

Quality Assurance / Quality Control Requirements:

Your Role in Ensuring Quality Data

The data are only as good as the care we all take in collecting and recording the data. We cannot stress enough just how important it is to take the proper steps in monitoring and entering data into the database. What do you need to do to help out with Quality Assurance and Quality Control?

1. Instrument Calibration

Each month you monitor, please follow the instructions for calibrating the meters, step by step. This includes completely filling out the Calibration Logs each time you calibrate the meters. Good record keeping assures us that the meters are well maintained and functioning properly.

2. How to Address Abnormal Results

If a measurement is outside the expected range, please repeat the measurement. If it's still outside the expected range, please recalibrate and repeat the measurement. If you are finding an abnormally low or high value, then call the program coordinator or your local DNR biologist as soon as possible.

3. Side-by-Side Sampling

Each year, the program coordinator visits with many citizen monitors in the field. Field visits are usually made with first or second-year citizen monitors. During this visit, the program coordinator will sample for DO and pH using his own meter, side-by-side with the volunteer. We do this to check that citizen monitors are properly calibrating meters and following methods. The program coordinator keeps yearly records on the results of the side-by-side sampling.

4. Entering your Data

Follow the instructions for entering data into the database, and pay close attention to the numbers you are entering and the placement of those decimal points. It's that simple.

5. Review your Data

Check to make sure that you entered the data correctly. To do so, take a look at the instructions for entering data into the database, and follow how to view your entered data.