date: Time:	Date: Time:
Temp: °C Initials:	**Dup.** Temp: °C Initials:

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pH (LaMotte kit 5858, wide range pH, accurate to 0.5 pH units)
Holding time: Zero - perform on site!
Calibration: At first sampling location, perform test with pH 7 standard to verify test is working and check box, below.
Measurement: Match color with comparator in natural light. Interpolate decimal reading to 0.25 if sample falls between two colors. Record date, time and result, and initial.
Quality Control: Accuracy: a) Verify calibration using pH 7 standard, and b) Split one sample every three months with certified lab. **Precision:** Measure duplicate sample from one location per day or 20% of locations, whichever is more.

pH 7 Std.:__	Date: Time: pH: Initials:	Date: Time: **Dup**. pH: Initials:	Certified Lab Split (lab use only) Date: Time: pH: Initials:

284 Langmuir Lab/Box 1044 95 Brown Road Ithaca NY 14850 Voice/Fax 607 257 6606
Certified Water Testing NYSDOH-ELAP #11790 EPA Lab Code NY01518
Stephen Penningroth Executive Director <lab@communityscience.org>

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Dissolved Oxygen (LaMotte kit #5860)

Holding time: Zero. There are two options: a) Perform DO test within minutes of collecting sample, or b) Add first three chemicals to fix sample, store dark at 4°C, complete test within eight hours.
Calibration: None required. Test is accurate if performed correctly.
Measurement: Follow instructions in test kit. Record date, time and result, and initial.
Quality Control: Accuracy: Consult lab or other volunteers as needed to learn how to perform test correctly. **Precision:** Test duplicate sample from one location per day or 20% of locations, whichever is more.

Date: Time:	Date: Time:
DO: mg/L Initials:	**Dup.** DO: mg/L Initials:

Conductivity (Hanna Instruments DiST 3, HI98303)

Holding time: 28 days at 4° C
Calibration: At first sampling location, adjust reading to 353 uS/cm, check box below.
Measurement: Immerse meter. Record result, date and time, and initial.
Quality control: **Accuracy:** a) Initial calibration plus calibration checks at each new location, and b) Split one sample every three months with a certified lab. **Precision:** Measure duplicate from one location per day or 20% of locations, whichever is more.

353 uS/cm Std.:__	Date: Time:	Date: Time:	Certified Lab Split (lab use only)
	Cond.: uS/cm	**Dup.** Cond.: uS/cm	Conduct: uS/cm Date: Time:
	Initials:	Initials:	Initials:

Total Hardness (LaMotte kit #4482-DR-LT)

Holding time: 14 days at 4° C
Calibration: At first sampling location, perform test on 100 mg/L or 20 mg/L $CaCO_3$ equivalent standard. Repeat until result is 80-120 mg/L or 16-24 mg/L $CaCO_3$. Record calibration results below.
Measurement: Follow instructions in kit. Record date, time and result, and initial.
Quality control: Accuracy: a) Check calibration with 100 mg/L or 20 mg/L standard at first sampling location, and b) Split one sample every three months with a certified lab. **Precision:** Measure duplicate from one location per day or 20% of locations, whichever is more.

100 mg/L Standard	**OR** 20 mg/L Standard	Date: Time:	Date: Time:	Certified Lab Split (lab use only)
mg/L	mg/L	Total Hardness: mg/L	**Dup.** Tot. Hardness: mg/L	Date: Time: Total Hardness: mg/L
		Initials:	Initials:	Initials:

Chemicals in LaMotte kits: Check expiration dates. Order replacements, 800-344-3100.
Calibration standards: Contact CSI lab for free refills, 607-257-6606.

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