

<b>SOP No. EM - 12</b>		<b>Page 1 of 3</b>
<b>Using a Field Log Book</b>		
<b>Revision: #8</b>	<b>Replaces: 3/7/12</b>	<b>Effective: 9/3/19</b>

**1. Purpose and Scope:** Little useful information can be derived from the analytical results of an environmental sample without comprehensive and detailed descriptions of all the factors which could influence the results. While the APHIS Form 2060 was designed to provide most of the needed information, it does not provide sufficient space for the detailed explanations that are necessary. The field log book provides that space. The field log book also provides a convenient place to record data that will later be entered into the 2060 form, if you prefer to complete the 2060 form back at the office.

**2. Supplies Required:**

- 2.1 Environmental Monitoring Plan
- 2.2 Field log book (steno pad or hardbound notebook)
- 2.3 Pen - obtain locally
- 2.4 Camera - obtain locally
- 2.5 audio recorder or video camera (optional - obtain locally)

**3. Maintaining the Field Log Book:** Each time an environmental monitoring sample is collected, entries must be made into the field log book:

- 3.1 Enter the date.
- 3.2 The time of day that the sample is collected must be recorded. If the sampling takes place over a specified length of time, then the time the sampling commences must also be recorded.
- 3.3 Entries must be made that precisely describe the location of each sample collection site and the relation between sample collection sites, treatment sites and any sensitive sites in the area. Draw a site map, including an approximate scale and North arrow, showing the relation between the spill site, sample collection sites, and any sensitive sites is required. Much stronger documentation is afforded if you can provide an annotated topographical map, or aerial photograph of the site along with your field log book entries. Use of still photographs or better still, a video, showing the ground cover and topography between the treatment site and the sample collection site would be very helpful.

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- 3.4 Each sample must be identified in such a way that it can be distinguished from all other samples. If multiple samples or a series of samples are collected from the same site, then the environmental monitoring plan for the Program should provide guidance on a coding system to individually identify each sample.
- 3.5 Describe the sample itself, its appearance and any measurements of its physical parameters (e.g., the temperature of a water sample, its turbidity, or the presence of spots on a dye card). Describe any occurrences that might have affected the sample (e.g. dye card fell off pole, limited vegetation for sampling, water sampled had some unusual odor, etc).
- 3.6 Describe in detail, the physical environment at the sample collection site, the treatment site and the area between. Record such things as land slope (topography), soil type, ground cover, canopy, run-off water drainage patterns and the location and characterization of any surface water in the vicinity. Photographs or a video would be particularly helpful in describing these locations.
- 3.7 Describe the weather during the most recent Program pesticide treatment at the site. Record such things as wind speed and direction, air temperature and humidity, and amount and duration of any rainfall since the last treatment. Observed weather reports available from the National Weather Service can provide additional useful information (<https://www.weather.gov/forecastmaps>).
- 3.8 Describe the most recent Program pesticide treatment at the site. Record the pesticide used, the formulation, method and rate of application, swath width, flight path (or direction of application), and note any deviations from standard Program operational procedures. Was treatment delayed because of weather or other factors? If there are pesticides being applied in the area by growers or other non-Program treatments, then record these observations and if possible, record what pesticides are being used.
- 3.9 Note any wildlife activity in the area and record your observations. Describe the type of wildlife and their activity. Record any observed dead or dying wildlife.
- 3.10 Sign the field log book following each day's entries.

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**4. Distribution of Copies of Field Log Book:** Each time samples are sent to the laboratory for analysis, photocopy the entries in the field log book relevant to those samples. Send the photocopies of the field log book, the yellow copies of 2060 forms, GPS coordinates of the sampling site, and any maps, aerial photographs, ground level photographs or videos relevant to the samples to Mike Hennessey or Kai Caraher at:

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