

**Techniques of Water-Resources Investigations**

**Book 9**

**Handbooks for Water-Resources Investigations**

**National Field Manual  
for the Collection of  
Water-Quality Data**



**Chapter A1.  
PREPARATIONS FOR  
WATER SAMPLING**

*Revised 2005*  
*By Franceska D. Wilde*



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## Foreword

The mission of the Water Resources Discipline of the U.S. Geological Survey (USGS) is to provide the information and understanding needed for wise management of the Nation's water resources. Inherent in this mission is the responsibility to collect data that accurately describe the physical, chemical, and biological attributes of water systems. These data are used for environmental and resource assessments by the USGS, other government agencies and scientific organizations, and the general public. Reliable and quality-assured data are essential to the credibility and impartiality of the water-resources appraisals carried out by the USGS.

The development and use of a *National Field Manual* is necessary to achieve consistency in the scientific methods and procedures used, to document those methods and procedures, and to maintain technical expertise. USGS field personnel use this manual to ensure that the data collected are of the quality required to fulfill our mission.

(signed)

Robert M. Hirsch  
Associate Director for Water

# **Techniques of Water-Resources Investigations**

## **Book 9**

### **Handbooks for Water-Resources Investigations**

#### **Chapters of Section A: *National Field Manual for the Collection of Water-Quality Data***

##### **A1. Preparations for Water Sampling**

##### **A2. Selection of Equipment for Water Sampling**

##### **A3. Cleaning of Equipment for Water Sampling**

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# PREPARATIONS FOR WATER SAMPLING

## National Field Manual for the Collection of Water-Quality Data

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# Chapter A1.

# PREPARATIONS FOR WATER SAMPLING

*Revised 2005*

*By Francesca D. Wilde*

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## ABSTRACT

The *National Field Manual for the Collection of Water-Quality Data (National Field Manual)* provides guidelines and standard procedures for U.S. Geological Survey (USGS) personnel who collect data used to assess the quality of the Nation's surface-water and ground-water resources. This chapter addresses field-trip preparations, including selection of sample-collection sites for studies of surface-water quality, site reconnaissance and well selection for studies of ground-water quality, and the establishment of electronic files and field files and folders for a sampling site.

Each chapter of the *National Field Manual* is published separately and revised periodically. Newly published and revised chapters are posted on the World Wide Web on the USGS page "National Field Manual for the Collection of Water-Quality Data." The URL for this page is <http://pubs.water.usgs.gov/twri9A/> (accessed Jan. 31, 2005).

## INTRODUCTION

As part of its mission, the U.S. Geological Survey (USGS) collects data needed to assess the quality of our Nation's water resources. A high degree of reliability and standardization of these data are paramount to fulfilling this mission. Documentation of nationally accepted methods by USGS personnel serves to maintain consistency and technical quality in data-collection activities. The *National Field Manual for the Collection of Water-Quality Data (National Field Manual)* describes protocols (requirements and recommendations) and provides guidelines for USGS personnel who collect water-quality data. Chapter A1 addresses preparations for collecting water samples at surface-water and ground-water sites. **Formal training and field apprenticeship are needed in order to correctly implement the protocols and guidelines described in this manual.**

The *National Field Manual* is Section A of Book 9 of the USGS publication series "Techniques of Water-Resources Investigations" and consists of individually published chapters. Chapter numbers are preceded by an "A" to indicate that the report is part of the *National Field Manual*. Chapters of the *National Field Manual* are referred to in the text by the abbreviation "NFM" followed by the chapter number (or chapter and section number). For example, NFM 4 refers to Chapter 4 on "Collection of Water Samples." NFM 4.1 refers to the section on surface-water sampling methods.

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## PURPOSE AND SCOPE

The *National Field Manual* is targeted specifically toward field personnel in order to (1) establish and communicate scientifically sound methods and procedures, (2) provide methods that minimize data bias and, when properly applied, result in data that are reproducible within designated limits of variability, (3) encourage consistent use of field methods for the purpose of producing nationally comparable data, and (4) provide citable documentation for USGS water-quality data-collection protocols.

This chapter of the *National Field Manual* informs field personnel of the major steps needed to: prepare for water-quality data-collection activities; select surface-water sampling sites; make reconnaissance visits to ground-water sampling sites and select wells that will meet scientific objectives; and set up electronic and paper files. Study design and data-network design are beyond the scope of this publication. This chapter does not address statistical methods for site selection or well installation.

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## REQUIREMENTS AND RECOMMENDATIONS

As used in the *National Field Manual* the terms "required" and "recommended" have the following USGS-specific meanings:

**Required** (require, required, or requirements) pertains to USGS protocols and indicates that USGS Office of Water Quality policy has been established on the basis of research and (or) consensus of the technical staff and has been reviewed by water-quality specialists and other professionals who have the appropriate expertise. Technical memorandums or other documents that define the policy pertinent to such requirements are cited in this publication. USGS personnel are instructed to use required equipment or procedures as described herein. Departure from or modifications to the stipulated requirements that might be necessary for accomplishing specific data-quality requirements or study objectives must be quality assured and documented.

**Recommended** (recommend, recommended, recommendation) pertains to USGS protocols and indicates that USGS Office of Water Quality policy recognizes one or several acceptable alternatives to a given procedure or equipment selection on the basis of research and (or) consensus. References to technical memorandums and selected publications pertinent to such recommendations are cited in this publication to the extent that such documents are available. Specific data-quality requirements, study objectives, or other constraints may affect the choice of recommended equipment or procedures. Selection from among the recommended alternatives should be based on referenced research and good field judgment, and reasons for the selection must be documented. Departure from or modifications to recommended procedures must be quality assured and documented.

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## FIELD MANUAL REVIEW AND REVISION

This is version 2.0 of chapter A1, “Preparations for Water Sampling,” dated January 2005. The version number and date appear in the footer of each page. Each chapter of the *National Field Manual* is reviewed and revised periodically to correct any errors and incorporate technical advances.

Comments on the NFM, and suggestions for updates or revisions, should be sent to [nfm-owq@usgs.gov](mailto:nfm-owq@usgs.gov). Newly revised and reissued chapters or chapter sections are posted on the World Wide Web on the USGS page “National Field Manual for the Collection of Water-Quality Data.” The URL for this page is <http://pubs.water.usgs.gov/twri9A/> (accessed January 12, 2005). This page also contains a link to the NFM “Comments and Errata” page that chronicles revisions to each chapter.

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## ACKNOWLEDGMENTS

The information included in the *National Field Manual* is based on existing manuals, various reference documents, and a broad spectrum of colleague expertise. In addition to the references provided, important source materials include unpublished USGS training and field manuals and technical memorandums. The following individuals in the USGS developed the field and training manuals that provided the foundation for this *National Field Manual*: M.E. Dorsey, T.K. Edwards, W.B. Garrett, W.J. Gibbons, R.T. Kirkland, L.R. Kister, J.R. Knapton, M.T. Koterba, C.E. Lamb, W.W. Lapham, R.F. Middelburg, Jr., J. Rawson, L.R. Shelton, M.A. Sylvester, and F.C. Wells.

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# PREPARATIONS FOR A1. WATER SAMPLING

This chapter of the *National Field Manual for the Collection of Water-Quality Data* provides guidelines for field personnel as they prepare to select and (or) evaluate surface-water and ground-water sampling sites, establish site files, and prepare for sample-collection field trips.

