

Physical & Chemical Tests Record Sheet

(To be completed monthly)

Site Name: <u>BARWON RIVER BREAKWATER RD</u>		Site Code: <u>BAR161</u>
Name of Monitoring Group: <u>BARWON INDIVIDUALS</u>		
Person(s) Conducting the test: <u>Norman Webb</u>		
Date of test: <u>16th Nov 2023</u>	Time of test: <u>10.30</u>	am/pm <input checked="" type="checkbox"/>
Site Risk Assessment Completed: <input checked="" 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>6.0</u> mg/L	<u>66</u> % sat.
Water Temperature		<u>19</u> °C
Air Temperature		<u>21</u> °C
pH	Meter calibrated to <input checked="" type="checkbox"/> pH 7 & <input checked="" type="checkbox"/> pH <u>14</u>	<u>7.1</u> pH units
Electrical Conductivity (Salinity)	Meter calibrated to <input checked="" type="checkbox"/> 1413, <input checked="" type="checkbox"/> 2,000 or <input checked="" type="checkbox"/> 12,880EC	<u>2350</u> EC units <u>2.350</u> µS/cm.
Reactive Phosphorus		<u>0.00</u> mg/L P <u>Very Low?</u>
Turbidity		<u>15</u> N.T.U./F.T.U.
Weather conditions at the time of sampling:		
<input type="checkbox"/> sunny <input checked="" type="checkbox"/> cloudy <input type="checkbox"/> overcast <input type="checkbox"/> raining <input type="checkbox"/> windy		
Rainfall:		
Last rainfall: <input checked="" 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) _____		
Water flow		Water appearance
Flow indicator (if available) <u> </u> ML/day		
Estimate of flow		
<input type="checkbox"/> Not flowing (pool)	<input type="checkbox"/> Not flowing (still)	<input type="checkbox"/> Clear
<input type="checkbox"/> Medium (average)	<input type="checkbox"/> Low (minimum)	<input type="checkbox"/> Milky
<input type="checkbox"/> Flood (over bank)	<input type="checkbox"/> High (but below bankfull)	<input type="checkbox"/> Muddy
	<input type="checkbox"/> Permanent (lakes & wetlands)	<input type="checkbox"/> Scummy
		<input type="checkbox"/> Oily
		<input type="checkbox"/> Other (description)
Stream depth		
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		
Stream width		
Average width of stream: <u>50</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 checked="" type="checkbox"/> no <input type="checkbox"/> yes Water flowing from drain: <input type="checkbox"/> yes Color _____ Odour _____		
Litter pollutants: (Tick type found)		
<input type="checkbox"/> paper	<input type="checkbox"/> plastic	<input type="checkbox"/> clothing
<input type="checkbox"/> bottles	<input type="checkbox"/> polystyrene	<input type="checkbox"/> oil
<input type="checkbox"/> packets	<input type="checkbox"/> waxed cardboard	<input type="checkbox"/> other
<input type="checkbox"/> cans		<input type="checkbox"/> car bodies
		<input type="checkbox"/> petrol/diesel
Circumstantial hazards and additional risks		Waterwatch Data Management System: Data entry
Hazard: <u> </u>	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. This section also touches upon the legal implications of failing to maintain such records, which can lead to severe consequences for individuals and organizations alike.

2. The second part of the document delves into the specific requirements for record-keeping, including the types of documents that must be retained and the duration for which they should be kept. It provides a detailed overview of the various categories of records, such as financial statements, contracts, and correspondence, and outlines the best practices for organizing and storing these documents to ensure they are easily accessible and secure.

3. The third part of the document addresses the challenges associated with record-keeping, particularly in the context of digital information. It discusses the risks of data loss, corruption, and unauthorized access, and offers strategies to mitigate these risks. This includes the use of secure storage solutions, regular backups, and the implementation of robust access controls to protect sensitive information.

4. The fourth part of the document focuses on the role of record-keeping in legal proceedings. It explains how well-maintained records can serve as crucial evidence in court, helping to establish the facts of a case and support the arguments of the parties involved. It also highlights the importance of preserving records in their original form or as certified copies to ensure their admissibility in legal proceedings.

5. The fifth part of the document provides a summary of the key points discussed and offers final thoughts on the importance of record-keeping. It reiterates that maintaining accurate records is not just a legal obligation but also a best practice for any individual or organization seeking to operate with integrity and transparency. The document concludes by encouraging readers to take proactive steps to ensure their records are up-to-date, accurate, and secure.