Checklist for the High frequency Groundwater-Quality Record Approver

This is a suggested checklist to be used when approving a groundwater-quality record. Feel free to modify these guidelines in consultation with the project manager or section supervisor.

Site Name: _____ Site ID: _____

Parameter: _____ Year (water/calendar): _____

Worked by: _____ Date: _____ Analyzed by: _____ Date: _____

Approved by: _____ Date: _____

☐ With the project manager and/or the section supervisor, discuss the project's data-quality objectives and set time limits for approving the record. (Recommendations listed below)

Time limits: _____ minutes for checking field sheets, shift tables and spreadsheets
_____ minutes for the entire record

Yes No If field sheets are to be checked, include the following in your analysis:

- ☐ Probes were calibrated properly.
- ☐ All appropriate information included.
- ☐ Any changes in procedure over the course of the year noted and justified

☐ Examine a graph of the raw and corrected data, including marks that coincide with site visits. Use the station analysis as a guide, and look for:

- ☐ Data gaps
- ☐ Spikes in the data that exceed the project's criteria for deletion
- ☐ Obvious probe failures
- ☐ Expected patterns in the data (annual, daily, and those due to site specific conditions)
- ☐ Shift implementation – look for the size of shifts by comparing raw and corrected data
- ☐ Discontinuities (step functions) in the computed data at site visits. If present at a level that exceeds the accuracy of the probe, suggest a solution to eliminate the discontinuity.

☐ Examine other plots of the data provided by the field personnel. If necessary, create additional plots of the data showing comparisons to other constituents at this or nearby sites.

- ☐ Check for consistency in the data patterns. If inconsistencies are present, suggest an appropriate course of action to remove the inconsistency or explain its presence.

Yes No If shift tables are to be checked, include the following in your checks:

- ☐ Transcription errors from field sheets to spreadsheets to NWIS-TS.
- ☐ Calculation errors in spreadsheets.
- ☐ Missing or inappropriate shifts, if unexplained in spreadsheet or station analysis
- ☐ Shifts that do not cover the entire range of the data

Approximate percentage of entries checked (circle one): 10 20 30 40 50 60 70 80 90 all

- [ ] The record has been approved! Notify the field personnel if changes are needed to the record.
- [ ] In NWIS-TS, put data into “Approved” status.
- [ ] Update RMS record status as “Approved”.
- [ ] After completing this checklist, put it in the record’s folder.
- [ ] Notify the field personnel and the analyzer that the period of record is "Approved"

Approver Comments: