

# 10. Record sheets



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# 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
  - o Macro-invertebrate field sheet—Method 1
  - o Macro-invertebrate field sheet—Method 2
  - o Macro-invertebrate field sheet—Method 3
  - o Macro-invertebrate laboratory sheet—Method 3
  - o Macro-invertebrate quality assurance sheet

- Stream condition and habitat monitoring field sheets
  - o Bank and bed stability sheet—Method 1
  - o Bank and bed stability sheet—Method 2
  - o Bank and bed stability sheet—Method 3
  - o Stream habitat sheet—Method 1
  - o Stream habitat sheet—Method 2
  - o Stream habitat sheet—Method 3
  - o Riparian vegetation sheet—Method 1
  - o Riparian vegetation sheet—Method 2
  - o 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?