

# NOAA Trustees Field Sampling Checklist

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Date: \_\_\_\_\_

## Pre-Field

- Print Field Sampling Forms**  
(FTP Site: Home /Trustee Private Communications/Sample\_Data/0\_Instructions\_and\_Forms/NOAA Field Sample Information and COC Forms\_07.02.2010\_V16.2.1.xls, also Field\_Sampling\_Form\_Printouts folder for PDFs)
- Print out Sampling Grid Map**  
(FTP Site: Home /Trustee Private Communications / Sample\_Data/0\_Instructions\_and\_Forms /NRDA\_SamplingMaps)

## In-Field

- Check GPS and Camera Settings**  
(FTP Site: Home/Trustee Private Communications /Sample\_Data/0\_Instructions\_and\_Forms/Field\_Photo\_Validation\_Documents/Using GPS in Field) - refer to slide 2 + 3; "Requisite Settings"; "When using GPS in the field"
- Take 1 photo of GPS Screen at time of first waypoint** (displaying Time/Date/Coordinates)  
(FTP Site: Home/Trustee Private Communications /Sample\_Data/0\_Instructions\_and\_Forms/Field\_Photo\_Validation\_Documents/Using GPS in Field) - refer to slide 3, "When using GPS in the field"
- Collect Sample Data and Take Photos** (use sampling protocol)

## Post-Field – Sampler or use Sample Intake Centers

- Process Photos**
  - Upload photos from camera and fill out the PhotoLogger Form**  
(FTP Site: Home/Trustee Private Communications /Sample\_Data/0\_Instructions\_and\_Forms/PhotoLogger\_Form\_07\_05\_2010.doc)
  - Connect GPS to computer, upload waypoints and tracks into Garmin MapSource**
  - In Garmin MapSource > Save first as a .gdb file and then as a .gpx file**  
(FTP Site: Home/Trustee Private Communications/Sample\_Data/0\_Instructions\_and\_Forms/Field\_Photo\_Validation\_Documents/Garmin\_MapSource.doc)
- Complete Field Sample and COC Forms**
  - Open Electronic Field Sample Form (.xls)**  
(FTP Site: Home /Trustee Private Communications /Sample\_Data/0\_Instructions\_and\_Forms/NOAA Field Sample Information and COC Forms\_07.02.2010\_V16.2.1.xls)
  - Input Field Data into Electronic Form**
  - Generate Lab Specific COCs** (Send COC forms with samples, call lab to tell them samples are sent)
  - Save Electronic Field Sample Form** (Format: YYYY\_MMDD\_LastName\_FirstName.xls) <sup>1</sup>
  - Scan/Save Completed COC Form and FedEx label(s)**
  - Scan/Save all hard-copy sample collection forms and log book entries related to samples**

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<sup>1</sup> All files should be saved with the date on which the samples were taken

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- Zip Files and Post to FTP site
  - Bundle all files/photos/forms into a .ZIP file with a Read Me text file if you have comments on missing data (Format: YYYY\_MMDD\_LastName\_FirstName.zip)
  - Upload .ZIP file to FTP site (In folder Home/Trustee Private Communications /Sample\_Data/YYYY\_MMDD )
  - Email [dwhnrda@gmail.com](mailto:dwhnrda@gmail.com) to let data managers know what file was uploaded

Zip File Schematic

