



December 10, 2013

Office of Water Quality Water-Quality Information Note 2014.05

Subject: Field Methods—Updated Water Quality Field Form templates for surface-water and groundwater quality

Effective immediately, the templates for water-quality field forms are now available at:

<http://water.usgs.gov/usgs/owq/Forms.html>

The templates for water-quality field forms are available only as Microsoft **Publisher** (.pub) files and will not be made available as Adobe (.pdf) files. Microsoft Publisher is available as a free application in the upgrade to the Microsoft Office Suite. The templates include data fields required for entry into NWIS (the station number, date, time and medium code), common parameter and method codes for field measurements and observations and other meta-data. The templates should be modified to produce customized forms with appropriate parameter and method codes to assure they are consistent with the project or program data-quality objectives. The customized forms should be reviewed by the Center water-quality specialist and others such as project chiefs and data entry staff that participates in the workflow for these documents. A final version of the forms also should be included in the Water-Quality Quality-Assurance Plan for the Center. The field forms produced from the most current version of PCFF version 7.1 <http://water.usgs.gov/usgs/owq/pcff.html> and described in WaQI-Note 2014.06 include these revisions and should be used in place of the templates for field forms described below.

Significant changes to the forms are:

- The alkalinity page has been updated for advanced speciation of bicarbonate, carbonate and hydroxide.
- New parameter codes for pH buffers, conductance standards and sample preservatives were added to the QC and final pages of the forms. The parameter codes for NWIS lot numbers were established for supplies that are quality assured at the NWQL and available through One-Stop (NFSS). The **NWIS** lot numbers are available at http://www.nwql.cr.usgs.gov/qas.shtml?nfssqa_certificates.
- Some parameter codes for the surface-water cross-section were updated, added or deleted. Please note the parameter code for dissolved oxygen,

percent saturation (00301) was omitted from the form because it is calculated in NWIS.

- The surface-water field form template includes data fields and parameter codes for bag-sampler intake efficiency data as described in [OWQ Technical Memorandum 2013.02 Guidelines for FISP Bag Sampler Intake Efficiency Tests and Operational Velocities](#)
- GWSI codes were updated on the groundwater form.
- Parameter codes were added where previously only text was included on the forms and some method codes also were updated to reflect guidance in the National Field Manual.
- The reference tables on the final page of the forms were updated.

As a reminder, forms produced from these templates should be completed in ballpoint ink or indelible marker. Waterproof paper on which to print the forms can be obtained from a number of sources, including: J. L. Darling Corporation (<http://www.riteintherain.com>) , Ben Meadows Company (www.benmeadows.com) , Forestry Suppliers (<http://www.forestry-suppliers.com>) , or <http://www.waterproof-paper.com/>.

Version 7.1 of Personal Computer Field Forms (PCFF) may be used in place of the paper field forms produced from the templates.

Please send questions, comments, and recommendations for additions/updates to Stan Skrobialowski, sski@usgs.gov.

This Note supersedes WaQI Note 2010.01.

WaQI Notes are archived on the Office of Water Quality web site, <http://water.usgs.gov/usgs/owq/WaQI/index.html>

Signed,

The Office of Water Quality
December 10, 2013

Distribution: All WMA Employees