



National Trends Network: Field Audit Instructions

**ONLY PROCESS AND SUBMIT A FIELD AUDIT SAMPLE AFTER A WEEK
WITH NO PRECIPITATION AT YOUR SITE**

**** THIS PROCEDURE REQUIRES A MINIMUM OF 24 HOURS FOR COMPLETION ****

Step 1: Remove the sampling bucket/bag from the collector as you normally do.

Step 2: Verify that no precipitation occurred.

- ☐ Make sure that no precipitation was measured by the rain gage.
- ☐ Verify the collector worked properly. If equipment malfunctioned during the week, please do not process the field audit sample.
- ☐ If a lid opening occurred, ensure that no precipitation was recorded. Explain any lid openings due to humidity, dew or fog in the remarks section (Block 10) of the observer form.
- ☐ Inspect the sampling bucket/bag to ensure that it is dry.

Step 3: Pour 50% of the field audit solution into the sampling bucket/bag.

- ☐ Always wear laboratory gloves and be careful not to contaminate the sample in any way.
- ☐ Pour 50% of the field audit solution (down to the line marked on the bottle) into the sampling bucket/bag.
- ☐ Recap the bottle containing the remaining 50% of the field audit solution and place it in the plastic bag in which it was shipped. You will send this bottle to the lab for analysis.
- ☐ Cover the bucket securely with its lid.
- ☐ **At your lab or location where you normally process samples**, swirl the bucket and set aside for at least 24 hours (but no longer than 6 days).

Step 4: Process the field audit sample as if it were a precipitation sample.

- ☐ Follow standard NADP/NTN protocols and take the same care with the field audit sample as you would with the weekly precipitation sample.
- ☐ Weigh the bucket+lid+sample, and record the weight on the Field Observer Report Form (FORF). (Detailed instructions for filling out the FORFs are in Step 5).
- ☐ Transfer the field audit sample from the sampling bucket/bag into a clean 1L sample bottle. During sample transfer, be sure that the lip of the bucket does not touch the lip of the bottle.
- ☐ Place the 1L sample bottle back into the NADP ziploc bag. Label the bag with OFF date/time and other information as you normally do.

Step 5: Fill out the provided Field Observer Report Forms (FORFs)

A) “Bottle Portion - DK” FORF (Field Audit solution bottle containing the remaining 50% of the original solution NOT poured into the bucket/bag). Fill in the following:

- 1) SITE: Site Name and ID
- 2) OBSERVER: Operator name and Initials
- 3) FIELD BUCKET: Bucket ON and OFF Dates and Times (fill these in as if you were collecting a regular sample. These dates/times are needed to account for the sampling interval)
- 4) SITE OPERATIONS: all equipment should have worked properly during the previous dry week in order to process the Field Audit sample. Note any special circumstances in the Remarks field.
- 5) SAMPLE CONDITION: All should be marked “NO”. Note any special circumstances in the Remarks field.
- 6) BUCKET SAMPLE WEIGHT: Leave all weights BLANK
- 7) PRECIPITATION RECORD: Fill in as normal, there should be zero precipitation.

- 8) SAMPLE BOTTLE USE: Check NO
- 9) SUPPLIES: Circle any supplies that are needed
- 10) REMARKS: Note any special circumstances as needed

****Add matching barcode labels to the form and the Field Audit solution bottle****

B) “Bucket Portion - DF” FORF (Sample bottle that contains the solution transferred from the bucket). Fill in the following:

- 1) SITE: Site Name and ID
- 2) OBSERVER: Operator name and Initials
- 3) FIELD BUCKET: Bucket ON and OFF Dates and Times (fill these in as if you were collecting a regular sample. These dates/times are needed to account for the sampling interval)
- 4) SITE OPERATIONS: all equipment should have worked properly during the previous dry week in order to process the Field Audit sample. Note any special circumstances in the Remarks field.
- 5) SAMPLE CONDITION: All should be marked “NO”. Note any special circumstances in the Remarks field.
- 6) BUCKET SAMPLE WEIGHT: Fill in as you normally would for a real sample
- 7) PRECIPITATION RECORD: Fill in as normal, there should be zero precipitation.
- 8) SAMPLE BOTTLE USE: Check YES
- 9) SUPPLIES: Circle any supplies that are needed
- 10) REMARKS: Fill in the “Date/Time Processed” on the pink label. This is the date and time that the field audit solution was poured into the bucket/bag. Note any special circumstances as needed.

****Add matching barcode labels to the form and the Sample bottle****

Step 6: Fill out the survey using this link (<https://go.wisc.edu/2892rn>) or by scanning the QR code to alert the lab and QA personnel that you have processed the field audit sample (this replaces the post card system that was used in the past).



Step 7: Ship the field audit samples to NADP Sample Receiving.

- ☐ Place both bottles and their respective forms into the provided shipping box (keep the pink copies of the forms for your records)
- ☐ Affix the FedEx label to the box
- ☐ Send the box back to NADP Sample Receiving

NADP SAMPLE RECEIVING
465 Henry Mall
Madison, WI 53706

DO NOT FILL OUT AN ADDITIONAL OBSERVER FORM FOR THE WEEK. ONLY SUBMIT THE 2 OBSERVER FORMS THAT WERE COMPLETED IN STEPS 5 A AND B.

EXPIRED FIELD AUDIT SOLUTION? If the expiration date on your field audit solution has passed, ship the solution and unused forms back to NADP inside the shipping box and mark as UNUSED. **Fill out the survey in step 6 above to indicate that no Field Audit sample was processed during the indicated time period.**

Thank you for participating in the Field Audit Program. We appreciate your time.

If you have questions please call NADP at 1-800-952-7353 or e-mail: ntn@slh.wisc.edu