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**SAMPLING—The act of collecting a portion of material for analytical purposes that accurately represents the material being sampled with respect to stated objectives.**

Modified from Standard Methods, 1060A  
(APHA and others, 2001)

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Fundamental to water-quality sampling is the fact that the analytical results can be no better than the sample on which the analysis was performed. Thus, the sample collector must accept primary responsibility for the quality and integrity of the sample up to the time that it is delivered to the analyzing laboratory or office. Communication and collaboration between field and laboratory personnel is essential to producing valid data from the sampling effort.

# 1.0 FIELD-PERSONNEL RESPONSIBILITIES

Before sample collection begins, field personnel must take steps to ensure that the samples collected will be representative of the aqueous system being investigated. A representative water sample is a sample that typifies ("represents") in time and space that part of the aqueous system to be studied and is delineated by the objectives and scope of the study. USGS data-collection efforts often take a whole-system approach, meaning that data-collection methods ensure representation of an entire stream reach or aquifer volume. A modified approach is needed for studies in which samples are representative of a specific part or aspect of an aqueous system instead of the entire system; for example, a study of aquatic ecology may establish nearshore boundaries on the system, and an oil-spill study may target only the surface of a water-table aquifer.

- ▶ **Be alert to sample representativeness.** The data are no better than the confidence that can be placed in how well the sample represents the aqueous system (Feltz and Culbertson, 1972; Horowitz and others, 1994).
- ▶ **Plan to collect quality-control samples.** Quality-control checks applied during laboratory analyses of the samples cannot compensate for data that are biased because samples were not representative of the aqueous system or because samples were improperly collected and processed.

Field personnel also are responsible for providing the necessary information to establish USGS National Water Information System (NWIS) site files for each sampling site and for checking to see that the site file is functional, that the information it contains is correct, and that updates are made promptly. NWIS is the hydrologic data base for the U.S. Geological Survey. Updated versions are released periodically.

## Update files promptly:

- ▶ **The Ground-Water Site Inventory (GWSI)** file contains site information.
- ▶ **The Quality-of-Water Data (QWDATA)** file contains field and laboratory data.
- ▶ **The Automatic Data Processing System (ADAPS)** file contains time-series information.

# FIELD-TRIP PREPARATIONS 1.1

All details of a field trip need to be planned well in advance. Adequate time must be scheduled in the workplan to review data requirements and make field-trip preparations; a common mistake is to put off these activities until the last minute.

## Before selecting sites or making other preparations:

- ▶ Understand the purpose for which the various types of data will be collected and the aqueous system that each sample should represent.
- ▶ Review the study workplan, especially types of measurements and samples needed.
- ▶ Make field reconnaissance trips before selecting sampling sites, if possible.
  - Note conditions that could affect sampling operations (such as the seasonal high or low streamflow, flowing wells, or site-access peculiarities).
  - Evaluate potential sources of contamination at the site, based on target analytes<sup>1</sup> to be collected.
- ▶ Review site files and field folders. (Note site location, description and access, and review any previously collected physical, chemical, and biological data.)
- ▶ Obtain and keep current with training and the laboratory requirements associated with your data-collection activities.

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<sup>1</sup>"Target analyte" refers to any chemical or biological substance for which concentrations in a sample will be determined. Target analyte does not include field-measured properties such as temperature, specific electrical conductance (conductivity), dissolved-oxygen concentration, pH, Eh, alkalinity, color, or turbidity. The *Concise Chemical and Technical Dictionary*, 4th edition (Bennett, 1986) defines "analyte" as "Substance being determined in an analysis."

**Before selecting equipment:**

Understand the physical and chemical limitations of each piece of equipment, in order to meet data-collection objectives and data-quality requirements<sup>2</sup> (refer to NFM 2). Verify and test, if possible, the operational range of the sampling equipment to be used.

**Before starting field work:**

- ▶ Review site files and update and review the field folder for each site from which samples and ancillary data will be collected (see sections 1.2.2 and 1.3.2).
- ▶ Review the safety plan. Be sure that you have the training needed if you will be working at sites designated as hazardous (see NFM 9).

**Plan ahead! Take adequate time to prepare.**

## 1.1.1 CHECKLISTS OF EQUIPMENT, SUPPLIES, AND ACTIVITIES

Each study needs to establish and follow a protocol for data-collection activities. Checklists help ensure that equipment and supplies will be ordered on time, that data-collection activities will be completed appropriately, and that data-quality requirements will be met (fig. 1-1). Most checklists are generic to all projects and sites (for example, vehicle and equipment maintenance checklists), but may need to be customized (for example, items listed, quantities of equipment and supplies, number of batteries, and types of sample bottles and other equipment). The types of information and examples of items listed on the next page usually are included when developing checklists.

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<sup>2</sup>As used in this publication, the term "data-quality requirements" refers to that subset of data-quality objectives pertaining specifically to the analytical detection level for concentrations of target analytes and the allowable variability to fulfill the scientific objectives of the study.

Types of information	Examples of items or activities in checklists
Calendar of planned field trips	Prepare calendars/checklists that include sampling dates, members of field team, vehicle(s) to be used.
Presampling activities	Prepare checklists; for example, field-trip preparations checklist (fig. 1-1) and well-information checklist (fig. 1-3).
Postsampling activities	Update field folders and computer files. Log in samples (Analytical Services Request form). Store and dispose of hazardous materials properly. Check that all equipment is clean and properly stored.
Field equipment and supplies	Prepare lists of equipment/supplies for each field site (see NFM 2). Prepare a list of items to be ordered.
Equipment/supplies maintenance and testing	Prepare a checklist of maintenance/testing for field-measurement instruments (see NFM 6). Test sample-collection and processing equipment. Charge or replace batteries.
Vehicle maintenance	Check fluids, battery, tires, lights, cleanliness.
Sample-collection, -processing, -shipping, and -documentation information and supplies	Prepare headers on forms (such as field, chain-of-custody, and Analytical Services Request forms); prepare bottle labels. Prepare lists of chemical constituents, with respect to: analytical schedules, methods, laboratory codes; bottle type and volume; sample handling, chemical treatment and preservation procedures; sample shipment; quality-control samples.
Field-folder contents	Prepare list of logistical information needed for each site, such as permission to access site, keys, maps.
Safety equipment and information	Keep a copy of NFM 9 for field use and list special considerations for the site, such as personal flotation devices.

**Data quality begins before the first sample is collected by taking care to use proper equipment, being aware of data-quality requirements, and being alert to potential sources of sample contamination.**

## FIELD-TRIP PREPARATIONS

PROJECT: \_\_\_\_\_

SITES: \_\_\_\_\_ DATE: \_\_\_\_\_

✓	Prefield activity	Comments
	Order supplies	Ordered 3 cases Ultrax for site #2 Completed on _____, by _____.
	Prepare deionized water (in-house system) Check prior laboratory analysis	Last change of cartridges, on _____ Last chemical analysis on _____, by _____, Conductivity checks out, by _____
	Check expiration dates on reagents	Need _____ conductivity standard(s) Need pH _____ buffer(s)
	Clean and test equipment	Completed on _____, by _____ Problems _____
	Collect equipment blanks	Completed on _____, by _____ Results reviewed by _____ (Water-quality specialist or project chief)
	Clean sample bottles	Completed on _____, by _____
	Label sample bottles, prepare field forms	Completed on _____, by _____
	Obtain permission for site access	Completed on _____, by _____
	Check field vehicle for safety equipment and supplies, such as material safety data sheets, flares, and remote communications system (NFM 9)	Completed on _____, by _____
	Charge/replace batteries	Completed by _____
	Update field folder	Completed by _____
	Make travel reservations, arrangements	Completed by _____
	Provide supervisor with field-trip and call-in (check-in) schedule	Provided on _____ to _____
	Other	

Figure 1-1. Example of a presampling activities checklist.

