

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

Contact Stroud Center support team with issues/questions ([dbressler@stroudcenter.org](mailto:dbressler@stroudcenter.org); [shicks@stroudcenter.org](mailto:shicks@stroudcenter.org); [rjohnson@stroudcenter.org](mailto:rjohnson@stroudcenter.org))

Access resources referenced below via <https://wikiwatershed.org/drwi/>

### **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

### **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)

### **Sensor cleaning and station maintenance (Weekly)**

- Review station data on Monitor My Watershed before and after station maintenance
- 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
- Reference EnviroDIY Maintenance Quick Guide as needed

### **Conduct Quality Control (Quarterly and per situational needs)**

- Review station data on Monitor My Watershed before and after conducting QC
- Use calibrated hand-held meter to cross check station conductivity and temperature data
  - Make sure QC measurement and sensor station reading match up – if they don't (difference greater than 10%), proceed with troubleshooting or contact Stroud Center
- 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 file to secure location
- Complete Field Visit Data sheet and enter into online form
- Reference EnviroDIY Quality Control Quick Guide as needed