

Chemistry and Flow Monitoring Washtenaw County Procedures

1. Pick Up Equipment

Pick up equipment at the HRWC offices in the NEW Center (1100 N. Main Street). If after hours, use the door code **6116#** to enter the building. Proceed to Suite 217 to get equipment. If the door is locked, you need to get the silver key from the kitchen cabinet above the stove. The key is located inside the right door of the cabinet. Use the sign-out sheet and checklists to make sure you get the necessary forms and equipment. To grab waders from the shed behind the NEW Center, please grab the key located under the wooden walkway on the side of the building (see right).



2. Travel to Sites

Visit www.hrwc.org/chemflowvolunteerresources/ to find a Google Map with all the monitoring sites, lab locations, and additional information about each site, such as where to park and the location of the staff gauge. Carpool to sites with fellow volunteers.

3. Collect Samples and Measurements

At the sampling site, record the time and date on the bottles before grabbing samples. Collect the water samples using the bucket or in-stream grab method. **Remember to 1) face upstream, 2) avoid touching bottle lip or collecting stirred-up sediment, and 3) rinse bottle 3x before taking a sample.** Place samples in the cooler. Use the YSI to take readings and record on the field data sheet. Make note of any unusual conditions at the site, such as high flow, unusual turbidity, water color, etc. Also take flow measurements if you have been instructed to do so. See [Flow Procedures document](#) for additional instructions.

4. Drop Off Samples

Take samples to the City of Ann Arbor Water Treatment Plant Lab (919 Sunset Road). Use the intercom box to identify yourself as a volunteer with HRWC dropping off samples. Sign in at the reception desk and proceed to the lab on the second floor. Sign in the samples using the forms on the black counter in the lab. Place samples in the refrigerator on the shelf with the HRWC logo.

5. Return Equipment

Return the monitoring equipment to the NEW Center, along with your field data sheets. Sign in the equipment and put the completed data sheets in the appropriate location.