

13 Lucky Steps for ID Day



Check off the box when you are done with the step!

1. At the equipment table:
 - a. Select one collection (a group of jars and its corresponding set of clipped paperwork)
 - b. Please check the team list to be sure you take either: the sample your team collected, or an orphan sample. (These will be in separate groups on the table.)
2. Open each jar and remove the label. Does the label match the site identified on the purple data sheet? If not, ask Paul before you do anything else.
3. Carefully empty everything from all the jars into one white tray, including the labels.
4. Sparingly use water from the squirt bottle to keep the creatures wet but do not make them float around.
5. Organize the creatures into look-alike groups.
 - a. Place the groups into separate compartments in the sorting trays and any large group into a large Petri dish.
 - b. Be sure every tray and dish has a label that has the collection site name on it.
 - c. Please add water to the creatures in the sorting trays to keep them wet.
6. After you have created the groups, write your name on the board to request an expert.
7. While waiting for the expert:
 - a. Write the stream site and collection date (not today's date) at the top of the yellow Count List.
 - b. Refer to the purple data sheet. Did the team see crayfish? If yes, write a "1" next to Decapoda on the yellow Count list.
 - c. Rinse out one jar with water, then half fill it with fresh alcohol, which is on the equipment table.
 - d. Insert the small computer-printed site identification label (taped to the purple sheet) in the jar with alcohol, orienting it to face out, making it easy to read.
 - e. Enjoy something to drink or eat.
 - f. You could begin to fill out an evaluation form.
8. With the expert:
 - a. Write the expert's name at the top of the yellow Count List by "ID Verified By" and write your name(s) on the yellow Count list, too.
 - b. The Expert will identify each family on the yellow Count List with a letter that corresponds to an isolated group. You can write the letter on the Count List.

9. After the expert leaves: On the yellow Count List, record the number of creatures that you count in each family that is identified by a letter. Place the counted creatures in the jar with alcohol. Be sure the computer-printed label is in the alcohol jar.
10. Fill out the blue Summary Sheet. Fill in your numbers from this blue sheet onto the green paper on the Finish Table in order to see how your sample compared to past years
11. Final Quality Control Check! Answer all these questions.
- a. Is the yellow Count List complete on both sides with the total number in each group next to the proper name?
 - b. On the yellow count list did you write your name and your expert IDer's name?
 - c. Have you placed all of the bugs in a single jar with alcohol?
 - d. Is there enough alcohol in the jar to cover the bugs well?
 - e. Is the printed label that was taped to the purple sheet inside the jar?
 - f. Is the printed label facing out so you can see it?
 - g. Is the lid of the jar securely tightened?
 - h. Is the blue Summary Sheet complete?
 - i. Did your expert use a "mystery jar"?
 - Did you check the box next to "Mystery Jar" on the yellow Count List?
 - Is there an old site label inside the mystery jar? (Please put one in, if there isn't.)
 - Did you rubber band the mystery jar to the finished jar?
12. Clean up:
- a. Clip together the 3 data sheets (yellow Count List, blue summary sheet, purple data sheet)
 - b. Place equipment in the appropriate containers on the Finish Table.
 - c. Rinse the empty jars and white trays in the kitchen and place them in the kitchen to drain and dry. The debris – except large shells and debris – can be disposed of down the sink, using the garbage disposal.
13. **If you haven't yet, please complete an evaluation form. If you want to do more, grab another set of samples. *Thank you!***