Quality Assurance Project Plan

For

Volunteer Aesthetics Monitoring: Milwaukee Estuary Area of Concern & Lower Fox River – Green Bay Area of Concern

Prepared by:
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Wisconsin Department of Natural Resources

Prepared for:
Wisconsin Department of Natural Resources – Office of Great Lakes
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WDNR 2012 Citizen Advisory Committee Capacity Grant
Grant Name: Citizen Monitoring of Degraded Aesthetics

Approvals: **Date:**

_____ _____
Megan O'Shea, *Lower Fox River – Green Bay AOC Coordinator*

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Stacy Hron, Milwaukee Estuary AOC Coordinator

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Donalea Dinsmore, *WDNR Quality Assurance Coordinator*

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Jordan Petchenik, WDNR Social Scientist

EPA Grant Acknowlegement:

_____ _____
Jennifer Conner, GLNPO Grant Manager

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Distribution List

The following individuals will receive electronic copies of the approved Quality Assurance Project Plan (QAPP) and subsequent revisions:

Megan O'Shea, Lower Fox River – Green Bay Area of Concern Coordinator – Wisconsin Department of Natural Resources
Stacy Hron, Milwaukee Estuary Area of Concern Coordinator – Wisconsin Department of Natural Resources
Kendra Axness, LAMP, AOC and Outreach Coordinator – Wisconsin Department of Natural Resources
Molli MacDonald, SWIMS Database Manager – Wisconsin Department of Natural Resources
Donalea Dinsmore, Great Lakes Quality Assurance Coordinator, Wisconsin Department of Natural Resources
Jordan Petchenik, Social Science Researcher – Wisconsin Department of Natural Resources

Additionally, the QAPP is available to anyone upon request. An electronic version of the QAPP will also be associated with the project location in the SWIMS database.

Executive Summary

In order to assess the status of an Area of Concern (AOC) related impairment, volunteers from the Lower Fox River – Green Bay and Milwaukee Estuary AOCs evaluate the aesthetic quality of a station, providing a means to assess public perception and any correlation between aesthetics and water quality improvements made.

In order to remove the AOC designation, all beneficial use impairments (BUIs) must be addressed, in accordance with targets set in DNR Remedial Action Plans. To determine the status of this impairment, DNR developed an aesthetics monitoring program. The intent of this program is to gain a better understanding of the public's perception of whether there are aesthetic issues that limit use or discourage access to the AOC waterways. Benefits of this approach include expanding public participation in AOC activities, generating needed data at minimal cost, and incorporating public perceptions in evaluation of this BUI. Grants to local nonprofits assist in recruiting, training and deploying aesthetics monitoring volunteers. These groups also help ensure good quality data is being generated and retained in the state water quality database. Results from this program will be incorporated into the removal strategy for this BUI.

This revision to the 2012 Quality Assurance Project Plan reflects lessons learned from the pilot year that will help ensure the overall success of the program.

1. Project Scope

This section of the plan describes the need for the project and the qualifications necessary in order for useable data to be obtained as part of the project.

Problem Definition

The Degraded Aesthetics BUI delisting targets reference monitoring data and/or surveys within the AOC. Several partners collect water quality data at locations throughout the AOCs, including Milwaukee Metropolitan Sewerage District's (MMSD) and the Green Bay Metropolitan Sewerage District's ambient monitoring programs. However, no information is collected on aesthetic parameters including "floating or submerged debris, oil, scum" or "materials producing color, odor, taste or unsightliness" detailed in Water Quality Standards for Surface Waters (WI Administrative Code NR 102) and in the delisting targets. Decisions about the aesthetic quality of water are also subjective in nature and involve personal interpretation of what is an "unacceptable level" or an "objectionable" amount that would interfere with public rights or impair use. This QAPP outlines a monitoring protocol that determines in a more empirical way whether there are aesthetic problems in an Area of Concern.