## DATA-QUALITY PLANS 1.1.2 AND PREPARATIONS

USGS policy that water-quality data be of a defined and documented quality is described in Horowitz and others (1994) and Office of Water Quality Technical Memorandum 93.11 (see "Selected References and Documents"). Every study should prepare a sampling and analysis plan (SAP) and a quality-assurance plan (QAP) (Schertz and others, 1998) that include a description of the objectives, purpose, and scope of the study and its data-quality requirements. In addition, each USGS Water Science Center develops general quality-assurance plans that articulate its policies, responsibilities, and protocols. USGS water-quality specialists can provide guidance relating to quality-assurance procedures and policies for the collection of water-quality, surface-water, and ground-water data.

Field personnel are responsible for determining whether the equipment and methods being used could impair sample quality. For the most part, this determination involves collecting quality-control samples and analyzing the results.

- ▶ **Collect equipment blanks before beginning the field effort.**
  - Equipment blanks are processed through clean equipment in the controlled setting of an office laboratory.
  - **Process an equipment blank at least once a year for each set of sample-contacting equipment.** This applies to new equipment to be used for the first time, to equipment that will be cleaned with a new cleaning procedure, and to equipment that has not been tested with an equipment blank for 1 year.
  - **Do not collect or process environmental samples until the annual equipment blank data have been reviewed.** Ensure that the equipment blanks either are free of contamination or have concentrations small enough to be insignificant at the current analytical limits (Horowitz and others, 1994).
- ▶ **Examine field and laboratory results as soon as possible, preferably before the next sample-collection field trip.** Results indicating potential bias in the data will alert you to the changes needed in equipment, equipment-cleaning procedures, or field methods used.

- ▶ **Be prepared to collect additional blanks, replicates, or other field quality-control samples**, based on your judgment of the effects of field conditions on sample collection. Field conditions are unpredictable, and adverse or unexpected conditions could necessitate additional steps to document data quality.

Quality-control samples are collected either in the office laboratory or at the field site, depending on their specific purpose (see NFM 3, "Cleaning of Equipment for Water Sampling;" NFM 4, "Collection of Water Samples;" and NFM 5, "Processing of Water Samples"). Field personnel must be familiar with the various types of quality-control samples and know how and when to collect them in order to comply with USGS quality-assurance requirements. Collection of blank samples (blanks) is mandatory. Blanks are samples of laboratory-prepared and -analyzed water that are processed through the equipment in the same manner as the environmental sample, but after the equipment has been cleaned and prepared for field use.

In preparation for collection of quality-control samples, solutions of the appropriate type and quality must be obtained for blank-water and standard reference material samples. USGS field personnel should use waters for blank samples (listed below) that are certified by the USGS National Water Quality Laboratory (NWQL) in Denver, Colo. and that can be obtained through the USGS One-Stop Shopping Web site. Laboratory certification should indicate that the blank water has target-analyte concentrations that are less than the method-detection limits. Standard/reference materials generally are obtained from the National Institute of Standards and Technology.

- ▶ Use pesticide blank water (PBW) to prepare blank samples to be analyzed for pesticides.
- ▶ Use nitrogen-gas-purged volatile/pesticide blank water (VPBW) to prepare blank samples to be analyzed for volatile organic compounds.
- ▶ Use inorganic blank water (IBW) to prepare blank samples to be analyzed for inorganic constituents. Alternatively, VPBW or PBW are designated "universal blank water" and may be used instead of IBW.

**Collect field blanks at the field site under the same conditions as environmental samples.** Field blanks can provide information on the efficacy of the equipment cleaning procedures used and on ambient atmospheric contamination.

## SURFACE WATER 1.2

Before sample collection, sampling sites must be selected (section 1.2.1). For each sampling site, NWIS files and a field folder must be established, updated, and reviewed (section 1.2.2).

- ▶ The study team is responsible for selecting sampling sites and conditions (such as time of year, flow rate or stage) that will yield samples representative of the aqueous system being studied.
  - Each body of flowing and still surface water has a unique set of conditions that needs to be identified and considered in the site-selection process.
  - Field personnel must be trained in the correct and current water-quality data-collection procedures and must exercise judgment gained from field experience in order to make appropriate site selections.
- ▶ The study team is responsible for establishing and maintaining accurate records for each sampling site.
  - Careful and complete documentation of site information and the data collected must be input to electronic and paper files.
  - The field folder must include all the information necessary for efficient field operations.

### SELECTION OF SAMPLING SITES 1.2.1

Field personnel must select the point(s) or transect(s) at which samples will be collected. In most bodies of flowing or still water, a single sampling site or point is not adequate to describe the sampling area's physical properties and the distribution and abundance of chemical constituents or biological communities. Location, distribution, and number of surface-water sampling sites can affect the quality and applicability of the resulting data. Generic guidelines for selecting flowing-water and still-water sites are described in this section.

**When selecting surface-water sampling sites:**

- ▶ Consider the study objectives, types of data needed, equipment needs, and sampling methods.
- ▶ Obtain all available historical information.
- ▶ Consider physical characteristics of the area, such as size and shape, land use, tributary and runoff characteristics, geology, point and nonpoint sources of contamination, hydraulic conditions, climate, water depth, and fluvial-sediment transport characteristics.
- ▶ Consider chemical and biological characteristics of the area (aquatic and terrestrial).

## 1.2.1.A Flowing-Water Sites

Flowing-water sites can refer to streams (fast or slow, intermittent, ephemeral, or perennial), canals, ditches, and flumes of all sizes and shapes, or to any other surface feature in which water moves unidirectionally. All or parts of reservoirs and estuaries that flow unidirectionally are considered to be flowing water. Determine latitude and longitude from maps or by land-survey techniques. Global-positioning system (GPS) equipment is useful to identify sampling-site location.

**Flowing-water sampling sites optimally are located:**

- ▶ At or near a stream-gaging station, to obtain concurrent surface-water discharge data required for computing constituent-transport loads and to determine discharge/constituent-concentration relations. (Measure discharge at time of sampling if a stream-gaging station is not at or near the sampling site or if discharge cannot be rated or estimated with sufficient accuracy.)
- ▶ In straight reaches having uniform flow, and having a uniform and stable bottom contour, and where constituents are well-mixed along the cross section.
- ▶ Far enough above and below confluences of streamflow or point sources of contamination to avoid sampling a cross section where flows are poorly mixed or not unidirectional.

- ▶ In reaches upstream from bridges or other structures, to avoid contamination from the structure or from a road surface.
- ▶ In unidirectional flow that does not include eddies. (If eddies are present within the channel, sample only the unidirectional flow.)
- ▶ At or near a transect in a reach where other data are collected (such as data for suspended sediment, bedload, bottom material, or biological material) and (or) for which historical data are available.
- ▶ At a cross section where samples can be collected at any stage throughout the period of study, if possible.

After a tentative selection of a sampling site, develop a preliminary profile of field measurements<sup>3</sup> at various locations along the cross section (NFM 4 and NFM 6). Final site selection is based on a comparison of field measurements with the data requirements of the study.

**TECHNICAL NOTE:** The preferred sampling method and number of verticals to be sampled within the stream cross section that are needed to obtain a sample that is sufficiently representative depends on stream homogeneity as indicated by the field-measurement profile and stream-discharge or other data, as well as by study objectives. Sampling methods are described in NFM 4. Note that the field-measurement profile is a useful guideline, but might not be representative of chemical homogeneity for the analytes of interest. Also, it might be desirable to move to a sampling site upstream or downstream to adjust for seasonal variation or extreme flow conditions.

