

Quick Guide: Recommended Roles/Responsibilities for Managing an EnviroDIY Monitoring Station

Station Owner/Manager – ensuring station is managed properly

- Assign individuals to the following roles: 1) desktop monitoring of station functionality via Monitor My Watershed, 2) sensor cleaning and station maintenance, and 3) quality control (QC)
- Track above tasks and make sure that they are being accomplished
- Ensure Hologram cell plan is paid to ensure data transmission to Monitor My Watershed
- Contact Stroud Center with any issues (dbressler@stroudcenter.org)

Desktop monitoring of station functionality via Monitor My Watershed (Daily)

- Check site(s) of interest on a daily basis via Monitor My Watershed:
 - On “Browse Sites” map: Is the station live (i.e., dark green)?
 - Are the quick view data panels showing expected data ranges?
 - Are there any abnormal numbers/patterns in quick view data panels or in Time Series Analyst graphs?
- Contact station owner/manager, maintenance, and/or QC people with any issues identified (e.g., sensor fouling, low battery)
- Any unknowns contact station owner/manager and Stroud Center (shicks@stroudcenter.org; rjohnson@stroudcenter.org; dbressler@stroudcenter.org)

Sensor cleaning and station maintenance (Weekly)

- Visit station at least once a month (weekly is recommended)
- Clean sensor(s)
- Clear sediment and debris from under and near sensor(s)
- Clear vegetation and debris from around the logger and solar panel
- Complete Field Visit Data sheet and enter into online form via <https://wikiwatershed.org/drwi/>
- Reference EnviroDIY Maintenance Quick Guide as needed

Conduct Quality Control (Quarterly)

- Use calibrated hand-held meter to cross check station conductivity and temperature data
 - If turbidity is a high priority, conduct cross check using a turbidity tube or turbidity meter when conditions are suitable (i.e., when water is cloudy/muddy enough to assess turbidity data)
- Use metric ruler and on-site QC rebar pin (or staff gauge) to cross check station depth data
- Swap microSD card with blank SD card and save data to secure location
- Complete Field Visit Data sheet and enter into online form via <https://wikiwatershed.org/drwi/>
- Reference EnviroDIY Quality Control Quick Guide as needed