Project Organization

This project will be led by the respective AOC Coordinators with assistance from a Volunteer Monitor Coordinator. In the Lower Fox River – Green Bay AOC, the Volunteer Monitor Coordinator will be a Limited Term Employee of the Department of Natural Resources. In the Milwaukee Estuary, AOC the Volunteer Monitor Coordinator will be a staff member of a grantee partner. The aesthetics project team, known henceforth as the project team, consists of the following:

AOC Coordinators (DNR):

- Ensure that reporting for the program is completed as required by applicable grant agreements.
- Review and incorporate program results into Remedial Action Plan.
- Oversee the project and Volunteer Monitor Coordinator. Assure that project work is being completed.
- Coordinate team communication.
- Revise the QAPP as necessary.
- Assist with program evaluation at the end of the calendar year.
- Analyze possible data trends/interpret data.

Volunteer Monitor Coordinator:

- Recruits volunteers for monitoring.
- Trains/orients volunteers for the project according to the QAPP specifications.

- Responsible for meeting applicable QAPP specifications and ensures other project team members they coordinate are meeting those specifications as well.
- Tracks volunteer activity at monitoring stations.
- Responsible for ensuring station data is entered into the provided Excel workbook and that copies of data sheets are uploaded into SWIMS in accordance with grant agreements.
- Manages volunteers and serves as their point of contact.
- Completes quarterly and final reporting as required.
- Reports any problems to AOC Coordinator.
- Provides support and congruency in contract organizations' volunteer training.
- Works with DNR database manager (Lisa Helmuth and/or Molli MacDonald) to troubleshoot any problems encountered with the SWIMS database.
- Assists with program evaluation at the end of the calendar year.

Social Science Researcher (DNR)

- Ensures accommodation with DNR's strategic information needs, per Manual Code 1511.1.
- Acts as a source of assistance in the design of questionnaires, sampling techniques, interviewing, reliability estimation, and interpretation of results.
- Approves surveys prior to their implementation.

During project development and project initiation in 2012, the project team collaborated with the Urban Ecology Center and Alliance for the Great Lakes in developing the project plan, recruiting and training volunteers and data collection. As the project proceeds, additional citizen groups and volunteers may participate in the project.

Project Objectives

1. Evaluate the current status of AOC aesthetics relative to the delisting targets.
2. Identify factors, if any, contributing to degraded aesthetics in AOC.
3. Where feasible, use the results to define projects to improve aesthetics at specific locations.
4. Expand public participation in the AOC through monitoring.

Monitoring Station Selection

Monitoring stations for the project have been chosen with the goal of being relatively evenly distributed throughout the AOC. Several other practical considerations have been taken into account in station selection, including safety concerns and public access. DNR also plans to allow citizens/stakeholders to suggest additional monitoring locations, and DNR will try to accommodate those suggestions when possible.

Project/Task Description and Schedule

Approach

The information collected will be used to assess public perception of discrete monitoring stations within the AOCs. Through the questions on the data sheet, volunteers will describe their overall experience when visiting the stations. Maps of the stations and data sheets are located in Appendix A and Appendix B, respectively, and can be found in the SWIMS database. Because this project is ultimately asking for opinions, it is important that each station have multiple perspectives surveying at different times of the year. In order to achieve this goal, each station will be monitored by at least 30 different volunteers throughout the monitoring season, which runs from April through October. Ideally, a group of dedicated volunteers will monitor at all the assigned stations after being trained.

Because we want to obtain diverse perspectives about the aesthetic conditions at a site, multiple visits by a single volunteer at a monitoring station are not as desirable as having that same volunteer monitor each of the stations once. If a volunteer does monitor a station more than once, his or her scores will be weighted accordingly so that no one observer can bias the data set at a station. If participants volunteer in a group, each member must fill out his/her own evaluation independently from the rest of the group. Once the volunteer is finished filling out the data sheet, the volunteer coordinator will collect the data sheet, ensure it meets quality control requirements, provide a copy of the original data sheet to DNR, and enter it (or ensure that the grantee partner enters it) into the SWIMS database.

In order for the data forms to be considered complete, all numbered fields on the data form must be answered. Incomplete data sheets will be flagged for quality control issues and will not be included in quantitative data analysis. (See Quality Control Requirements below.)

The AOC Coordinator chooses final station locations based on public access, ease of reaching the shoreline, and safety considerations. In Green Bay, there are monitoring stations along the Fox River and the Bay. In Milwaukee, there are sites on each river in the AOC (Milwaukee, Menomonee, Kinnickinnic) as well as beaches along the lakefront. A map of the monitoring sites for each AOC can be found in Appendix A. Volunteers will have an opportunity to sign up for stations during training with oversight by the appropriate Volunteer Monitoring Coordinator to ensure each station selected has at least 30 different volunteers assigned to over the course of the monitoring season.