The guidelines used for selecting sampling sites on ephemeral and intermittent streams are the same as those for perennial streams. Ephemeral and intermittent stream sites need additional planning and examination to account, for example, for conditions related to rapidly changing stage and discharge that can occur as a result of flash flooding or urban runoff.

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<sup>3</sup>The profile of the cross section usually includes specific electrical conductance (conductivity), pH, temperature, dissolved-oxygen, and turbidity measurements.

**CAUTION:** Any stream, including an ephemeral or intermittent stream, can rapidly become too deep and swift to wade safely.

### 1.2.1.B Still-Water Sites

Still-water sites refer to all sizes and shapes of lakes, reservoirs, ponds, swamps, marshes, riverine backwaters, or any other body of surface water where water generally does not move unidirectionally. All or parts of reservoirs that do not flow unidirectionally could be considered to be still water.

#### **When locating still-water sampling sites:**

- ▶ Use in situ field measurements to help determine vertical and spatial distribution of sampling locations.
- ▶ Avoid areas near structures such as harbors, boat ramps, piers, fuel docks, and moored houseboats (to avoid point sources of contamination), unless these structures are part of the study.
- ▶ Select sites with a record of historical data, if possible.

# NATIONAL WATER INFORMATION SYSTEM (NWIS) FILES AND FIELD FOLDERS

## 1.2.2

Field personnel are responsible for establishing and maintaining electronic and paper site files and ensuring their accuracy and completeness. The information required for establishing electronic records in NWIS and for creating field folders for surface-water sampling sites is summarized below.

### NWIS Files 1.2.2.A

USGS policy requires specific information on surface-water sampling sites to be stored in the site file in NWIS (Hubbard, 1992; WRD Memorandum 92.59). Results of chemical water analyses are stored in the water-quality file (QWDATA) of NWIS (Gellenbeck, 2005). The Automatic Data Processing System (ADAPS) contains continuous records of water levels and water quality (Bartholoma, 2003). The minimum information required for establishing electronic files in NWIS for surface water is listed in table 1-1. Individual studies and USGS Water Science Center offices may have additional data-storage requirements.

#### **If the site location has been identified:**

- ▶ Establish or check the NWIS site file before the field trip.
- ▶ Update the files promptly after the field trip.
- ▶ Fill in information that is needed by, or could be useful to, the study in addition to the information shown on table 1-1. Refer to the Web page “Data Elements for Reporting Water Quality Results of: Chemical and Microbiological Analyses” for more information. The URL for this page is <http://wi.water.usgs.gov/methods/tools/wqde/> (accessed Jan. 12, 2005).

- ▶ If real-time data are being served on the Web, ensure that current policies and quality-assurance measures are understood and implemented (see U.S. Geological Survey Water Resources Policy Memorandum No. 99.34, at <http://water.usgs.gov/admin/memo/WRD/wrdpolicy99.34.html> (accessed Jan. 12, 2005)).

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 **RULE OF THUMB:**

**Before starting field work—Make sure the NWIS file is established.**

**After field work—Input updates to NWIS files promptly.**

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## 1.2.2.B Field Folders

Selected information that is needed for reference while at a surface-water site is kept in a field folder. The field folder contains information needed by trained personnel to locate and safely collect and process water samples. The field folder is taken along on each sampling trip. General contents of the field folder are listed on the field-folder checklist (fig. 1-2), but the folder should be customized according to study needs.

**Table 1-1.** Minimum information required for electronic storage of site and surface-water-quality data in the U.S. Geological Survey (USGS) National Water Information System (NWIS)

[GWSI, Ground-Water Site Inventory; QWDATA, Quality of Water Data]

<b>Required information for creation of a surface-water site in NWIS<sup>1,2</sup></b>		
<b>Data description</b>	<b>Component (C) number for data entry into GWSI</b>	<b>Example (Description of code)</b>
Agency code	C4	USGS
Station Identification Number	C1	11530500
Station Name	C12	Klamath River near Klamath, Calif.
Latitude	C9	413052
Longitude	C10	1235957
USGS Water Science Center (formerly "District")/User	C6	06 (California)
State	C7	06 (California)
County	C8	015 (Del Norte)
Agency Use	C803	A (Active)
Station Type	C802	SW
<b>Required information for storage of sample analyses in the water-quality file of NWIS (QWDATA)<sup>1</sup></b>		
<b>Data description</b>	<b>Alpha parameter code</b>	<b>Sample data (Description of code)</b>
Agency code	AGNCY	USGS
Station Identification Number	STAID	11530500
Sample Medium	MEDIM	9 (surface water)
Sample Type	STYPE	9 (regular sample)
Hydrologic ("Hydro") Event	EVENT	9 (routine sample)
Hydrologic ("Hydro") Condition	HSTAT	9 (stable stage)
Date (year/month/day)	DATES	19880909
Time (standard 24-hour clock time)	TIMES	1530 hrs
Analysis Status	ASTAT	H (initial entry)
Analysis Source	ASRCE	9 (USGS laboratory and field)

<sup>1</sup>Numerous additional data fields are available in NWIS that can be useful for data analysis or mandatory for meeting study objectives; for example, indicating whether a non-USGS agency collected the data.

<sup>2</sup>Modified from Ground-Water Site Inventory Schedule Form 9-1904-A, Revised June 2004, NWIS 4.4

Field-folder checklist: surface-water quality		
✓	Item	Comments
	Station description: <ul style="list-style-type: none"> <li>• Location of gaging station (if one is present).</li> <li>• Location of sample-collection sites: high and low streamflows.</li> <li>• Hydrologic and geologic sections.</li> <li>• Name of landowner, tenant, or other responsible party.</li> <li>• Site access instructions (for example, call owner or site operator before arrival at site, obtain key to unlock security gate).</li> <li>• Photographs to document site conditions.</li> </ul>	
	Maps to site (State and local)	
	Profiles of cross section of stream channel at sampling location(s). <ul style="list-style-type: none"> <li>• Stream-bottom geometry.</li> <li>• Physical and chemical measurements.</li> </ul>	
	Safety information (NFM 9): <ul style="list-style-type: none"> <li>• Nearest emergency facilities.</li> <li>• Phone numbers (home) of study chief or supervisor.</li> <li>• Traffic condition and traffic plan showing where to park, placement of flags and cones.</li> <li>• Location of power lines.</li> <li>• Environmental hazards, such as weather and animals.</li> </ul>	
	Sampling schedule: <ul style="list-style-type: none"> <li>• Laboratory analyses to be requested and associated codes.</li> <li>• When to collect samples (high or low flow).</li> </ul>	
	Bottle types needed for each analytical schedule.	
	Analytical Services Request form(s) and example of a completed form.	
	Sampling instructions: <ul style="list-style-type: none"> <li>• Cumulative-discharge curves at about 10-, 50-, and 90-percent duration.</li> <li>• Velocity cross sections at about 10-, 50-, and 90-percent duration.</li> <li>• Equipment to use at various flows.</li> <li>• Flow-duration curve.</li> <li>• Discharge rating curves and (or) tables.</li> </ul>	
	Shipping instructions: <ul style="list-style-type: none"> <li>• Amount of ice to use.</li> <li>• Mailing labels to and from laboratory.</li> <li>• Location of nearest post office or shipping agent.</li> </ul>	
	Surface-water field form and an example of completed form.	
	A tabulation sheet for each type of bacteria enumerated at the site (include example with date of sample, streamflow, volumes filtered, dilutions, plate counts).	
	Plots of field-measured data (last 5-10 years of record); if there is a good enough relation to show outliers, include: <ul style="list-style-type: none"> <li>• Conductivity versus streamflow.</li> <li>• Conductivity versus alkalinity.</li> <li>• Temperature versus time.</li> </ul>	
	Statistical summary of historical water data: <ul style="list-style-type: none"> <li>• Seasonal, maximum-minimum values.</li> <li>• Discharge-related maximum-minimum values.</li> </ul>	
	Special equipment needed to address site-specific conditions: <ul style="list-style-type: none"> <li>• Sampling.</li> <li>• Safety.</li> </ul>	

**Figure 1-2.** Checklist for contents of surface-water-sampling field folder.

## GROUND WATER 1.3

Ground water is sampled either from various types of existing wells or from wells that are installed specifically for a study.

