

10.0 FINAL SITE ACTIVITIES

Before leaving a stream site, the team leader reviews all of the data forms and sample labels for accuracy, completeness, and legibility. A second team member inspects all sample containers and packages them in preparation for transport, storage, or shipment. Refer to Section 3 for details on preparing and shipping samples.

When reviewing field data forms, ensure that all required data forms for the stream have been completed. Confirm that the stream identification code, the year, the visit number, and the date of the visit are correct on all forms. On each form, verify that all information has been recorded accurately, the recorded information is legible, and any flags are explained in the comments section. Ensure that written comments are legible and use no "shorthand" or abbreviations. Make sure the header information is completed on all pages of each form. After reviewing each form, initial the upper right corner of each page of the form.

When inspecting samples, ensure that each sample is labeled, all labels are completely filled in and legible, and each label is covered with clear plastic tape. Compare sample label information with the information recorded on the corresponding field data forms (e.g., the Sample Collection Form) to ensure accuracy.

The other team members should return all of the equipment and supplies to the vehicle for transport and clean up the stream site. Pack all equipment and supplies in the vehicle for transport. Keep them organized so they can be inventoried using the equipment and supply checklists presented in Appendix A. Clean up and dispose of all waste material at the stream site. Transport it out of the area if necessary.