

## Monitoring Plan Worksheets

(Chapter 1 will guide you with completing these worksheets)

Project Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person for Project: \_\_\_\_\_

Phone Number for Contact: \_\_\_\_\_

Email Address for Contact: \_\_\_\_\_

Mailing Address for Contact: \_\_\_\_\_

Date Monitoring Plan Completed: \_\_\_\_\_

### Step 1: Problem Definition/Background

1. What waterbody(ies) do you want to monitor? \_\_\_\_\_

2. What monitoring/studies have been conducted in your waterbody of interest? \_\_\_\_\_

3. Have you consulted the following sources to determine if monitoring data has been collected:

- a. DEQ Water Quality Monitoring Database at <http://www.deq.state.va.us/water/monitoring.html>
- b. VWMC online database at <http://www.vwrrc.vt.edu/vwmc/Survey.asp>
- c. USGS 
  - Local governments
  - Local soil and water conservation district
  - College or universities
  - Others? \_\_\_\_\_

Problem statement/issues affecting your watershed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Step 3: Intended Uses and Users of Data**

List data users and intended use of data. Consult with data users to determine the quality of data they need. For example, if data will be used for screening purposes only, you may not need to use approved methods or follow rigorous quality assurance/quality control checks on the data.

<u>Data User</u>	<u>Data Use</u>	<u>Level of Data Quality Needed</u>

**Step 4: Where Will You Monitor?**

- A. Are all sites in safe locations on public property or where landowner permission has been obtained? \_\_\_\_\_  
\_\_\_\_\_
- B. Are all sites representative of the stream (in the main flow of the stream away from discharge pipes)? \_\_\_\_\_  
\_\_\_\_\_
- C. At what depth will samples be collected? \_\_\_\_\_  
\_\_\_\_\_



**Steps 5 & 6: What Parameters/Conditions Will You Monitor?**

Sampling Methods and Analytical Methods Requirements

<b><u>Parameter</u></b>	<b><u>Field or Lab Analysis</u></b>	<b><u>Sampling Method (specify lab analysis method number or manufacturer and model # of test kit, meter, or other instrument)</u></b>	<b><u>Why Do You Want to Monitor this Parameter?</u></b>
Bacteria - <i>E. coli</i>			
Bacteria – Fecal Coliform			
Benthic Macroinvertebrates			
Chlorophyll <i>a</i>			
Conductivity			
Dissolved Oxygen			
Flow			
Nitrogen (Identify species)			
pH			
Phosphorus (Identify species)			
Salinity			
Total Solids (specify form)			
Turbidity/ Transparency			
Water Temperature			
Other			



**Step 9: Data Management and Reports**

- A. What will happen to data sheets once they are completed? \_\_\_\_\_  
\_\_\_\_\_
- B. What software program will used? \_\_\_\_\_  
\_\_\_\_\_
- C. Who will enter the data? \_\_\_\_\_
- D. Who will verify the accuracy of data entry? \_\_\_\_\_
- E. How will data be analyzed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- F. How will data be communicated to others? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Step 10: Quality Assurance/Quality Control**

- A. Training Requirements/Certification
  - 1. Who will train volunteers? \_\_\_\_\_
  - 2. Describe initial training requirements. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 3. Describe refresher training requirements. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Is a QAPP needed for intended use of data? \_\_\_\_\_

If so, these worksheets can be expanded into a formal QAPP (Chapter 2 and Appendix 14)