|  |  |  |  |
| --- | --- | --- | --- |
| **Operating Business** |  | **Development/ COINS No.** |  |
| **Location of discharge/check** |  | **Completed by** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parameter** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Time of Check** |  |  |  |  |  |
| **Weather** |  |  |  |  |  |
| **Releasing Water** | Yes [ ] No [ ]  | Yes [ ] No [ ]  | Yes [ ] No [ ]  | Yes [ ] No [ ]  | Yes [ ] No [ ]  |
| **Oil Film** | None [ ] Minor [ ] Major [ ]  | None [ ] Minor [ ] Major [ ]  | None [ ] Minor [ ] Major [ ]  | None [ ] Minor [ ] Major [ ]  | None [ ] Minor [ ] Major [ ]  |
| **Water Clarity** | Clear [ ] Cloudy [ ]  Coloured [ ]   | Clear [ ] Cloudy [ ]  Coloured [ ]   | Clear [ ] Cloudy [ ]  Coloured [ ]   | Clear [ ] Cloudy [ ]  Coloured [ ]   | Clear [ ] Cloudy [ ]  Coloured [ ]   |
| **Turbidity (NTU)****threshold ~60** |  |  |  |  |  |
| **pH****acceptable range 7-9** |  |  |  |  |  |
| **Distressed fish?** | Yes [ ] No [ ]  | Yes [ ] No [ ]  | Yes [ ] No [ ]  | Yes [ ] No [ ]  | Yes [ ] No [ ]  |
| **Photo** | Yes [ ]  | Yes [ ]  | Yes [ ]  | Yes [ ]  | Yes [ ]  |
| **RECORD ANY ACTIONS / COMMENTS BELOW IF ISSUES IDENTIFIED. CONTACT YOUR GROUP HS&E ADVISOR IMMEDIATELY.** |
| **Actions / comments** |  |  |  |  |  |

**MONITORING PROCEDURE -**

Complete water quality monitoring daily for **ALL** the monitoring / discharge points from site i.e. headwall outfalls etc. Complete a **separate form** for each of the discharge / monitoring points.

* **Weather** – Note the weather conditions of the previous 12 hours i.e. dry and sunny, intervals of heavy rain.
* **Releasing water** – answer yes or no. If no, check is complete – do not do anything further
* **Oil Film** – Circle the best description of visible oil on the surface of the water i.e. a rainbow film in a small area would be minor. If you tick minor or major then make a note in the actions / comments box as to the cause and detail any action(s) to be taken
* **Water Clarity** – Circle the best description i.e. if you can see the detailed markings on your palm but the water is not clear it would be cloudy, if you can’t see the details of your palm or your hand the water is coloured.

If you tick cloudy or coloured then make a note in the actions / comments box as to the cause and detail any action(s) to be taken

* **Turbidity** – Complete a turbidity reading using the NTU meter available on site and record the NTU number.

Note that turbidity requirements will be different on each site. If the NTU exceeds that of the threshold stated i.e 60, then make a note in the actions / comments box as to the cause and detail any action(s) to be taken.

* **pH** – Complete a pH reading using a meter or litmus paper and record the pH number

If the pH value is outside the range given i.e 7-9, then make a note in the actions / comments box as to the cause and detail any action(s) to be taken

* **Comment on smell, colour or solids** i.e. does it smell of rotten eggs; is the colour brown, orange, white, etc; is there a build-up of sediment?
* **Distressed fish?** – Can you see any dead fish or fish gasping at the surface or in the margins
* **Take a photo** of the sample and or the water in the stream at the monitoring point, upload to shared drive for future reference
* **Actions / comments** – Record any actions / comments associated with the monitoring. Report any incidents or concerns to your Group HS&E Advisor immediately.