NEW NTN FIELD OBSERVER REPORT FORM (FORF) FOR USE STARTING JANUARY 2005

Insert this page in the NTN Site Operation Manual (July 1999 edition) in front of page 3-11.

The new FORF is shown below. Use this FORF (with a revision date of 11/04 or newer) for the first sample with a 2005 date off (01-04-2005) and dispose of any previous FORF versions.

Note the following changes:

- 1. The heading now includes the CAL mailing address.
- 2. Block 5 SAMPLE CONDITION contains a note to remind you to check the field bucket and sample bottle for contamination and to record ALL sample comments in Block 10 REMARKS.
- 3. Block 6 BUCKET SAMPLE WEIGHT requires that you enter the bucket weight and the lid weight separately. Always use and record the weight CAL has written on the lid and the bucket.
- 4. Block 8 SAMPLE CHEMISTRY is removed.
- 5. Block 8 is now SAMPLE BOTTLE USE.
- 6. Block 9 SUPPLIES has been updated to remove field chemistry supplies. Supplies have been added for the new shipping procedure in which your samples will be returned to CAL in a small cardboard box. All sites will be converted to this procedure by December 2005.

A Cooperative Research Support Program	NATIONAL TRENDS NETWORK FIELD OBSERVER REPORT FORM (FORF) Send Completed Form with Each Sample to: Central Analytical Laboratory, 2204 Griffith Drive, Champaign, IL 61820 Problems? Call the CAL at 1-800-952-7353 e-mail: ntn@sws.uiuc.edu or fax: 217-333-0249 BAG LEAK SP		
1. SITE Name	2. OBSERVER Print name	Initials	
3. BUCKET Date ON OFF OFF	VR O001-2400 VR 0001-2400 VE NO 1 The sensor heater and motor box operated property and the even indicates the collector lid opened and closed promptly for each p 2 1 2 1 3 Collector opened and closed at least once during the week, other	k 10 and call CAL. It recorder recipitation event. • than for testing.	
5. SAMPLE CONDITION ¹ /2			
6. BUCKET SAMPLE WEIGHT Weigh ALL sample buckets. Bucket + Lid + Sample - CAL Bucket - CAL Lid =	7. PRECIPITATION RECORD Type Type circle one R S M U R	8. SAMPLE BOTTLE USE Pour ANY and ALL liquid up to 1-liter into the sample bottle. Did you pour anything into the bottle? YES NO	
9. SUPPLIES Request early. 10. Circle if needed, until received. CAL Address Labels Used Material Labels Packing Tape Field Forms Raingage Charts Raingage Ink Gloves (S, M, L) Dashpot Fluid Lid Seal Pad	REMARKS For example: equipment malfunction, contamination, farming, burning, logging, leakage before weighing, etc.		

REMOVING AN ALIQUOT TO CONDUCT ON-SITE pH AND CONDUCTANCE MEASUREMENTS STARTING JANUARY 2005

Insert this page in the NTN Site Operation Manual (July 1999 edition) in front of page 3-25.

- 1. Volume requirements
 - A) Up to 20 mL may be removed from any sample with a volume greater than 70 mL (>70 grams Sample Weight from Block 6 of the FORF) for on-site field chemistry measurements. The CAL requires at least 50 mL (grams) of sample for complete chemical analysis.
 - B) If you have less than 70 grams of liquid, do not remove any sample from the sample bottle.

NOTE: Sites requiring a larger volume must seek pre-approval from the NADP Program Office.

- 2. Filling your container
 - A) You must provide your own supplies to remove an aliquot for field chemistry. See supplies list (Appendix page A-3, 12/04) if you intend to continue field chemistry measurements.
 - B) If you have 70 grams of sample or more, pour up to 20 mL from the 1-liter sample bottle into your container.
 - C) Ensure that there is no rim-to-rim contact between the 1-liter sample bottle and your container.
 - D) Do not attempt to replace samples which are spilled in this transfer.

CHANGES TO THE NTN WEEKLY SAMPLING PROCEDURE FOR DISCONTINUING FIELD CHEMISTRY MEASUREMENTS STARTING JANUARY 2005

Insert this page in the NTN Site Operation Manual (July 1999 edition) in front of page 3-25.

- 1. Remove the sample, transport it back to the lab, weigh and decant from the field bucket into the sample bottle.
- 2. Follow your weekly routine until you get to section **3.3.8.2 General Field Laboratory Analysis** (page 3-24). Points to highlight in section **3.3.8.2** include:
 - A) Make sure the sample is thawed completely before decanting it into the 1-liter bottle.
 - B) Ship samples to the CAL within 48 hours of their removal from the field.
- Skip all instructions related to field chemistry measurements (sections 3.3.8.2.1 to 3.3.8.4.6). Specifically; the steps to ignore (you might want to cross them out in your manual) are:

PAGES	SECTION	TITLE
3-24 to 3-25	3.3.8.2.1	Filling Vials for Field Chemistry Measurements
3-25 to 3-27	3.3.8.3 (.1 to .5)	Conductance Measurement
3-27 to 3-29	3.3.8.4 (.1 to .6)	pH Measurement

3. Continue sample processing with section **3.3.9 SUPPLIES**, **Block 9**.

NEW FORF AND SAMPLE BOTTLE BAG BAR CODE LABELS FOR USE STARTING JANUARY 2005

Insert this page in the NTN Site Operation Manual (July 1999 edition) in front of page 3-31.

- 1) Follow your weekly routine until you complete section **3.4.2 Sample Bottles**. To this point you have prepared a 1-liter sample bottle, raingage chart, and a field form (white and yellow copies) for shipping. Keep the pink copy of the field form and a copy of the raingage chart for your records. Label the sample bottle bag as usual.
- 2) Use the labels provided by CAL (see Sample ID Labels figure below). Two labels are provided for each sample. Start with the first set (indicated in green on the Sample ID Labels figure below). Place one label over Block 1 of the white copy of the field form and the identical label on the outside of the bottle bag (see figure at bottom). Use the labels in ascending order for each sample you submit to CAL. NOTE: continue to write your Site ID on Block 1 SITE of the FORF as normal.



Sample ID Labels



Preferred Bar Code Position