- ▶ **Water-supply wells** are wells that are installed primarily for supply of public, irrigation, domestic, commercial, or industrial water and usually are equipped with a dedicated high-capacity pump. The term "supply well" is used in this publication.
- ▶ **Observation wells** are wells or piezometers that are installed (usually without a dedicated pump) for the purpose of collecting hydrologic data. The term generally has been applied to wells installed to observe and determine hydrologic characteristics of an aquifer (Lapham and others, 1997).
- ▶ **Monitor wells** are observation wells that are installed specifically for assessment of physical, chemical, and biological characteristics of the aquifer. Low-capacity portable pumps are commonly used for sampling, but monitor wells can be equipped with a dedicated pump. The term "monitoring well" is used in this publication.

Information is compiled about the well and well site during site-reconnaissance visits, well installation, and subsequent data-collection efforts at the site. This information is used to help select the well(s) needed for study. The ground-water site inventory is compiled in the office and verified in the field. In an office inventory, the study team identifies existing wells or well sites and compiles background information and available records for those wells. The field inventory is completed during reconnaissance trips in which well location is verified, additional information is collected, and the suitability of the site for study objectives is determined. For each well, the inventory of site and well information is entered into the NWIS water-quality (QWDATA) and ground-water site inventory (GWSI) data bases and is added to the file created for the well (well file).

## 1.3.1 SITE RECONNAISSANCE AND WELL SELECTION

Field personnel critically evaluate existing and installed wells to determine whether they will yield samples that are representative of the environment targeted for study.

### **As a member of the study team:**

- ▶ Be prepared to participate in office- and field-related aspects of selecting and installing wells (see Lapham and others, 1997).
- ▶ Be familiar with study objectives and requirements for data collection and quality.
- ▶ Be familiar with considerations for well selection and well installation (summarized in table 1-2).

Information gathered from a site reconnaissance visit can help determine whether an existing well or a proposed well-installation site meets the criteria established by the study. Site reconnaissance visits also ensure efficient field operations and could be a critical factor in site selection or rejection. These site visits commonly are needed to verify the location and condition of wells, evaluate site characteristics, and make modifications to the site and adjustments to sampling plans to allow sampling to proceed. Before leaving for the site, determine the activities that are to be completed and make the necessary preparations (table 1-3).

### **Keep in mind the primary concerns for water-quality studies:**

- ▶ The sample must represent the system intended for study.
- ▶ Sample integrity must be maintained.

Site visits also can be used to identify areas of ground-water recharge and discharge, test field equipment, test well-purging and sampling procedures, conduct aquifer tests, make preliminary field measurements, and identify the presence of target analytes.

**Review safety plans and procedures before leaving for the field.**

**Table 1-2.** Considerations for well selection and well installation

[Modified from Lapham and others, 1997]

<b>Well location</b>
<ul style="list-style-type: none"> <li>• Location conforms to the study’s network design for areal and depth distribution.</li> <li>• Land-use/land-cover characteristics, if relevant, are consistent with study objectives.</li> <li>• Site is accessible for equipment needed for well installation and sample collection.</li> </ul>
<b>Hydrogeologic unit(s)</b>
<ul style="list-style-type: none"> <li>• Hydrogeologic unit(s) that contribute water to the well can be identified.</li> <li>• Depth and thickness of targeted hydrogeologic unit(s) are known or can be determined.</li> <li>• Yield of water is adequate for sampling (typically, a minimum of 1 gallon (3.785 liters) per minute).</li> </ul>
<b>Well records, description, design, materials, and structure</b>
<ul style="list-style-type: none"> <li>• Available records (for example, logs of well drilling, completion, and development) have sufficient information to meet the criteria established by the study.</li> <li>• Borehole or casing/screen diameter is adequate for equipment.</li> <li>• Depth to top and bottom of sample-collection (open or screened) interval is known (to determine area contributing water to well).</li> <li>• Length of well screen is proportional to the vertical and areal scale of investigation.</li> <li>• Well has only one screened or open interval, if possible. (Packers can be used to isolate the interval of interest, but packers might not completely isolate zones in unconsolidated or highly fractured aquifers. If packers are used, materials of construction must be compatible with analytes to be studied.)</li> <li>• Top of well screen is several feet below mean annual low-water table to reduce chances of well going dry and to avoid sampling from unsaturated intervals.</li> <li>• Filter pack is of a reasonable length (a long interval compared with length of screened or open interval usually results in uncertainty as to location of the source of water to well).</li> <li>• Well-construction materials do not leach or sorb substances that could alter ambient target-analyte concentrations.</li> <li>• Well-structure integrity and communication with the aquifer are sound. (Checks include annual depth-to-bottom measurements, borehole caliper and downhole-camera video logs, and aquifer tests.)</li> </ul>
<b>Pump type, materials, performance, and location of sampler intake</b>
<ul style="list-style-type: none"> <li>• Supply wells have water-lubricated turbine pumps rather than oil-lubricated turbine pumps. (Avoid suction-lift, jet, or gas-contact pumps, especially for analytes affected by pressure changes, exposure to oxygen, or that partition to a gas phase.)</li> <li>• Pump and riser-pipe materials do not affect target-analyte concentrations.</li> <li>• Effects of pumping rate on measurements and analyses have been or will be evaluated.</li> <li>• Sampler intake is ahead of where water enters treatment systems, pressure tanks, or holding tanks.</li> </ul>

**Table 1-3.** Example of ground-water site-reconnaissance activities

<b>Before the site visit</b>
Review considerations for well selection and installation (summarized in table 1-2).
Review background information collected.
Obtain permission to gain access to the site and to collect samples from the well.
Update well files: record changes in ownership and land use.
Contact utility companies (gas, water, and electric) before digging or drilling.
Determine whether the pump may or may not be removed from well by field personnel. (Owner's permission is required to remove a pump—you could be liable for damage to pump or well.)
Be sure that you get information needed about the site that could interfere with or interrupt sampling. For example, <ul style="list-style-type: none"> <li>• Hours of pump operation and scheduled downtime.</li> <li>• Pumping rate or rates.</li> <li>• Holding tanks or chemical treatments.</li> <li>• Electrical service to the site.</li> <li>• Scheduled maintenance for pumps or related equipment.</li> <li>• Scheduled site maintenance, such as painting, construction, and defoliation.</li> <li>• Seasonal water-level declines that make the well unusable.</li> <li>• Times of denied access; for example, no access while the owner is out of town.</li> <li>• Special site-access needs; for example, clearance with a site owner or site operator, keys to unlock access to the site, animals.</li> <li>• Restrictions on the location.</li> </ul>
Record conditions that could compromise study objectives, including potential point or nonpoint sources of contamination. For example, <ul style="list-style-type: none"> <li>• Nearby wells that could affect well hydraulics.</li> <li>• Condition of well—for example, rusting or punctured casing, poor surface seal.</li> <li>• Land use and land cover or changes in land use and land cover.</li> <li>• Application of salt on nearby roads during winter, or application or use of herbicides and pesticides.</li> <li>• Landfills or other waste-management facilities.</li> <li>• Industrial, commercial, and agricultural complexes and discharges.</li> </ul>
<b>During the site visit</b>
Measure water level in each well. Record water-level data on the appropriate form(s).
Identify potential difficulties with the type of equipment and sample-collection methodology to be used. (Note that sampling plans will have to be modified accordingly.)
Update field folders. <ul style="list-style-type: none"> <li>• Note site conditions that could affect the quality of data collected from that well.</li> <li>• Note change(s) in land use.</li> </ul>
Verify well identification number and make sure that it is clearly and permanently labeled. <ul style="list-style-type: none"> <li>• Check that identification corresponds with what is in the field folder and on site and location maps.</li> <li>• Correct any mistakes or uncertainty about well identification and well location.</li> </ul>
Verify type of pump, well diameter, and use of holding tanks, pressure tanks, chemical treatments. <ul style="list-style-type: none"> <li>• Check whether oil is floating on the water column in a well equipped with an oil-lubricated pump.</li> <li>• Make sure that the downhole treatment system is turned off before collecting water samples.</li> <li>• Determine if a portable pump or another intended sampling device is suitable for use.</li> </ul>

