**Quality Control Site Visit Checklist**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quality Control Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer(s) Sampling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Checking that bottle labels match site name/#

\_\_\_\_\_ Sampling upstream of where volunteers walked into the water

\_\_\_\_\_ Sediment is not disturbed while sampling

\_\_\_\_\_ Rinsing plastic bottles and caps three times before sampling (except E. coli bottles)

\_\_\_\_\_ While rinsing, water is dumped downstream of the sampling location

\_\_\_\_\_ If sampling for phosphorus, use the flick method to get the meniscus to the fill line

\_\_\_\_\_ No touching the insides of bottle caps

\_\_\_\_\_ No rinsing of glass phosphorus sampling bottles

\_\_\_\_\_ Samples placed in cooler after collection

\_\_\_\_\_ Collecting field duplicates/blanks each for 10% of total sample number

\_\_\_\_\_ Collect lab duplicates once per day (minimum 10% of total samples)

\_\_\_\_\_ Additional data recorded (flow, time of collection, site observations, pH, temperature, conductivity, field turbidity, weather observations, etc.)

\_\_\_\_\_ All data recorded carefully on field sheets