

QA/QC Site Visit Checklist

New Mexico Watershed Watch -- revision date 5/19/15

School name: _____
 Teacher: _____
 Date of site visit: _____

1. Record Keeping. Ask to see data storage of field sheets (hard copies).

Do the field sheets appear to be well organized?
 Does the teacher have a plan for reporting the data electronically?
 Is the data being uploaded to watershedwiser?

2. Equipment

Is equipment being properly maintained and stored?
 Equipment needs _____
 Reagent needs _____
 Equipment filled _____
 Reagent filled _____

Are there any red flags about equipment maintenance, care, or storage?

3. Protocols and Techniques?

Type of meters (company name, model, units?)
 Methods: Any anomalies. Using different meters than QAPP?

4. Calibration history

<i>Meter name</i>	Conduct.	pH	Spec	NTU
Result prior to calibration				
calibrated during visit? (yes/no)				
follow-up needed (if any)				

Is the teacher calibrating instruments? How regularly?

Number and names of STUDENTS, resource people contacted during trip (computer teacher, principal, agency)

of students
 # adults
 Boy/girl ratio
 Ethnicity of Students Amer Ind or AK Native Asian Black or Af Am Nat HI or Pac Is White Hisp or Latino