**Table 1-3.** Example of ground-water site-reconnaissance activities—*Continued*

<b>During the site visit—<i>Continued</i></b>
<p>Establish optimum pumping rate(s) for purging and sample collection and decide where to route excess discharge.</p> <ul style="list-style-type: none"> <li>• Adjust pumping rate to ensure adequate purging of the well without entrainment of atmospheric gases due to excessive drawdown.</li> <li>• Route water away from the well to prevent (1) creating muddy and slippery conditions and (2) damage to or defacement of the property to which you were granted access.</li> </ul>
<p>Check that well structure is intact.</p> <ul style="list-style-type: none"> <li>• Wells used for ground-water studies should be "sounded" annually to check whether depth to bottom corresponds with well construction information or whether the well is filling with loose materials (U.S. Geological Survey, 1980; Lapham and others, 1997). A decrease in depth to bottom could indicate that the well casing is collapsing, or that there is a breach or corrosion of well screen or casing, or that the well is improperly designed to retain aquifer materials.</li> <li>• Borehole caliper and downhole-camera video logs can identify a damaged or broken well casing. A downhole camera can identify a plugged screen or accumulation of sediment in the well.</li> <li>• Aquifer tests, such as slug tests, can be used to check the hydraulic connection between the well and the aquifer. Aquifer tests, however, are generally beyond the scope of site reconnaissance.</li> <li>• The surface seal of a USGS monitoring well should be intact and the well should be capped. Concrete pad should be repaired if cracked or separated from outer casing. A tight-fitting well cap should have a small ventilation hole.</li> </ul>
<p>Check well access for sample-collection points.</p> <ul style="list-style-type: none"> <li>• Sample-collection points need to be near the wellhead, ahead of where water enters pressure tanks, holding tanks, or treatment systems.</li> <li>• At wells where an access point close to the well is not available, it might be possible to install a hose bibb or tap at the wellhead. Because it usually is not possible to control the pumping rate of a supply well, the field person may need to set up a hose-and-valve system to control the rate at which water is sampled and to reduce the likelihood of backflow of water stored in plumbing lines.</li> </ul>
<p>Check well access for water-level measurements. The construction of some supply wells makes water-level measurements difficult or impossible.</p> <ul style="list-style-type: none"> <li>• Although it is often possible to slip a weighted steel or electric well tape below the pump to get a water-level measurement, the pump can be damaged if the weight or tape becomes entangled in the pump. The weight should be attached so that it will snap off of the tape under stress.</li> <li>• Water levels can be estimated through the air line on some wells.</li> <li>• Sometimes field personnel are permitted to remove the pump from the well to get a measurement; however, pump removal can be difficult, time consuming, and potentially unsafe, and could damage the pump.</li> <li>• A note should be made in the well file if there is no access for a depth measurement.</li> </ul>

## 1.3.2 NATIONAL WATER INFORMATION SYSTEM (NWIS) FILES, WELL FILES, AND FIELD FOLDERS

USGS policy requires specific information on ground-water sampling sites to be stored in NWIS. NWIS is the public portal to USGS water resources data (Hubbard, 1992; WRD Memorandum 92.59). Paper documents, such as agreements between the well owner and the USGS for use of the well, also are necessary and are stored in well files and field folders (U.S. Geological Survey, Office of Ground Water Technical Memorandum No. 2003.03).

- ▶ Much of the information needed to set up files for existing wells can be obtained from well owners, drillers, records from state or local jurisdictions, and well-construction logs.
- ▶ Information that will be needed to set up well files for new wells is recorded by field personnel as the new well is installed (Lapham and others, 1997).



### **RULE OF THUMB:**

**Before starting field work—Make sure the site file is established in NWIS.**

**After field work—Update NWIS promptly.**

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## NWIS Files 1.3.2.A

Within the NWIS system, well information, ground-water levels, and water-quality data are stored in three subsystems: the Ground-Water Site Inventory (GWSI), Quality of Water Data (QWDATA), and the Automatic Data Processing System (ADAPS). All wells for which data are stored must be identified by an electronic record in the NWIS site file.

- ▶ GWSI primarily contains (1) descriptive information about the site and well, (2) construction information, and (3) noncontinuous water-level data (Hoopes, 2004).
- ▶ QWDATA contains (1) results of field and laboratory water-quality sample analyses and measurements, (2) noncontinuous water-level data, and (3) other data related to water-quality samples or sample analysis (Gellenbeck, 2005).
- ▶ ADAPS contains continuous records of water levels and water quality (Bartholoma, 2003).
- ▶ NWISWeb displays real-time water-level data (<http://waterdata.usgs.gov/nwis/gw>), and real-time water-quality data for selected wells (<http://waterdata.usgs.gov/nwis/qw>). (Websites accessed Jan. 12, 2005).

The minimum information required for establishing electronic files in GWSI and QWDATA is shown in table 1-4. Individual studies and USGS Water Science Center offices may have additional data-storage requirements. For example, the GUNIT (geologic unit) code provides important information for ground-water studies.

When creating or updating a GWSI site-file record, fill in information that is needed by, or useful to, the study, in addition to the required information shown in table 1-4.

**Table 1-4.** Minimum information required for electronic storage of site and ground-water-quality data in the U.S. Geological Survey (USGS) National Water Information System (NWIS)

[GWSI, Ground-Water Site Inventory; QWDATA, Quality of Water Data]

<b>Required information for creation of a ground-water site in NWIS<sup>1,2</sup> (GWSI)</b>		
<b>Data description</b>	<b>Component (C) number for data entry into GWSI</b>	<b>Example (Description of code)</b>
Agency code	C4	USGS
Station Identification Number (Latitude/longitude/sequence no.)	C1	394224075340501
Station Name	C12	KE Be 61
Latitude	C9	394224
Longitude	C10	0753405
Country	C41	US
Lat/Long Accuracy	C11	S (seconds)
Lat/Long Method	C35	M (Map)
Lat/Long Datum	C36	NAD83
Time Zone	C813	EST
Daylight Savings Time Flag	C814	Y (Yes)
District/User	C6	24 (Maryland)
State	C7	10 (Delaware)
County	C8	003 (Sussex)
Station Type	C802	6 (Well)
Data Reliability	C3	C (Field Checked)
Site Type	C2	W (Well)
Use of site	C23	O (Observation)
<b>Required information for storage of sample analyses in the water-quality subsystem (QWDATA)<sup>1</sup></b>		
<b>Data description</b>	<b>Alpha parameter code</b>	<b>Sample data (Description of code)</b>
Agency code	AGNCY	USGS
Station Identification Number	STAID	394224075340501
Sample Medium	MEDIM	6 (ground water)
Sample Type	STYPE	2 (blank sample)
Hydrologic (“Hydro”) Event	EVENT	9 (routine sample)
Hydrologic (“Hydro”) Condition	EVENT	9 (routine sample)
Date (year/month/day)	HSTAT	A (not determined)
Time (standard 24-hour clock time)	DATES	19880909
Analysis Status	TIMES	1530 hrs
Analysis Source	ASTAT	H (initial entry)
	ASRCE	9 (USGS laboratory and field)

<sup>1</sup>Numerous additional data fields from those shown are available in GWSI and QWDATA that can be useful for data analysis or mandatory for meeting study objectives; for example, indicating whether a non-USGS agency collected the data.

