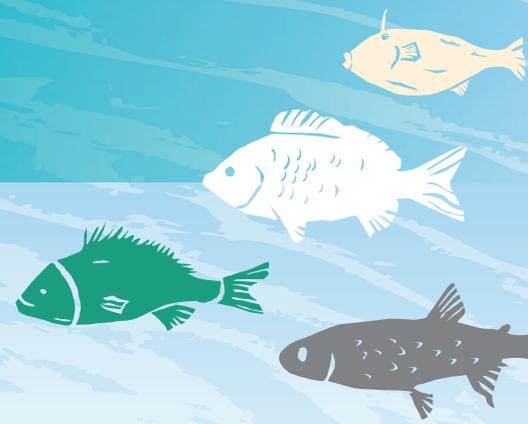


Reporting Data



All data and notes you gather through EstuaryWatch monitoring should be recorded on EstuaryWatch data sheets. This information will then need to be entered onto the EstuaryWatch Online Database (EWOD) at: www.estuarywatch.com.au



Figure 1. Home page of the Estuary Online Database (EWOD)

1. Data Entry

Each EstuaryWatch monitor is responsible for uploading their own EstuaryWatch monitoring data onto the EstuaryWatch online database. This includes all physico-chemical monitoring data, estuary event and mouth condition observations (including photos which should be a minimum of 500kb in size to allow for accurate interpretation).

After each monthly monitoring observation sheet has been entered, it must be posted to the EstuaryWatch Coordinator. You will be provided with a set of postage paid envelopes for this purpose. The EstuaryWatch Coordinator will promptly approve all datasheets. All data collection and data entry errors must be corrected prior to granting approval.

This procedure needs to be completed after each monthly monitoring session, to ensure we are producing data of the highest possible quality (i.e. Data Confidence).

Additional Information

CD's will be given to each EstuaryWatch monitor to ensure you have somewhere to store all of your photopoint and estuary event photos. This will be done to reduce the chance of losing our entire photo gallery through database or computer failure. Once a CD is filled to capacity post it to the EstuaryWatch Coordinator who will replace the CD with a new one. Clearly label each photopoint photo with the appropriate site code and date (site code_yyyymmdd_photo number _map bearing) as listed on the Photopoint Guide for your estuary (see Photopoint Monitoring Section of this manual). For example, the third photo taken from the site StP1 at a map bearing of 308 degrees on the 21st of April 2012 would be labelled *StP1_20120421_3_308*. For event photos that are not taken from a designated photo point site, ensure you label them with the estuary name and date (yyymmdd).

For those of you without internet access, it is the responsibility of your team leader to ensure your monitoring data is entered onto the EWOD. Please contact the EstuaryWatch Coordinator if data entry problems arise.

See Appendix D for step by step instructions on how to carry out the following tasks:

Task 1. Create new mouth condition observation

Task 2. Create new physical/chemical observation

Task 3. Create an event observation

Task 4. Searching for EstuaryWatch data entry

Task 5. Using the EstuaryWatch Online Database graphing function.

The EWOD also contains a help file that can be used to assist with data entry.

Data Entry Training

Each EstuaryWatch monitor will need to undertake data entry training to ensure all of the EstuaryWatch monitoring data is entered appropriately. Please contact the EstuaryWatch Coordinator for further information.

2. Data Confidence: Ensuring your information is credible

The quality of data is important – it must be of a certain standard if it is to be useful. The EstuaryWatch Program achieves this through employing Quality Assurance and Quality Control.

Quality Assurance (QA) is an integrated system of activities to ensure that data meets defined standards. These activities include quality planning, control, assessment, reporting and improvement.

The aspects of QA already covered in this manual are monitoring procedures for each parameter, calibration procedures, equipment maintenance and documentation requirements.

Quality Control (QC) is the system of activities whose purpose is to measure and control the quality of data.

QC for EstuaryWatch will be achieved through:

- initial induction and training of all volunteers
- Bi-annual refresher training for all volunteers
- regular equipment servicing (minimum bi-annually) by an EstuaryWatch Coordinator
- monitors participate in split-sample analysis or mystery sample program biannually
- monitors complete a "Knowledge Quiz" bi-annually.