

**CLALLAM COUNTY WATER RESOURCES DATABASE: EPISODE/TOUR COVER SHEET**

\*\*\*TEAM LEADERS: TURN IN WITH YOUR DATA SHEETS\*\*

(Last revised 11/9/16)

(For office, after database entry:)

Episode ID:

Tour ID:

Initials:

A **Tour** is a group of Visits conducted by a single Team & Leader as part of a sampling plan; it may take place over the course of multiple days. An **Episode** is one or more Tours comprising a discrete part of a sampling plan, such as a set of quarterly stream-team Tours or a set of monthly grab-sampling Tours.

<b>Episode information:</b> (not necessary if there will be a separate Episode Cover Sheet, such as for quarterly stream-team Episodes or multi-Tour grab-sampling Episodes)	
Episode Descriptor	GrabTours / StreamTeams / StormTours / Reports / Other: _____
Episode Type (Periodicity)	Periodic / Sporadic
Period	Quarterly / Monthly / Annual / Semi-Annual / Other: _____
Period Descriptor	E.g., Season or Month + Year: _____
Episode Start Date	(First date of potential sampling window:)
Episode End Date	(Last date of potential sampling window:)
Lead Agent	SK / Other: _____
Episode comments (e.g., recent weather and sampling conditions that apply to the entire Episode):	

**Is this the only Tour in the Episode? Yes / No**

<b>Enter information below only if there a UNIQUE answer for this Episode or Tour:</b>	
Project	SK / Other: _____
Container Type	Bacteria 125+ / Turbidity generic / Other: _____
Instrument	_____
Lab	Clallam County Env. Health Lab / Wet lab at data collector's site / Other: _____
Field Kit	SK1 / SK3 / PIC / Other: _____

<b>Tour information:</b> Tour Descriptor	E.g., "Team" on sampling plan: _____
Tour Start Date	____ / ____ / ____
Team Leader (one person)	(all initials + full last name)
Other Samplers (all initials + full last names)	
Tour comments (e.g., recent weather and sampling conditions that apply to the entire Tour):	
Kit Comments: Describe any monitoring equipment used that is not normally part of that number field kit; include model/serial #s or the field kit # that the item:	
Check here if no deviations or problems: <input type="checkbox"/>	

Sample & Data Chain of Custody / QC Checks:	Initials	Date	Time (mil)
Sample Pre-Processing (if applicable)			
Samples Submitted To Lab (if applicable)			
Samples Received By Lab (if applicable)			
Data Sheets Reviewed By Field Team			
Data Sheets Submitted By Field Team To Office			
Data Sheets Received At Office			
Data Sheets QC Review			
Data Sheets Entered In Database			
Data Sheets Checked Vs Database			

**ENTER VOLUNTEER HOURS ON SEPARATE SHEET**

Submitted? \_\_\_\_