

1/11/2018 SMP Quarterly

Field Sheet Updates, Notes



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
STRATEGIC MONITORING PROGRAM FIELD SHEET
January 2018

Data Qualified?
Yes / No

WIN Station Name:				Date:	
					(mm/dd/yyyy)
WIN ID/ Field ID		WBID:		Latitude:	
					(Decimal Degrees)
County:		ORG ID:		Longitude:	
					(Decimal Degrees)
Receiving Body of Water:				RQ -	

- Space to note qualified parameters
- WIN Added, STORET removed
- Station ID (WIN ID) and Field ID merged into one field
 - For non-QC samples the Field ID is the WIN ID
- The station name needs to be the WIN station name

The station name needs to be the WIN station name

Examples of what not to do

SITE_LOCATION	SITE_LOCATION	SITE_LOCATION
Mullet Creek upstream Hwy 20	Lake Rowan Center	North New R. @ University Dr.
Mullet Creek @ Hwy 20	Lake Rowan Ctr.	North New River Canal @ University North New R. @ University Dr
G3NW0137 Mullet Ck	Lake Rowan Mid	North New River Canal @ University Dr North New River @ University
Mullet Creek upstream of Hwy 20		
<u>WIN Station Name:</u> <u>Mouth of Mullet Creek @ Hwy 20</u>	<u>Win Station Name:</u> <u>LAKE ROWAN CTR</u>	<u>Win Station Name:</u> <u>North New River Canal (NNR-3 SF Canal Study/122 Broward)</u>

Field Sheet Updates, Notes

Sampling Team Members	WQ Measurements	Sample Collection	Documentation	Preservation	Preservation Check	Duplicate Collection	Blank Collection	Sampling Equipment ☐ Sample Container ☐ Van Dorn ☐ Pole ☐ Carboy ☐ Syringe ☐ Dipper ☐ Other _____ Depth Measured with: _____ Equipment ID _____		
								Collection Method ☐ Wading ☐ Canoe/Kayak ☐ From Shore ☐ Electric Motor ☐ Other _____ ☐ Gasoline Motor		
Water Level: Dry/ Pooled/ Low/ Normal/ High/ Flooded		Meter ID#			Matrix: Fresh / Marine / DI					
Photos: Yes / No	Flow: No Flow / Intertidal / Flowing/ NA	Tide: Rising/ Falling/ Slack/ NA		Tide Times: High Low						

- Record the tool used to measure the total and sample depths.
 - To match the 6 month depth calibration record to field events
- Text to document flow is still using STORET values. Currently WIN/WIN-DMT only allow numeric flow values (cfs) not text. When we figure this out you will be informed. The field sheet may need to be updated at that time.
- Tide Times High/Low field added. The High and Low times need to bracket the sample time. Ex. High tide: 0600, Sample Time 0955, High Tide 1200.

Field Sheet Updates, Notes

Time Zone	Time	Total Depth (m)	Sample Depth (m)	Secchi Disk (m)	DO (mg/L)	DO (%SAT)	pH	Salinity (ppt)	Sp COND (µmhos/cm)	Temp. (C°)
EST							+			
CEN										

Biological Samples Collected:	None	HA	SCI	RPS	Algae ID	LVS	LVI	Other:
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SBIO ID Numbers:	SBIO-ID:	HA-ID:	RPS-ID:	Macrophyte-ID:	LIMS#:
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- The sequence of field measurements/observations has been changed to match the WIN-DMT
- Like flow, Secchi Disk in the WIN DMT can only be a numeric value (m), not text. The STORET DMT had an “On Bottom” option. We are working with WIN/DMT people on this issue. Will let you know what we find out.
- Fill out all field on the field sheet. Circle the bioassessments collected, if none circle none.
- Add fields to record SBIO IDs