The Volunteer Monitoring Coordinator will compile the quality controlled data sheets and enter all the data into a provided Excel workbook by the end of the calendar year. They will also scan and upload all of the data sheets into SWIMS as pdf documents.

Tasks and Timeline

- March/April – Volunteer Monitoring Coordinators recruit and train volunteers.

- April through October – Volunteers monitor stations and send forms into the Volunteer Monitoring Coordinator; Volunteer Monitoring Coordinator tracks monitoring activity and checks over data sheets for completeness and uploads PDF copies into SWIMs monthly; Quality controlled data is entered into the Excel workbook provided by the AOC Coordinator.
- September through October – AOC Coordinator and volunteer coordinator/s evaluate program to ensure necessary data are collected and goals are being met.

For the purposes of this project, the monitoring season runs from April through October. Monitoring intervals are spring (April/May), summer (June/July/August), fall (September/October) and may be used to help in assisting that the stations are being monitored consistently throughout the monitoring season.

Volunteer Monitoring Coordinator Roles & Responsibilities

DNR may select a grantee or hire a Limited Term Employee to assist in administering the program and to coordinate volunteers. For the grantee partner, the Scope of Work accompanying their contract will state responsibilities and requirements for the project implementation. For Limited Term Employees, a position description will describe the tasks that the staff person will perform.

Volunteers need not have a scientific background to participate in the program. The Volunteer Monitoring Coordinators will recruit local volunteers and will ensure that all participants are trained in monitoring protocols. Before training any volunteers or participants, the Volunteer Monitoring Coordinator is required to get approval from the AOC Coordinator for the training content. Volunteer coordinators also need to keep track of volunteers' monitoring activities, and make sure that there is a volunteer intake form (Appendix C) on file for that individual. The Volunteer Monitoring Coordinator should ensure that volunteers are familiar with the following before monitoring:

- Rationale for the monitoring program.
- Describe aesthetics program objectives.
- Locations of the monitoring stations.
- Safety considerations.

Volunteer Monitoring Coordinators will be cautious not to introduce any bias by showing images to explain what is considered aesthetically pleasing or displeasing. However, supporting materials may be used (i.e., defining water level figures, invasive species information). A set of tips to be used during the training and for volunteers to reference in the field if they have questions on how to fill out their data sheets is in Appendix D.

The grantee partner will be held responsible for ensuring that the provisions in their Scope of Work for the grant agreement are followed, including monthly review of data sheets. Volunteer coordinators are responsible for ensuring volunteers are completely filling out data

sheets, as incomplete sheets affect the usability of the data. The grantee is also held responsible for entering the data correctly into the Excel workbook and uploading information into the SWIMS database. To this end, they are required to obtain SWIMS training and a WAMS ID.

Volunteers will be responsible for creating their own schedule, but the Volunteer Monitoring Coordinators should ensure that each station is monitored throughout the monitoring season (April-October). Volunteers will be asked to complete a data sheet comprised of observation-based questions. Each volunteer needs to complete a separate data sheet for each observation at each station.

Documentation and Records

Field Records

All participants will fill out a data sheet in the field. At a minimum, all numbered questions on the data form must be answered. The white space on the form serves as a visual cue for the volunteer and anyone reviewing the form that there should be data recorded in that space. All field data sheets will be stored in the SWIMS database, according to DNR's instructions.

Project Records and Records Retention

Each volunteer will be asked to fill out a volunteer intake form (Appendix C) and any liability waivers required by the DNR or grantee partner before being trained and deployed to monitoring stations. DNR will receive copies of all completed data forms, and the forms will be scanned and stored in the SWIMS database. Any grantee partner is required to keep copies (electronic or hard copies) of monitoring forms on file for at least two years, as they can be audited by either the state or the federal government.

