

## 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:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---