Field Sheet Updates, Notes

Parameter Suite	Parameter Methods	Preservation	Lot#	Expiration	pH Check
Preserved Nutrients	☐ W-NH3 / ☐ W-NO2NO3 / ☐ W-TKN / ☐ W-TOC / ☐ W-S-A-TP	☐ Ice ☐ H ₂ SO ₄			☐ <2
Metals	☐ W-ICPMS ☐ W-ICP	☐ Ice ☐ HNO ₃			☐ <2
Filtered Nutrients	☐ W-PO4-F ☐ Field Filtered 0.45 µm Filter	☐ Ice			
Chlorophyll	☐ CHLSUITE-W	☐ Ice			
Physical/Aggregate (Fresh)	☐ Alkalinity / W-F / W-TSS / TURBIDITY / W-Cl-IC / W-COLOR / W-SO4-IC / W-TDS	☐ Ice			
Physical/Aggregate (Marine)	☐ Alkalinity / W-F / W-TSS / TURBIDITY	☐ Ice			
Macroinvertebrates	☐ MI-FW-QLDC	☐ Formalin			
Periphyton	☐ ALGAE-ID	☐ Ice			
Microbiology	☐ E Coli ☐ F Coli ☐ Enterococci	☐ Ice			
Molecular	☐ PCR-FILTER ☐ PCR-HF183 ☐ PCR-BacR ☐ PCR-GULL2 ☐ PCR-GFD	☐ Ice			
Tracers	☐ W-SUC-AA-R ☐ W-UHERB-AA ☐ W-AHERB-AA	☐ Ice			
Pesticides	☐ W-PSNP-TQ ☐ W-AHERB-AA ☐ W-PYR-AA-R ☐ W-CARB-AA ☐ W-PCL-SQ-R ☐ W-UHERB-AA ☐ W-GLYPH ☐ W-SUC-AA-R	☐ Ice ☐ Other			

Place Preservative Sticker(s) Here
(If Available)

- Field to record the lot number for the orthophosphate filter added
 - Lot numbers and expiration dates field must be filled out. The Acid ampule label is not sufficient
- Row added for molecular (PCR) analyses
- Updates to the Pesticide analyte list
 - W-CARB-AA (default list) All new to SMP
 - W-GLYPH, both AMPA, Glyphosate. AMPA new to SMP.
 - Update your templates

Carbamates bottle is pre-preserved. Do not dump out the preservative. Do not rinse the bottle

John Watts is sending some preservative to each ROC so we will have some if we build our own kit.

Default list or Complete list nots added to KIT Tab of SMP for pesticides

W-AHERB-AA	Chlorinated (phenoxy acid) herbicides	2,4,5-T; 2,4-D; 2,4-DB; Acifluorfen; Bentazon; Dicamba; Dichlorprop; Dinoseb; MCPA; MCPP; Silvex; Picloram; Triclopyr	All Analytes, Complete List
W-CARB-AA	Carbamates	Aldcarb; Aldcarb Sulfone; Aldcarb Sulfoxide; Carbaryl; Carbofuran; 3-Hydroxycarbofuran; Methiocarb; Methomyl; Oxamyl; Propoxur	Default List
W-CT-CI-R	Organochlorine pesticides	Chlordane, Toxaphene	Default List
W-GLYPH	Glyphosate and degradants	AMPA, Glyphosate	Default List
W-PCL-SQ-R	Organochlorine pesticides	Aldrin; Alpha-BHC; Alpha-Chlordane; Beta-BHC; Carbophenothion; Chlorothalonil; Cypermethrin; DDD-p,p'; DDE-p,p'; DDT-p,p'; Delta-BHC; Dicofof; Dieldrin; Endosulfan I; Endosulfan II; Endosulfan Sulfate; Endrin; Endrin Aldehyde; Endrin Ketone; Gamma-BHC; Gamma-Chlordane; Heptachlor; Heptachlor Epoxide; Methoxychlor; Mirex; Permethrin; Trifluralin	Default List
W-PSNP-TQ	Organonitrogen and phosphorus pesticides	Acetochlor; Alachlor; Ametryn; Atrazine; Atrazine Desethyl; Azinphos Methyl; Bromacil; Butylate; Chlorpyrifos Ethyl; Chlorpyrifos Methyl; Cyanazine; Demeton; Diazinon; Disulfoton; EPTC; Ethion; Ethoprop; Fenamiphos; Fipronil; Fipronil Sulfide; Fipronil Sulfone; Fonofos; Hexazinone; Malathion; Metalaxyl; Metolachlor; Metribuzin; Mevinphos; Molinate; Norflurazon; Parathion Ethyl; Parathion Methyl; Pendimethalin; Phorate; Prometon; Prometryn; Simazine; Terbufos; Terbutylazine	Default List
W-SUC-AA-R	Sucralose	Sucralose	Default List
W-PYR-AA-R	Pyraclostrobin	Pyraclostrobin	Default List
W-UHERB-AA	Urea herbicides and other chemicals	Acetaminophen; Carbamazepine; Diuron; Fenuron; Fluridone; Imidacloprid; Linuron; Primidone	Default List

Field Sheet Updates, Notes

QA/QC Sample Information Duplicate

Time Zone:	EST	CEN	Time: _____	Field ID:	
					(WIN ID + DUP)

- Filed ID for Duplicate samples must be WIN ID + DUP
 - Ex. G1SW0084DUP

Field Sheet Updates, Notes

Blank

Time Zone: EST CEN	Time: _____	Field ID: _____
DI Source: _____		Location: _____ (BLANK_DDMMYYYY)
☐ Field Blank	☐ Equipment Blank	☐ Field Cleaned Equipment Blank
		Equipment ID: _____

- DI Source field added for blank samples
- Field ID for blanks must be BLANK_Date
 - BLANK_01112018

Field Sheet Updates, Notes

Signature:	Date:
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Enter Field Parameters, Verify Station ID In LIMS DMT: _____ (Initials/Date)	QC Station ID, Field Parameters In LIMS DMT: _____ (Initials/Date)
Scan/Save Field Sheets _____ (Initials/Date)	Migrate Data to WIN: _____ (Initials/Date)
	Verify Data In WIN: _____ (Initials/Date)

- Updated text for the LIMS date entry, date QC initial/date fields
 - VERIFY WIN ID IS CORRET!!
- New step added, Verify data are in WIN
 - After data are merged into WIN, someone needs to verify the data are in WIN.
 - Verify data are in the correct station
 - Verify data are in the correct WBID

Field Sheet Notes/Summary

- FILL OUT THE ENTIRE FIELD SHEET!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
 - NOT INDICATING WHICH BOTTLES, OR BIOASSESSMENT COLLECTED IS UNEXCEPTABLE!
 - Not filling out the lot, expiration date fields IS UNEXCEPTABLE!
 - “If it was documented, it did not happen” DEAR QA Staff
- Station name/Station location is the Monitoring Location Name In WIN. Determined before you go into the field, not made up on the fly.
- For non-QC samples the Field ID is the WIN ID
- The Station name/ Station location, WIN ID and the Field ID on the Field Sheet and on the lab submittal forms (CofC) need to be the same every time.
- Record the instrument/tool used to measure total and sample depth
- If applicable, record the tide times (High, Low) that bracket the sample time.
- Record the bio assessment preformed. If no bioassessments were preformed circle none.
- Use the check boxes to indicate which bottles were collated. Do not prefill this section. If a large reptile steals your Chlorophyll bottle and the CHLSUITE-W box was checked before the event, the field sheet is incorrect.
- Duplicate Field IDs are the WIN ID + DUP
- Blank samples, record the DI source
- Blank Field IDs are BLANK_Date
- Verify the WIND ID in the DMT is correct
- Verify data has been merged into WIN correctly

Home > Search Data > Mon Loc List

Select this Page	Mon Loc ID	Org ID	Monitoring Location Name	Primary Type
☐				
☐	G1WA0010	21FLWOA	Freeman Creek upstream of SR 267 (Bloxham Cutoff)	Surface Water

SMP Field Sheet:

Freeman Creek upstream of SR 267 (Bloxham Cutoff)

WIN Station Name: Date:

WIN ID/ Field ID: WBID: Latitude:

County: ORG ID: Longitude:

Lab submittal Form:

Location	Freeman Creek upstream of SR 267 (Bloxham Cutoff)			Comp	Collection (comp begin or grab)	Eastern	Composite end	Bottle Group(s) (See pg 2)
Field ID	G1WA0010	Matrix (type, e.g., Soil, Fresh, etc)	Diss. Oxygen	mg/L	Total Res. Chlorine	% sat (mg/L)		
STORET #	G1WA0010	Temp	pH	Sample Depth	ft	Sp. Conductance	(umho/cm)	
Latitude	☐ dd ☐ dms	Longitude	☐ dd ☐ dms	Salinity (ppt)	Comments			