Progress Reporting

Throughout the monitoring season quarterly reports will be prepared for project and grant reporting and will include information specified in the grant agreements. For grantee partners, a final report will also be prepared. This will include: the information specified in their scope of work, final copies of the Excel workbook (provided electronically), a summary of the station analysis from the workbook with any data deficiencies identified, identification of any sites exceeding decision thresholds and any suggestions or observations for program or station evaluation. At the end of the monitoring season, the AOC Coordinator will determine whether enough data was obtained during the monitoring season to overall AOC data analysis. The AOC Coordinator will report any overall AOC results in the RAP Update.

2. Data Management and Oversight

This section describes data use and interpretation.

Sample Process Design (Experimental Design)

Because of the subjective nature of what is considered aesthetically pleasing, a unique sampling design is needed. To understand whether or not a station is aesthetically pleasing, more than one volunteer's opinion is needed. The goal will be to have at least 30 individuals visit each station throughout the monitoring season to capture different environmental conditions such as early spring thaw/runoff and higher summer temperatures. Volunteers will have an opportunity to choose among pre-determined stations in each AOC. They will be asked to sign up to monitor stations during training. At the monitoring station, volunteers will fill out a data sheet comprised of observation questions. The data sheet is located in Appendix B.

Data Acquisition Requirements (Non-direct Measurements)

The AOC Coordinator will determine the monitoring stations, a map of which can be found in Appendix A. The volunteer coordinator will associate volunteer names with monitoring stations visited so that it can be demonstrated that at least 30 individuals monitored each site.

Quality Control Requirements

Although there is not control over the volunteers' perceptions, there are a few controls necessary to standardize the methods.

- All dedicated volunteers should receive training before they make and record field observations.
- Volunteer Monitoring Coordinators need to receive training from a DNR staff member before they upload files into SWIMS.
- Volunteer Monitoring Coordinators need to check each form for completeness and errors before entering the data into the Excel workbook and uploading PDFs to SWIMS. They should rectify any issues before entering the data into the Excel workbook. Once the Volunteer Monitoring Coordinator receives the data sheet, he/she should review it and note the date that the sheet was reviewed on the appropriate field on the data sheet.
- The AOC Coordinator will periodically query the project in SWIMS to check the uploaded PDF documents for completeness.
- Volunteers will be given a standardized location for each site so that the area being evaluated is consistent among individuals.
- Monthly, the Volunteer Monitoring Coordinator shall scan or photocopy data sheets by station chronologically (one file per station), upload to SWIMS, and notify the AOC Coordinator. As part of the invoicing process for the grantee partner, DNR will require this to be completed before payment can be remitted.

Data Management

Volunteer Monitoring Coordinators will be provided with an Excel workbook to enter field data into and be trained to upload files into SWIMS. At random times throughout the year, the AOC Coordinator will review data from the project to ensure data is being entered into the Excel workbook and uploaded correctly. If errors are made, the AOC Coordinator will follow up with the volunteer coordinator and outline what needs to be done to correct the data.

Assessment/Oversight

The Volunteer Monitoring Coordinators will check in with volunteers via email or other means to make sure they are visiting their stations throughout the course of the season. DNR will monitor SWIMS to ensure data sheets are being uploaded according to the timeframe specified in the Scope of Work or in correspondence. The AOC Coordinator will review a draft of the Excel workbook once the Volunteer Monitoring Coordinator has begun data entry to ensure it is being entered correctly.

Email addresses for Volunteer Coordinators will be provided during training and on the data sheet. Throughout the season, the AOC Coordinator will monitor incoming data sheets to verify the number of surveys completed at each site will be enough to meet minimum qualifications for assessment.

Reports to Management

The Volunteer Monitoring Coordinator will report any issues encountered to the AOC Coordinator. The AOC Coordinator will confer with the WDNR Social Scientist throughout the monitoring season as needed. The Volunteer Monitoring Coordinators will be required to complete quarterly updates that specify the following:

- Project budget and amount of the funds expended to date (this can be approximate if an invoice is not yet available);
- Progress on deliverables and work accomplished during the quarter and any problems that were encountered and how they were resolved,
- Their planned tasks/deliverables for the next quarter, and
- Volunteer activity, tracked by station (a template will be provided for this purpose). Activities planned for next quarter.