<sup>2</sup>From Ground-Water Site Inventory Schedule Form 9-1904-A, Revised June 2004, NWIS 4.4.

## Well Files 1.3.2.B

A well file also must be established for each well selected or installed for the study or in a data network. At the outset of the study, it is useful to refer to a checklist of the items and types of information needed for the well file (fig. 1-3).

The well file is the repository of the information compiled for the well, and it should contain documentation for site selection, well inventory, well installation, and sample collection.

- ▶ Include owner-signed and dated permission forms for site access, well construction (OGW 2003.03, Form 9-4183), well ownership, sample collection and analysis, and data publication.
- ▶ Include well-construction information to the extent that it is available (Lapham and others, 1997).
- ▶ Include water-quality information, hydrogeologic field forms and logs, and plots of water-quality data and other hydrologic, geologic, geochemical, or geophysical information available for the well or field site.
- ▶ Include a log of well-maintenance and well-integrity checks and tests, geophysical logs and surveys, results of aquifer tests, analyses of cores or cuttings of geologic materials, and analyses from previously collected samples from the well or from a nearby well.

## Field Folders 1.3.2.C

Selected information related to the well file and electronic records is kept in a field folder. The field folder contains information needed by personnel to locate and gain access to the site and to collect and process ground-water samples. The field folder should be taken along on each visit to the well for reference at the field site and should not contain original data records. The generic contents of a field folder are listed in the field folder checklist (fig. 1-4). Examples of site-location maps and a site sketch are shown in figure 1-5.

**WELL-INFORMATION CHECKLIST, Page 1 of 2**

Project name and identification number: \_\_\_\_\_

Latitude-longitude: \_\_\_\_\_ Sequence number: \_\_\_\_\_

Other site or well ID: \_\_\_\_\_ Station name: \_\_\_\_\_

Indicate use of water/site:   Public Supply                   Irrigation  
   Domestic                         Observation  
   Commercial                   Monitoring  
   Industrial                     Other \_\_\_\_\_

Item in well file Date item filed

Criteria for well selection or installation \_\_\_\_\_

Station Analysis \_\_\_\_\_

Station Description \_\_\_\_\_

ADR (Automatic Data Recorder) Manuscript \_\_\_\_\_

Ground-Water Site Inventory (GWSI) data entered into  
   National Water Information System (NWIS) \_\_\_\_\_

Paper copy of GWSI form (9-1904-A) \_\_\_\_\_

Copies of agreement to complete activity (drilling, sampling,  
   etc.) \_\_\_\_\_

List agreements \_\_\_\_\_

Copies of field forms and logs:

  Well-drilling record \_\_\_\_\_

  Driller's log \_\_\_\_\_

  Lithologic log: Cuttings \_\_\_\_\_  
                                   Cores \_\_\_\_\_

  Aquifer tests: (list types) \_\_\_\_\_

  Geophysical logs: (list types) \_\_\_\_\_

  Well-construction record \_\_\_\_\_

  Well-development record \_\_\_\_\_

  Well-maintenance checks: (list types) \_\_\_\_\_

Well-location information:

  Latitude-longitude, datum, method of determination, and any changes \_\_\_\_\_

  Well-location map(s) \_\_\_\_\_

  Site-sketch map \_\_\_\_\_

  Written description of location \_\_\_\_\_

  Well-casing elevation (elevation, and method and date of  
   determination) \_\_\_\_\_

Photographs of well and vicinity (with measuring/sampling  
   points identified) \_\_\_\_\_

Land use/land cover form (Lapham and others, 1997) \_\_\_\_\_

**Figure 1-3.** Example of a well-information checklist for a well file and field folder.

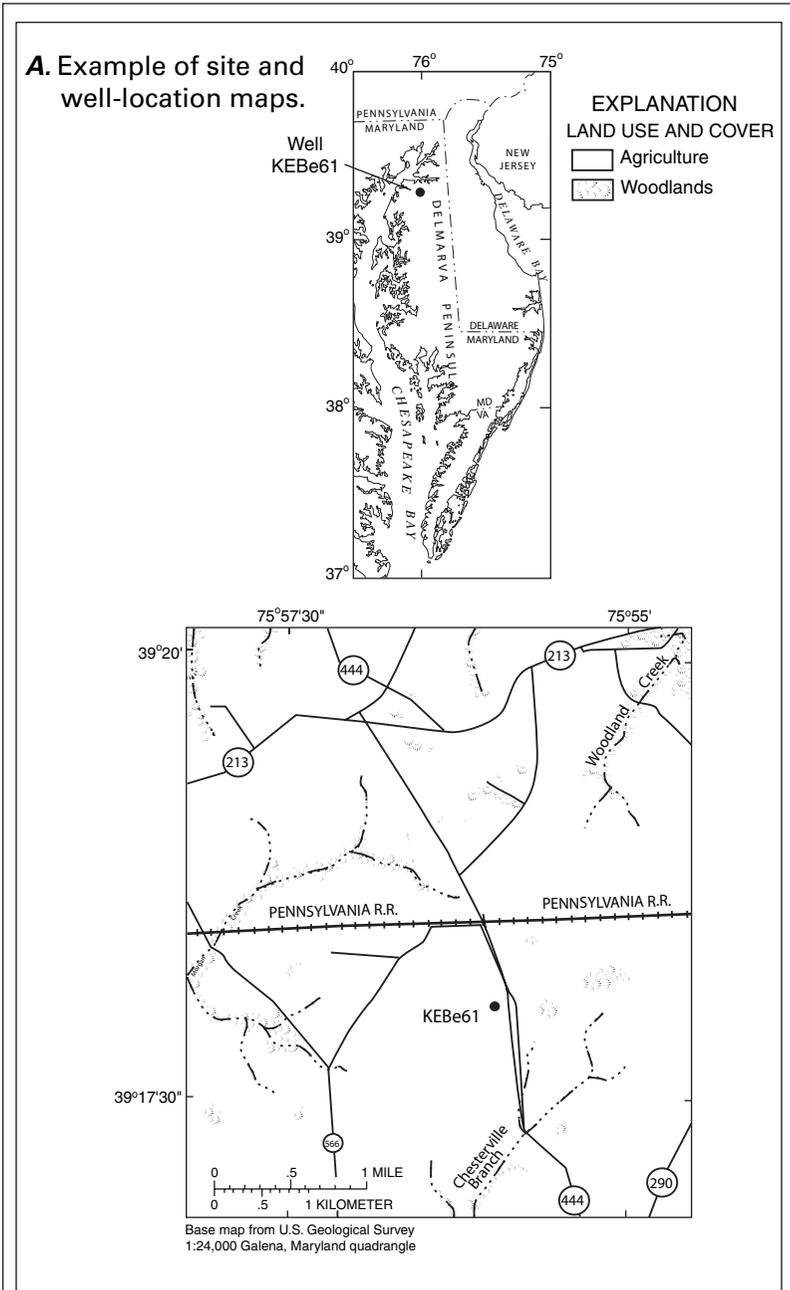
**WELL-INFORMATION CHECKLIST, Page 2 of 2**

<u>Item in well file</u>	<u>Date item filed</u>
Water-quality records for each sampling event (for example, purging, field measurements, field forms, sampling history) and copies of laboratory analyses requested	_____ _____ _____ _____
Water-level measurements - current:	_____ _____
Water-level measurements - historical:	_____ _____ _____
Record of well leveling (survey)	_____
Datum Corrections	_____
Pumping schedule/history	_____
Type of pump in well and location of intake	_____
Description of measuring point for water levels: _____	_____
_____	_____
Description of collection point for samples from	
Supply wells _____	_____
Monitoring wells _____	_____
Other information (for example, geologic unit, aquifer name): _____	_____
_____	_____
_____	_____

**Figure 1-3.** Example of a well-information checklist for a well file and field folder—*Continued.*

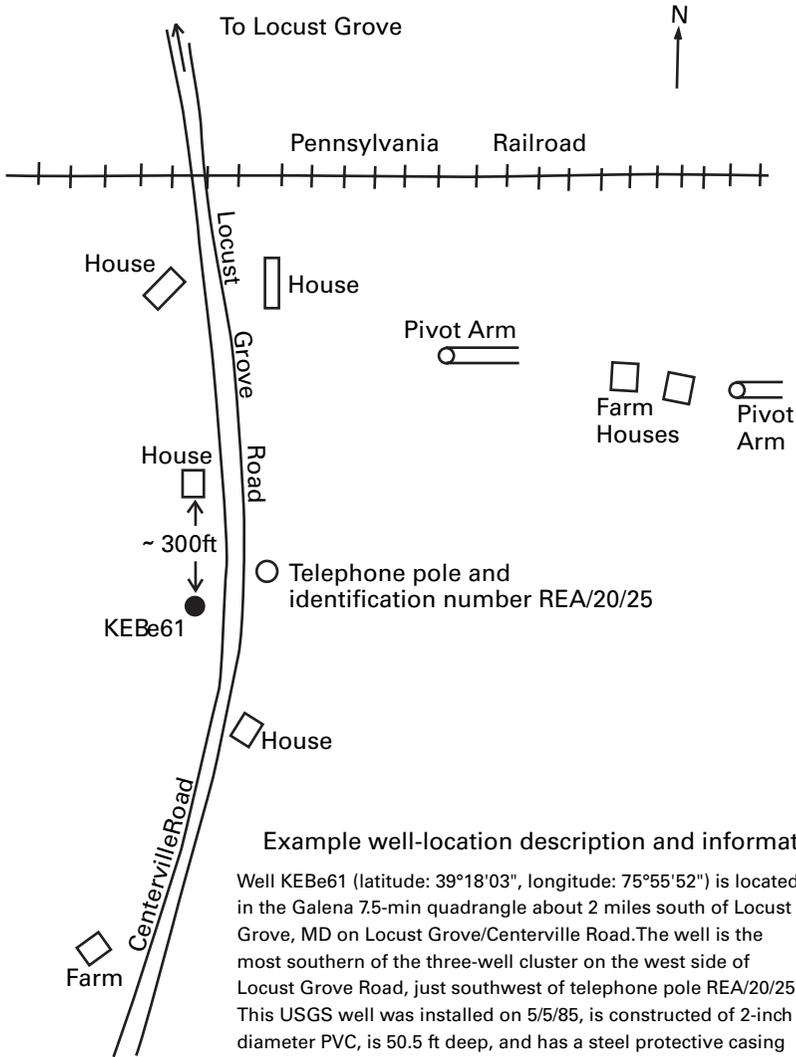
<b>Field-folder checklist: ground-water quality</b>		
<b>✓</b>	<b>Item</b>	<b>Comments</b>
	Forms (new forms and (or) examples of completed forms): <ul style="list-style-type: none"> <li>• Permission forms—must be signed by proper authority.</li> <li>• Analytical Services Request form(s).</li> <li>• Ground-water field form and well-inventory form.</li> </ul>	
	Equipment and supplies checklists.	
	Field-techniques manuals.	
	Safety information: <ul style="list-style-type: none"> <li>• Nearest emergency facilities; home phone number of supervisor.</li> <li>• Diagram of where to park, placement of flags and cones.</li> <li>• Traffic conditions; location of power lines.</li> <li>• Environmental hazards such as weather and animals.</li> </ul>	
	Site location and description: <ul style="list-style-type: none"> <li>• Maps showing location and identification number of well(s).</li> <li>• Name of landowner, tenant, or other responsible party.</li> <li>• Site access instructions (call owner; get keys or tools needed for security gate, well house, well protective casing).</li> <li>• Photographs and land use/land cover form to document site conditions.</li> <li>• Well dimensions and construction.</li> </ul>	
	Sampling schedule and instructions: <ul style="list-style-type: none"> <li>• Laboratory analyses, codes, and bottle types.</li> <li>• Preservation requirements.</li> <li>• Quality-control samples.</li> <li>• Location of sampler intake during sample collection.</li> <li>• Pumping rate for purging and sampling.</li> </ul>	
	Purging instructions: <ul style="list-style-type: none"> <li>• Number of well volumes.</li> <li>• Rate of pumping; containment and discharge of purge water.</li> <li>• Location of sampler intake during purging.</li> <li>• Field measurements and stability protocols.</li> <li>• Previous field-measurement and purge-volume records.</li> <li>• Place to discharge excess water.</li> </ul>	
	Water-level measurements: <ul style="list-style-type: none"> <li>• Location of measuring point.</li> <li>• Previous records from well.</li> </ul>	
	Ancillary information: <ul style="list-style-type: none"> <li>• Geologic section(s).</li> <li>• Hydrologic section(s).</li> <li>• Borehole geophysical logs.</li> </ul>	
	Shipping instructions: <ul style="list-style-type: none"> <li>• Mailing labels; location of nearest post office or shipping agent.</li> <li>• Ice or holding time requirements.</li> </ul>	

**Figure 1-4.** Checklist for contents of ground-water-sampling field folder.



**Figure 1-5.** Example of (A) site- and well-location maps and (B) well-site sketch.

**B.** Example of well-site sketch (with well-site information).



**Figure 1-5.** Example of (A) site- and well-location maps and (B) well-site sketch—*Continued.*

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Office of Ground Water, Office of Water Quality, and Water Resources Discipline numbered memorandums are available electronically on the Internet through the USGS Web site at <http://water.usgs.gov/admin/memo/> (accessed January 31, 2005).

## Ground Water

<b>Memo No.</b>	<b>Title</b>	<b>Date</b>
gw 03.03	Agreement Forms for Gaging Station and Observation Well Installations and Transfers	Sept. 17, 2003

## Water Quality

<b>Memo No.</b>	<b>Title</b>	<b>Date</b>
qw 93.11	PROGRAMS AND PLANS: Implementation of the Protocol for Collecting and Processing Surface-Water Samples for Low-Level Inorganic Analyses	July 15, 1993

## Water Resources Policy

<b>Memo No.</b>	<b>Title</b>	<b>Date</b>
wrdpolicy 92.59	Policy for Management and Retention of Hydrologic Data of the U.S. Geological Survey	Oct. 20, 1992
wrdpolicy 99.34	Quality Assurance Measures for Serving Real-time Water Data on the World Wide Web	Feb. 28, 2000