Label:

WIN ID / Field ID →

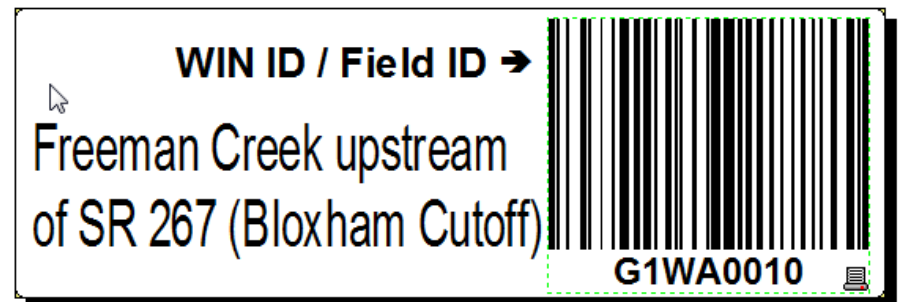
Freeman Creek upstream of SR 267 (Bloxham Cutoff)

G1WA0010

- The station description in WIN, on the Field Sheet, on any Chain of Custody and the label must be **identical**.
- The WIN ID in WIN, on the Field Sheet, on any Chain of Custody and the label must be **identical**.

Labels

- Required
 - WIN ID / Field ID (text)
 - WIN ID =Field ID
 - 1 WIN ID / Field ID Barcode
 - Monitoring Location Name
- **Remove all other info from your labels. Contac Curtis for exceptions**
- The more info crammed onto the label to more likely receiving will make data entry mistakes.
- The location is too often entered into LIMS as “WBID #####”



Label Suggestions

- Make one template and print labels as you need them. Do not make a new label for each event
- Copy and paste WIN ID and Monitoring Location in to label template to eliminate transcription errors.
- Put Location in Barcode Format
 - >25 characters in a Dymo label barcode. 128A format



Finding Station Info

- Log into WIN > Manage Data > Migrated Data > Search Data

WIN - Watershed Information Network
User: Curtis Musson

Home Manage Data Manage Account Reports & Extracts

Home > Welcome

Welcome to Watershed Information Network WIN

DEP Announcements ?

Announcement Title	Announcement	Posted on Date
Waterbody Codes	DEP Code Value Change: SKI ALLEY was Added in the Waterbody Codes.	01/05/2018
Waterbody Codes	DEP Code Value Change: FORKED CREEK was Added in the Waterbody Codes.	01/05/2018
Waterbody Codes	DEP Code Value Change: DUCK CREEK was Added in the Waterbody Codes.	01/05/2010

Org ID: *

My Reminders ? Anomaly List (0 to review) ! Load Report

Import File ID	Import File	Type	Status	Days to Pur
1439	21FLCOLL_LKTRAFF_June_2017_Lab_Data_no QC2.txt	Activity and Results	Migrated	5
1973		Monitoring Locations (GW)	Migrated	2
1436	21FLGW_Z1ST1707_RESULTS.txt	Activity and Results	Partially Migrated	5
1437	21FLGW_Z5ST1709_RESULTS.txt	Activity and Results	Partially Migrated	5

Audit ID	Audit Type	Audit Description	Date Applied
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Select your ORG from the
Organization Dropdown

Home > Search Data

Search Data

Access your migrated data using the advanced search filter categories below.
Note: Collapsing a search filter category will clear the filters in that category.

Organizations and Contacts

Organization ID:	21FLA
Organization Name:	FDEP NORTHEAST REGIONAL OPERATIONS CENTER
Organization Type:	
Organization Status:	
Coordination Area:	
WIN Coordinator:	
Contact Name:	
Contact Status:	

Projects

Monitoring Locations (ML)

Activities and Results

- Expand the Monitoring Locations Bar
- Click List Monitoring Locations

Organizations and Contacts			
Organization ID:	21FLA		
Organization Name:	FDEP NORTHEAST REGIONAL OPERATIONS CENTER		
Organization Type:			
Organization Status:			
Coordination Area:			
WIN Coordinator:			
Contact Name:			
Contact Status:			
Projects			
Monitoring Locations (ML)			
Monitoring Location ID:			
Monitoring Location Name:			
Primary Type:		Add	Remove
Secondary Type:		Add	Remove
Waterbody Name \$:			
Well Type:			
NHD Reach Code:			
Anomaly Type:			
Activities and Results			

List Monitoring Locations

Select the station(s) you are looking for or select all

[Home](#)
[Manage Data](#)
[Manage Account](#)
[Reports & Extracts](#)

Home > Search Data > Mon Loc List

Select this Page	Mon Loc ID	Org ID	Monitoring Location Name	Primary Type	Secondary Type
☒					
☒	20030414	21FLA	GOLD HEAD BR. IN STATE PARK @ OLD M	Surface Water	River/Stream
☒	20030417	21FLA	GEORGES LAKE CENTER	Surface Water	Lake
☒	20030429	21FLA	WILLIAMSON CREEK AT HUGH EDWARDS	Surface Water	River/Stream
☒	20030474	21FLA	MILL CR @ SR 16	Surface Water	River/Stream
☒	20030490FLA	21FLA	TERRAPIN CR @ BLASSIUS RD	Surface Water	River/Stream
☒	20030491	21FLA	SISTERS CREEK AT HECKSCHER DR	Surface Water	River/Stream
☒	20030518	21FLA	GOODBYS CR @ SR-13	Surface Water	River/Stream
☒	20030549	21FLA	YELLOW WATER CR AT SR 228	Surface Water	River/Stream
☒	20030556	21FLA	UNNAMED CR TO ST JOHNS R @ SR 13	Surface Water	River/Stream
☒	20030563	21FLA	OLDFIELD CR @ LORETTO RD	Surface Water	River/Stream
☒	20030577	21FLA	MILL BR. @ OLD SAN MATEO RD.	Surface Water	River/Stream
☒	20030578	21FLA	GROG BR. @ SR 220	Surface Water	River/Stream
☒	20030582	21FLA	WILLS BR N FORK @ OLD MIDDLEBURG R	Surface Water	River/Stream
☒	20030594	21FLA	GOODBYS CREEK AT SANCHEZ RD	Surface Water	Estuary
☒	20030595	21FLA	DEEP BOTTOM CREEK AT SCOTT MILL RD	Surface Water	River/Stream
☒	20030596	21FLA	DEEP BOTTOM CR At I-295	Surface Water	River/Stream
☒	20030597	21FLA	JULINGTON CREEK AT 50 M ABOVE US 1	Surface Water	River/Stream
☒	20030606	21FLA	BIG DAVIS CR AT US 1	Surface Water	River/Stream
☒	20030608	21FLA	FISHING CR AT WESCONNETT	Surface Water	River/Stream
☒	20030615	21FLA	FISHING CRK SOUTHSIDE OF TIMUQUANA	Surface Water	River/Stream
☒	20030617	21FLA	FISHING CRK AT PUBLIC BOAT RAMP OFF	Surface Water	River/Stream
☒	20030618	21FLA	Williamson Creek at Jammes Road, Jacksonv	Surface Water	River/Stream
☒	20030627	21FLA	Lake Como, Center	Surface Water	Lake
☒	20030629	21FLA	LITTLE BLACK CR AT SR 21	Surface Water	River/Stream
☒	20030653	21FLA	TERRAPIN CREEK AT FAYE ROAD	Surface Water	River/Stream
☒	20030657	21FLA	GREENFIELD CREEK AT ATLANTIC BLVD.	Surface Water	River/Stream

1 of 3

Export Selected Records

Click Export Selected Records

Calibration logs, Depth Temperature

- Put copies of the Depth and Temp. calibration logs on the FTP in the calibration folder
- Hierarchy Guidance document has been updated
 - Naming Convention
 - Depth: Calibration_ddmmyyy_Depth
 - Temp: Calibration_ddmmyyy_Temp

FTP WBID Folder Names

- The Folder names need to match the WBID name.
 - Use Natalie's awesome excel tool. It is fast and accurate

