



## Physical & Chemical Tests Record Sheet

(To be completed monthly)

Communities Caring for Catchments

Site Name: <u>Barwon R, Billegrua</u>		Site Code: <u>BAR020</u>	
Name of Monitoring Group:			
Person(s) Conducting the test: <u>D Murphy</u>			
Date of test: <u>23/10/22</u>		Time of test: <u>9:00</u> am/pm	
Site Risk Assessment Completed: <input type="checkbox"/> signature please: Site risk and management assessment at rear of book. Please note circumstantial hazards and additional risks in the box below			
Test	Result (units)		Calculations, dilutions and comments
Dissolved Oxygen	<u>                    </u> mg/L	<u>                    </u> % sat	
Water Temperature	<u>16</u> °C		
Air Temperature	<u>                    </u> °C		
pH	Meter calibrated to <input type="checkbox"/> pH 7 & <input type="checkbox"/> pH 10	<u>7</u> pH units	<u>pH strip</u>
Electrical Conductivity (Salinity)	Meter calibrated to <input type="checkbox"/> 1413, <input type="checkbox"/> 2,000 or <input type="checkbox"/> 12,880EC	<u>442</u> EC units μS/cm.	<u>Laquatona</u>
Reactive Phosphorus	<u>                    </u> mg/L P		
Turbidity	<u>                    </u> N.T.U./F.T.U.		
<b>Weather conditions at the time of sampling:</b>			
<input type="checkbox"/> sunny <input type="checkbox"/> cloudy <input checked="" type="checkbox"/> overcast <input type="checkbox"/> raining <input type="checkbox"/> windy			
<b>Rainfall:</b>			
Last rainfall: <input type="checkbox"/> More than week ago <input type="checkbox"/> During the last week <input type="checkbox"/> During the last 24 hours <input type="checkbox"/> Raining now			
Amount of rain (mm) <u>                    </u>			
<b>Water flow</b>		<b>Water appearance</b>	
Flow indicator (if available) <u>                    </u> ML/day			
Estimate of flow <input type="checkbox"/> Not flowing (still)		<input type="checkbox"/> Clear <input type="checkbox"/> Milky <input type="checkbox"/> Foamy /frothy	
<input type="checkbox"/> Not flowing (pool) <input type="checkbox"/> Low (minimum)		<input checked="" type="checkbox"/> Muddy <input type="checkbox"/> Smelly <input type="checkbox"/> Stained green	
<input type="checkbox"/> Medium (average) <input checked="" type="checkbox"/> High (but below bankfull)		<input type="checkbox"/> Scummy <input type="checkbox"/> Oily <input type="checkbox"/> Stained brown	
<input type="checkbox"/> Flood (over bank) <input type="checkbox"/> Permanent (lakes & wetlands)		<input type="checkbox"/> Other (description)	
<b>Stream depth</b>			
Depth indicator <u>                    </u> m <input type="checkbox"/> 0 - 50 cm deep <input type="checkbox"/> 51cm-1m deep <input type="checkbox"/> 1 to 2 m deep <input type="checkbox"/> Unknown depth			
<b>Stream width</b>			
Average width of stream: <u>                    </u> m <input type="checkbox"/> < 2 m wide <input type="checkbox"/> 2 to 5 m wide <input type="checkbox"/> >5 m wide			
Drain present at site: <input type="checkbox"/> no <input type="checkbox"/> yes      Water flowing from drain: <input type="checkbox"/> yes      Color <u>                    </u> Odour <u>                    </u>			
<b>Litter pollutants: (Tick type found)</b>			
<input type="checkbox"/> paper <input type="checkbox"/> bottles		<input type="checkbox"/> plastic <input type="checkbox"/> clothing <input type="checkbox"/> car bodies	
<input type="checkbox"/> packets <input type="checkbox"/> cans		<input type="checkbox"/> polystyrene <input type="checkbox"/> oil <input type="checkbox"/> petrol/diesel	
		<input type="checkbox"/> waxed cardboard <input type="checkbox"/> other	
<b>Circumstantial hazards and additional risks</b>		<b>Waterwatch Data Management System: Data entry</b>	
Hazard:	Risk:	Person entering site visit information	
Risk Control Measures:		Date of entry	
		Site visit approved by Coordinator (initial and date)	

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text notes that without clear documentation, it becomes difficult to track expenses and revenues, which can lead to misunderstandings and disputes.

2. The second section focuses on the role of technology in modern record-keeping. It highlights how digital tools and software can streamline the process, reducing the risk of human error and making it easier to access and analyze data. The document suggests that organizations should invest in reliable technology solutions to enhance their record-keeping capabilities.

3. The third part of the document addresses the legal and regulatory requirements surrounding record-keeping. It outlines the various laws and standards that govern the collection, storage, and disposal of records. The text stresses that compliance with these regulations is not only a legal obligation but also a key factor in maintaining the integrity and security of the organization's information.

4. The fourth section discusses the importance of training and education for staff involved in record-keeping. It notes that well-trained personnel are better equipped to handle sensitive information and ensure that all records are maintained according to the highest standards. The document recommends regular training sessions and ongoing education to keep staff up-to-date on the latest practices and regulations.

5. The final part of the document provides a summary of the key points discussed and offers some practical advice for implementing effective record-keeping strategies. It encourages organizations to adopt a proactive approach to record management, ensuring that all records are properly categorized, stored, and protected. The text concludes by emphasizing that a robust record-keeping system is a cornerstone of a successful and transparent organization.