10. Record sheets

Contents

Introduction 10–2

Tables

Table 10–1 Steps in developing a monitoring plan 10–2

Record sheet templates

Catchment survey record sheet 10–3
Site description record sheet 10–5
Generic field cover sheet 10–7
Physico-chemical field sheet 10–9
Equipment calibration log sheet 10–11
Equipment maintenance log sheet 10–15
Quality control check log sheet 10–17
Macro-invertebrate record sheet—Method 1 10–19
Macro-invertebrate record sheet—Method 2 10–21
Macro-invertebrate record sheet—Method 3 10–23
Macro-invertebrate laboratory sheet–Method 3 10–25
Macro-invertebrate quality assurance sheet 10–31
Bank and stability record sheet—Method 1 10–33
Bank and stability record sheet—Method 2 10–37
Bank and stability record sheet—Method 3 10–41
Stream habitat record sheet—Method 1 10–43
Stream habitat record sheet—Method 2 10–47
Stream habitat record sheet—Method 3 10–51
Riparian vegetation record sheet—Method 1 10–55
Riparian vegetation record sheet—Method 2 10–57
Riparian vegetation record sheet—Method 3 10–61
Training log record sheet 10–65

Introduction

This chapter provides templates for the record sheets mentioned throughout this manual. The record sheets are relevant to most waterway monitoring projects.

The record sheet templates are important because they:

- standardise data capture by using standard layouts and units of measurement
- ensure that you collect all necessary data
- contribute to data confidence through appropriate documentation.

This chapter has been developed to support Question 11 in the development of a monitoring plan (see Table 10–1).

This chapter includes 22 record sheets:

- Catchment survey record sheet
- Site description record sheet
- Generic field cover sheet
- Physico-chemical monitoring field sheet
- Biological monitoring record sheets
  - Macro-invertebrate field sheet—Method 1
  - Macro-invertebrate field sheet—Method 2
  - Macro-invertebrate field sheet—Method 3
  - Macro-invertebrate laboratory sheet—Method 3
  - Macro-invertebrate quality assurance sheet
- Stream condition and habitat monitoring field sheets
  - Bank and bed stability sheet—Method 1
  - Bank and bed stability sheet—Method 2
  - Bank and bed stability sheet—Method 3
  - Stream habitat sheet—Method 1
  - Stream habitat sheet—Method 2
  - Stream habitat sheet—Method 3
  - Riparian vegetation sheet—Method 1
  - Riparian vegetation sheet—Method 2
  - Riparian vegetation sheet—Method 3
- Equipment calibration log sheet
- Equipment maintenance log sheet
- Quality control checks log sheet
- Training log record sheet.

Photocopy and use the sheets that are relevant to your monitoring activities, or modify the sheets where necessary to ensure that you collect all information that is needed to achieve your project objectives. Electronic copies of all record sheets have been included on a CD-ROM at the back of this manual to allow easier modification of record sheets.

Table 10–1 Steps in developing a monitoring plan

Key steps	Monitoring plan questions	
Set monitoring objectives	Q1	Why are you monitoring?
	Q2	Who will use your data?
	Q3	How will the data be used?
	Q4	What data quality do you require?
Develop a study design	Q5	What is your study type?
	Q6	What will you monitor?
	Q7	Where will you monitor?
	Q8	When and how often will you monitor?
Choose monitoring methods and procedures	Q9	What methods will you use?
Plan data management, interpretation, reporting and communication	Q10	Who will be involved and how?
	Q11	How will the data be managed and reported?
	Q12	How will you ensure confidence in your data?