Tracker

- If samples are lost update the tracker by deleting the applicable entries.
- Photos have been added to the Tracker
 - Streams, 6, North, East, South, West, Upstream, Downstream
 - Lakes, Estuaries, 4, North, East, South, West
- One time per year and to document site changes

Scanning Field sheets and other paper work associated with an event – 1 multipage PDF

- A field sheet packet must include
 - SMP Field sheet
 - All bioassessment forms
 - HA, PhysChem, RPS, LVS, LVI
 - DEP Lab submittal form
 - Bacteria Lab submittal form
- Optional
 - Daily calibration log
 - Packing documentation with bottle LOT numbers

SBIO Data Management -Documentation

- Initial and date each step of the data entry process
 - Entry
 - QC
 - Authorization

Macrophyte QC Report

STORET: G1WA0022
 Visit ID: 77840
 Macrophyte ID: 10591
 LIMS ID: 1916193

Sample Date: 7/25/2017
 Collector Name: Musson, Curtis
 Identifier Name: Musson, Curtis

Macrophyte Sample Comments:

Taxa Name:	Rep 1	Rep 2	Rep 3	Rep 4
<i>Acer rubrum</i>	P	P	P	P
<i>Alternanthera philoxeroides</i>	P	P	P	P
<i>Bacopa caroliniana</i>	P	P	P	
<i>Bidens mitis</i>	P			
<i>Boehmeria cylindrica</i>	P	P	P	P
<i>Brasenia schreberi</i>				P
<i>Carex glaucescens</i>		P		
<i>Cephalanthus occidentalis</i>		P	P	P
<i>Chara</i>	P	P	P	P
<i>Colocasia esculenta</i>	P	P	P	P
<i>Cyperus alternifolius</i>			P	
<i>Cyrilla racemiflora</i>		P		
<i>Diodia virginiana</i>		P		
<i>Eichhornia crassipes</i>				P
<i>Eleocharis submersa viviparous</i>	P	P	P	P
<i>Habenaria repens</i>			P	P
<i>Hydrilla verticillata</i>	D	D	D	D
<i>Hydrocotyle</i>	P	P	P	P
<i>Hydrolea quadrivalvis</i>	P	P		P
<i>Juncus marginatus</i>	P		P	
<i>Limnobiium spongia</i>	P	P	P	
<i>Liquidambar styraciflua</i>		P		P
<i>Liriodendron tulipifera</i>			P	
<i>Ludwigia grandiflora</i>	P	P	P	P
<i>Ludwigia repens</i>	P		P	P
<i>Luziola fluitans</i>	P		P	P
<i>Lycopus virginicus</i>		P		
<i>Micranthemum glomeratum</i>			P	
<i>Mikania scandens</i>	P		P	
<i>Myrica cerifera</i>	P	P	P	P
<i>Paspalum repens</i>	P	P	P	P
<i>Paspalum urvillei</i>	P			P
<i>Pinus elliotii</i>	P	P	P	P

Entered Dt 9/13

QC, CM 9-15-2017

9/18/2017 Jm

This data has not been fully approved at this time.

FDEP Plant Sampling Review

PCR – Requesting Specific Analyses

- Most PCR detections are low, T, I, U qualified.
- In 2017 we treated all detect the same, and add the detected PCR analyte to the sampling plan.
- 2018: To reduce the number of PCR analyses we will only request specific PCR tests (in addition to PCR-FILTER) if the site has non-qualified detections.
 - The PCR detects table on the FTP is up-to-date.
 - The individual PCR tests have been/will be add to the tracker.

WBID	ENR	Body	Class	Sampling Requirements	Original n	Adjusted n
1605		STREAM	3F	Kit C	10	10
1605		STREAM	3F	Bacteria Freshwater Suite	10	10
1605		STREAM	3F	Markers	5	5
1605		STREAM	3F	PCR-BacR	5	5
1605		STREAM	3F	Pesticides	10	10
1605		STREAM	3F	Pictures	6	6

- Home work

- Pull WIN Stations list and post on the FTP. Excel Format
- Make and SMP process document
 - Indicate the staff person(s) responsible for each item
 - Include due dates
 - Everything after the sample date unto but not including upload to WIN Uplaode, 3 months.