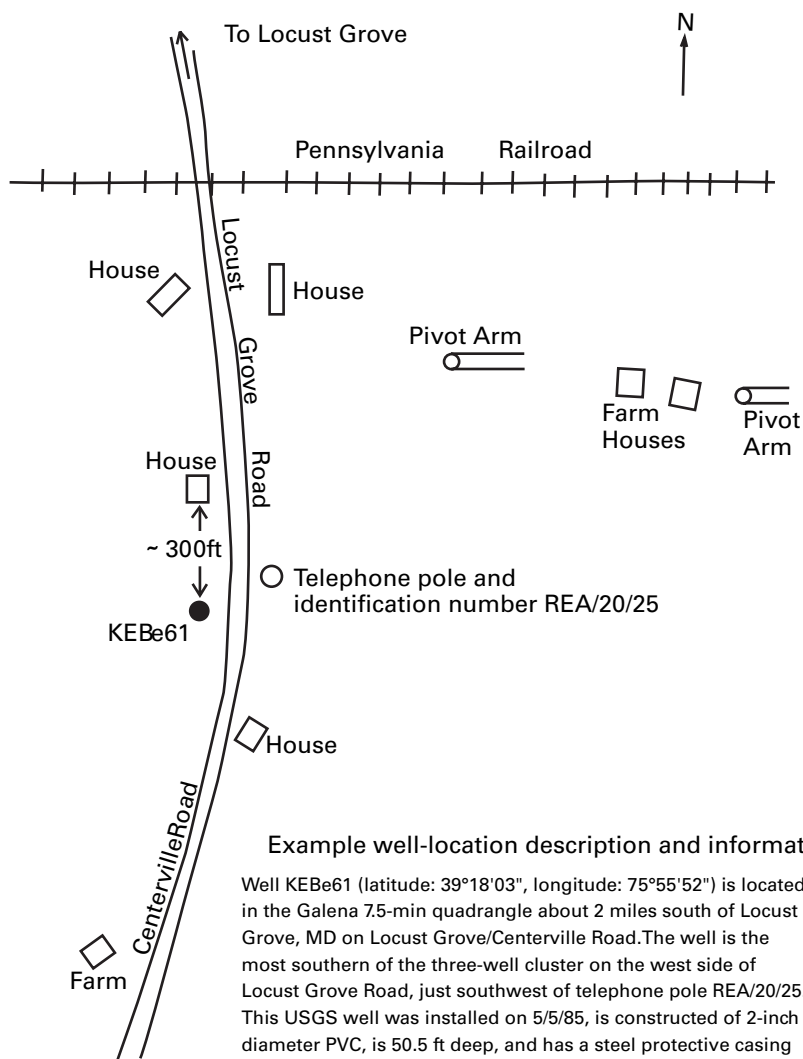


Field-folder checklist: ground-water quality		
✓	Item	Comments
	Forms (new forms and (or) examples of completed forms): <ul style="list-style-type: none"> • Permission forms—must be signed by proper authority. • Analytical Services Request form(s). • Ground-water field form and well-inventory form. 	
	Equipment and supplies checklists.	
	Field-techniques manuals.	
	Safety information: <ul style="list-style-type: none"> • Nearest emergency facilities; home phone number of supervisor. • Diagram of where to park, placement of flags and cones. • Traffic conditions; location of power lines. • Environmental hazards such as weather and animals. 	
	Site location and description: <ul style="list-style-type: none"> • Maps showing location and identification number of well(s). • Name of landowner, tenant, or other responsible party. • Site access instructions (call owner; get keys or tools needed for security gate, well house, well protective casing). • Photographs and land use/land cover form to document site conditions. • Well dimensions and construction. 	
	Sampling schedule and instructions: <ul style="list-style-type: none"> • Laboratory analyses, codes, and bottle types. • Preservation requirements. • Quality-control samples. • Location of sampler intake during sample collection. • Pumping rate for purging and sampling. 	
	Purging instructions: <ul style="list-style-type: none"> • Number of well volumes. • Rate of pumping; containment and discharge of purge water. • Location of sampler intake during purging. • Field measurements and stability protocols. • Previous field-measurement and purge-volume records. • Place to discharge excess water. 	
	Water-level measurements: <ul style="list-style-type: none"> • Location of measuring point. • Previous records from well. 	
	Ancillary information: <ul style="list-style-type: none"> • Geologic section(s). • Hydrologic section(s). • Borehole geophysical logs. 	
	Shipping instructions: <ul style="list-style-type: none"> • Mailing labels; location of nearest post office or shipping agent. • Ice or holding time requirements. 	

Figure 1-4. Checklist for contents of ground-water-sampling field folder.

B. Example of well-site sketch (with well-site information).**Example well-location description and information:**

Well KEBE61 (latitude: 39°18'03", longitude: 75°55'52") is located in the Galena 7.5-min quadrangle about 2 miles south of Locust Grove, MD on Locust Grove/Centerville Road. The well is the most southern of the three-well cluster on the west side of Locust Grove Road, just southwest of telephone pole REA/20/25. This USGS well was installed on 5/5/85, is constructed of 2-inch diameter PVC, is 50.5 ft deep, and has a steel protective casing with a USGS lock. Contact property owner at ()-____ one day before sampling.

Figure 1-5. Example of (A) site- and well-location maps and (B) well-site sketch—*Continued.*

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Office of Ground Water, Office of Water Quality, and Water Resources Discipline numbered memorandums are available electronically on the Internet through the USGS Web site at <http://water.usgs.gov/admin/memo/> (accessed January 31, 2005).

Ground Water

Memo No.	Title	Date
gw 03.03	Agreement Forms for Gaging Station and Observation Well Installations and Transfers	Sept. 17, 2003

Water Quality

Memo No.	Title	Date
qw 93.11	PROGRAMS AND PLANS: Implementation of the Protocol for Collecting and Processing Surface-Water Samples for Low-Level Inorganic Analyses	July 15, 1993

Water Resources Policy

Memo No.	Title	Date
wrdpolicy 92.59	Policy for Management and Retention of Hydrologic Data of the U.S. Geological Survey	Oct. 20, 1992
wrdpolicy 99.34	Quality Assurance Measures for Serving Real-time Water Data on the World Wide Web	Feb. 28, 2000