



Physical & Chemical Tests Record Sheet

(To be completed monthly)

Site Name: <u>Hospital Swamp, Hospital Swamp Rd Carpark</u>		Site Code:
Name of Monitoring Group: <u>CCMA</u>		
Person(s) Conducting the test: <u>D Murphy</u>		
Date of test: <u>11.2.24</u>	Time of test: <u>9:30</u>	am/pm
Site Risk Assessment Completed: <input type="checkbox"/> signature please: Site risk and management assessment at rear of book. Please note circumstantial hazards and additional risks in the box below		
Test	Result (units)	Calculations, dilutions and comments
Dissolved Oxygen	<u>7.70</u> mg/L <u>84</u> % sat.	<u>Hach HQ400</u>
Water Temperature	<u>19.6</u> °C	
Air Temperature	°C	
pH	Meter calibrated to <input type="checkbox"/> pH 7 & <input type="checkbox"/> pH 10 pH units	
Electrical Conductivity (Salinity)	Meter calibrated to <input type="checkbox"/> 1413, <input type="checkbox"/> 2,000 or <input checked="" type="checkbox"/> 12,880EC <u>7,600</u> EC units µS/cm.	<u>7.6 mS/cm</u>
Reactive Phosphorus	mg/L P	
Turbidity	N.T.U./F.T.U.	<u>shore margins evident level dropping</u>
Weather conditions at the time of sampling:		
<input checked="" type="checkbox"/> sunny <input type="checkbox"/> cloudy <input type="checkbox"/> overcast <input type="checkbox"/> raining <input type="checkbox"/> windy		
Rainfall:		
Last rainfall: <input checked="" type="checkbox"/> More than week ago <input type="checkbox"/> During the last week <input type="checkbox"/> During the last 24 hours <input type="checkbox"/> Raining now		
Amount of rain (mm) _____		
Water flow		Water appearance
Flow indicator (if available) _____ ML/day		
Estimate of flow	<input type="checkbox"/> Not flowing (still)	<input checked="" type="checkbox"/> Clear <input type="checkbox"/> Milky <input type="checkbox"/> Foamy /frothy
<input type="checkbox"/> Not flowing (pool)	<input type="checkbox"/> Low (minimum)	<input type="checkbox"/> Muddy <input type="checkbox"/> Smelly <input type="checkbox"/> Stained green
<input type="checkbox"/> Medium (average)	<input type="checkbox"/> High (but below bankfull)	<input type="checkbox"/> Scummy <input type="checkbox"/> Oily <input type="checkbox"/> Stained brown
<input type="checkbox"/> Flood (over bank)	<input checked="" type="checkbox"/> Permanent (lakes & wetlands)	<input type="checkbox"/> Other (description)
Stream depth		
Depth indicator _____ m	<input type="checkbox"/> 0 - 50 cm deep	<input type="checkbox"/> 51cm-1m deep <input type="checkbox"/> 1 to 2 m deep <input type="checkbox"/> Unknown depth
Stream width		
Average width of stream: _____ m	<input type="checkbox"/> < 2 m wide	<input type="checkbox"/> 2 to 5 m wide <input type="checkbox"/> >5 m wide
Drain present at site: <input type="checkbox"/> no <input type="checkbox"/> yes Water flowing from drain: <input type="checkbox"/> yes Color _____ Odour _____		
Litter pollutants: (Tick type found)		
<input type="checkbox"/> paper	<input type="checkbox"/> plastic	<input type="checkbox"/> clothing <input type="checkbox"/> car bodies
<input type="checkbox"/> packets	<input type="checkbox"/> bottles	<input type="checkbox"/> polystyrene <input type="checkbox"/> oil <input type="checkbox"/> petrol/diesel
<input type="checkbox"/> cans	<input type="checkbox"/> waxed cardboard	<input type="checkbox"/> other
Circumstantial hazards and additional risks		Waterwatch Data Management System: Data entry
Hazard:	Risk:	Person entering site visit information
Risk Control Measures:		Date of entry
		Site visit approved by Coordinator (initial and date)

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements. The text notes that incomplete or inconsistent records can lead to misunderstandings, disputes, and potential legal consequences.

2. The second section focuses on the role of technology in streamlining record-keeping processes. It highlights how digital tools and software solutions can significantly reduce the risk of human error, improve data accuracy, and facilitate easier access and retrieval of information. The document suggests that organizations should invest in reliable technology and ensure that their systems are secure and compliant with data protection regulations.

3. The third part of the document addresses the importance of training and education for staff involved in record-keeping. It stresses that employees must be well-versed in the organization's record-keeping policies and procedures to ensure consistency and quality. Regular training sessions and updates are recommended to keep staff informed of any changes in regulations or best practices.

4. The final section discusses the long-term benefits of a robust record-keeping system. It notes that well-maintained records can provide valuable insights into organizational performance, support decision-making, and serve as a critical resource in the event of audits or legal proceedings. The document concludes by encouraging organizations to adopt a proactive approach to record-keeping to maximize the value of their data and ensure long-term success.