

Strategic Monitoring Checklist

Per week?

NE ROC

Before Sampling

- JP ☒ Create a WIN station
 - o If applicable create a new SBIO station
- BD ☒ Create a WBID and Station folders in the appropriate year, organization, location in the Strategic Monitoring folder on the FTP.]- 1/2 day ≈ 4 hrs
- JP, BD, NF ☒ Create LIMS RQ - 1/2 day
- BD ☒ Save RQ in the appropriate year, organization, RQ folder location in the Strategic Monitoring folder on the FTP. 1/2 day
- BD ☒ Schedule site in the Monitoring Activities Tracker. 1/2 day
- JP, BD, NF, ☒ Print labels and field sheets 1/2 hour
- JP, BD, NF, ☒ QC labels. Site name and WIN ID need to match WIN exactly. Use WIN ID for the Field ID. 1/2 day
- ☒ QC field sheets (if using prefilled field sheets) Site name and WIN ID need to match WIN exactly. Not prefilled

During Sampling

- JP, BD, NF, PO, ☒ Fill out the field sheets(s) completely and correctly. Sign completed field sheets. Attach sampling labels to sheet. Self 1 day
- All personnel ☒ Fill out Lab Submittal Form completely and correctly. Attach sampling labels to Submittal Form. If there are errors on the label do not use them on the submittal form. Field 1 day

After Sampling

- Sample team ☒ Review field sheets. Makes sure they are filled out completely, correctly and signed. 10 min.
- JP ☒ Update SMP sample tracker 15 min
- NF, BD ☒ Scan and save meter calibration log 2 hr, a week same as field sheets see below
 - o Scan/save daily calibration logs shortly after event
 - o Scan/save temperature and depth calibration logs when applicable
- BD ☒ Enter Date Collected in the Monitoring Activities Tracker. 2 hours
- JP ☒ Enter field data into LIMS DMT 1 hour
 - o QC WIN Station ID, Field ID, Date, Time in LIMS DMT
 - o Initial and date the field sheet
- JP ☒ Enter Bioassessment data in to SBIO 1 hour
 - o Create Station Visit
 - Update field sheet and bioassessment forms with SBIO ID
 - If LVS is less than 2 square meters check the LVS < 2 SQM box.
 - o Enter Habitat Assessment, RPS, PhysChem and Macrophyte data
 - Update field sheet and bioassessment forms with HA, RPS and Macrophyte ID
 - Note entered, Initial and date the bioassessment forms.
- All personnel ☒ Upload pictures to the appropriate year, organization, location in the Strategic Monitoring folder on the FTP. 1/2 hour
- BD, NF ☒ QC the information in the LIMS DMT, not to be done by the person that entered the data. 30 min.
 - o Field Data, WIN Station, Field ID, Date, Time
 - o Initial and date the field sheet
- AK ☒ QC SBIO data. Not to be done by the person that entered the data 30 min
 - o Note QC'ed, Initial and date bioassessment form.
- BD, NF ☒ Scan/save field sheets, Submittal forms, CofC's, bioassessment forms and calibration log to the appropriate year, organization, WBID, Station folder in the Strategic Monitoring folder on the FTP. 2 hr, a week same as meter cal. b
 - o Initial and date the field sheet
- JP ☒ Authorize SBIO data 10 min.
 - o Note Authorization, Initial and date bioassessment form.
- JP ☒ Merge LIMS data in to WIN 1/2 day 3-4 hrs
 - o Initial and date the field sheet
- AK? ☒ Verify data is in WIN 3/4 3-4 hrs
 - o Under the correct Station
 - o Under the correct WBID
 - o Initial and date the field sheet
- JP ☒ File hard copies of field sheets and calibration logs for long term storage. 1 minute