

California Coast Wide Snapshot Day Field Data Sheet Instructions

**Please review datasheet instructions with each new site monitored-->Please do not leave any required fields blank – Mark a bold line through all fields left blank intentionally
—However, shaded fields are site specific and may not be required at every site—**

DOC_ID#:

This is for data entry tracking information; please do not write in this area when you are in the field-this is completed upon entry.

GPS COORDINATES:

If using GPS equipment in the field please use the **NAD 83** or **WGS 84** datum setting. Record your Latitude and Longitude in **decimal degrees** and log the GPS instrument ID in the **GPS_ ID** boxes provided at the top of your data sheet.

To be completed by the Coastal Monitoring Coordinator:

WATERSHED:

Write the name of the watershed. The watershed names are listed on your map and site location sheet.

HYDROLOGIC UNIT:

Write the 3-digit hydrologic unit of the watershed being monitored. This code will be the first three digits of the Station ID.

STATION ID (A.K.A. SITE_ID):

Use your existing Station/Site naming convention. Place the 3 digit hydrologic unit in front of the Station ID for this event.

WATERSHED GROUP NAME

If the team doing the monitoring is associated with a watershed council or an organization, list the name here.

If there is no group – put the CMC organization name in this field.

WATERBODY:

Write the name of the waterbody being sampled. Examples of a waterbody are a creek, river, stream, drainage, estuary, bay or ocean. Each waterbody that has a name is an independent system. Use that name to generate the station ID. Do not use the name of the larger waterbody-put that name under WATERSHED. To describe **Waterbody type** at the Monitoring Station use descriptors like *River, Stream, Storm Drain, Culvert, Ditch, Estuary, Bay* etc...

TEAM LEADER:

Write down the name and phone number of the team leader and the Snapshot date.

VOLUNTEERS:

List the names of all of the volunteers who helped collect the data at this station and their phone numbers.

FLOW DISCHARGE:

As best you can, estimate the flow at your station by circling the most appropriate discharge rate, on your data sheet ie. Stagnant, Trickle, Moderate, or High.

WEATHER CONDITIONS:

Circle any and all weather conditions that apply at the time you begin field measurements.

TIME OF MEASUREMENT:

Please document the exact time your field measurements begin.

INSTRUMENT ID:

Ensure the instrument ID for each piece of equipment is listed in the INSTRUMENT ID box. This information reflects who owns the equipment, the type of equipment being used for sampling, and it links your field measurements to the piece of equipment you are using. If you experience a problem with a piece of equipment, make a note of it in the “Notes and Observations” section.

WATER CLARITY:

This is measured by looking into the creek. Circle only one of the options. Ex.: If you can clearly see the bottom in more than 4” of water, circle “clear”. If the water is somewhat cloudy but you can still see the bottom, circle “cloudy”. If you cannot see the bottom, circle “turbid”. It is ok to estimate the depth at which you can see the creek or river bottom.

WAS A SAMPLING DEVICE USED?

If a collection device such as a Kemmerer bottle is used, circle “yes” and circle Kemmerer bottle or write in what type of device you used. If nothing was used, circle “no”.

FIELD MEASUREMENTS :

PARAMETERS:

For each parameter (Air Temp, H2O Temp, Dissolved Oxygen, pH, Conductivity/Salinity, and Transparency/Turbidity, or other), write the measurement result in the box. If you do not sample a parameter due to lack of equipment or time constraints, please put a slash through the box so we know that the data was not collected. There are blank boxes provided to document field measurements of nutrients or other parameters not listed. These boxes can also be used to confirm results of outliers. For example, if your team records a water temperature measurement of 30°C, then a second measurement should be taken. Document this in the extra boxes on the data sheet (this sample is not considered a replicate).

- ◆ Ensure you follow the Standard Operating Procedures provided or instructions as listed on the kit or meter.
- ◆ When measuring AIR temperature, do so in the shade with a DRY thermometer.
- ◆ Always record the water temperature with the bulb or probe still in the water.
- ◆ When measuring conductivity, give the probe time to equilibrate before recording a measurement.
- ◆ Always try to have several of the team members confirm the measurements.
- ◆ Every team is required to complete one replicate for every piece of equipment. If time and resources permit, take a replicate measurement at every site.

REPLICATE:

Please take a repeated measurement of each parameter while monitoring for Snapshot Day (i.e., take measurement of same sample water a second time using the same equipment). Record this measurement in the shaded box next to the MEASUREMENT field. These can be taken all at one site or distributed among the different sites you visit for this monitoring event.

UNITS:

Circle the appropriate unit for the type of equipment you are using. For instance, if you are using a thermometer that records in Fahrenheit, circle the “F” under units. If you add a parameter, or your equipment records in units not on the data sheet, please write it in.

NOTES AND OBSERVATIONS:

Record any other important information here. Examples include: equipment problems, station concerns or other apparent problems as well as sample concerns like water color, trash composition, etc. Describe the type of water body monitored ie. lake, estuary, ocean, etc. and if applicable record tide, wave height, estimate of wind velocity and relative position to the wind.

FISH OR WILDLIFE OBSERVED:

Describe the number of fish seen and the type (if known). Any other information such as approximate length of fish and their behavior is also important. Describe any other wildlife you observe using the station or site area as habitat.

FIELD COLLECTED WATER SAMPLES -

WATER SAMPLES:

If water samples will be collected by your group for nutrients and bacteria analysis—carefully collect the samples as directed by your CMC or trained team leader.

LABEL THE SAMPLES COLLECTED WITH THE FOLLOWING INFORMATION:

Write in permanent marker on the sample container BEFORE you fill it—Before it gets wet!

Sample ID: This will be the hydrologic unit code, Station ID and sample type code **Example** 304-ELKHO-31-B

<u>Type of Analysis</u>	OR	<u>Type of Quality Assurance</u>
◆ N for nutrients		◆ FB for field blank (sample filled with DI in the field)
◆ B for bacteria		◆ S for split (sample divided for different labs)
Other ask your CMC		◆ D for duplicate

Waterbody: Write the same name you entered at the top of your data sheet—Note: You must use the same name here.

Time of collection: Write down the time you collect the sample from the source—Note: This may be different from the time you took the measurements-Record the time the sample containers were filled. **Collected by:** Write down the person that collects the sample: First and Last name. **Container type:** Record the type of container on your datasheet— Some groups will use Whirlpak bags, others will have sample bottles from labs (i.e. 100 ml clear plastic bottle, Whirlpak bag).

Record this information in the shaded area at the bottom of the data sheet.