The grantee partner will provide this to the AOC Coordinator according to the terms specified in the Scope of Work. The AOC Coordinator will enter quarterly updates into the SWIMS database. The findings will also be shared with the AOC stakeholders and the volunteers. The AOC Coordinator will incorporate the results of the project into future Remedial Action Plan updates, as appropriate.

Reconciliation with Data Quality Objectives

Data collected through the program will be assessed based on individual stations and the overall AOC. The evaluation process is described below.

Individual Station Assessment

- Only forms that pass quality control can be used in station assessment. Volunteers will be encouraged to review their data sheet for completeness before giving it to the contracted volunteer coordinator. Volunteer coordinators will review incoming data sheets on a monthly basis, as required by contract. If the grantee partner, upon review, discovers an omission on the data sheet, then he/she should try to retrieve that information from the volunteer. Once a month has passed since the data sheet was completed, DNR assumes that the data cannot accurately be retrieved from the volunteer and the form will be flagged for quality control and will not be included in assessment. The data sheet will be marked "QC Flagged" and retained with any others in a PDF file in SWIMS.
- Additionally, station locations must be identified on the data form. If the grantee partner does not confirm site location with the volunteer within a month of its completion, then the form will be flagged for quality control as explained above and will not be included in assessment.
- The Volunteer Monitoring Coordinator will fill in the last two fields on the data sheet: aesthetic impression score and assessment score using the values calculated in the Excel workbook.
- Once DNR receives the scanned or hard copy of raw data, DNR will verify that forms are complete.
- Scoring of data sheets follows the scoring key (Appendix E). There are eight scored questions in the 2015 data sheet revision (7 excluding aesthetic impression). The scoring will be imbedded within the Excel workbook.
- Calculate median, mode, and mean for aesthetic impression score (Q7) and for assessment score (scored questions 8-15). The calculations will be imbedded within the Excel workbook.
- Final data analysis/assessment will only be done once there are at least 30 completed data sheets from different volunteers for each station that cover the full range of the monitoring season, April through October. Data can be compiled over multiple years unless known restoration affects the conditions in the area.
- The aesthetic impression score (question 7) is a value on a scale of 0-4 (see scoring key in Appendix E).
- The assessment score is comprised of the remaining questions. All previous data sheets will have their assessment scores transformed so that they correspond to the number of scored questions on the 2015 version of the data sheet. There are seven scored questions for this component.

Stations whose data has gone through the above-outlined quality control process will go through the following screening threshold to determine whether they may be potentially impaired. These screenings will be imbedded within the Excel workbook. Any data sheet that was flagged for quality control issues will also be reviewed as part of a qualitative review to determine if it can inform any issues regarding the station or process. A station may need management actions implemented for degraded aesthetics when at least one of the following has occurred:

- The arithmetic mean overall aesthetic impression score is ≥3, or
- The arithmetic mean assessment score is ≥4 (using the 2015 conversion criteria for older forms)
- Sites with an individual aesthetic parameters (e.g., shoreline garbage) that are classified as aesthetically displeasing in ≥75% of total quality controlled surveys

Additionally, because stations were selected in part based on safety considerations, DNR will develop a way for people to submit other locations that they think should be evaluated for aesthetic parameters in the AOC. These additional sites will be considered for monitoring by Department staff. If a site is added, DNR will then partner with volunteers to monitor those sites in a way that safeguards participants' physical well-being.

Identifying Potential Management Actions:

1. In the Volunteer Monitoring Coordinator's final report to be compiled after data analysis is complete, any stations where decision thresholds are exceeded will be identified along with a description of what the problem appears to be.
2. Where feasible, suggest recommendations for management actions, which may include but are not limited to: community clean-up days, placement of garbage cans or creating newly landscaped areas to encourage animals to congregate in certain areas and reduce runoff.

Overall AOC Assessment*:*

- The data from the individual site assessments and the final report from the Volunteer Coordinator will be used to inform the decisions about the BUI status and possible management actions as part of the RAP process.

Appendices

Appendix A: Map of Monitoring Stations

Appendix B: Volunteer Aesthetics Monitoring Data Sheet

Appendix C: Volunteer Intake Form

Appendix D: Volunteer Aesthetics Monitoring Tip Sheet

Appendix E: Scoring Key

Aesthetics Monitoring Stations

Please keep in mind…

- Your safety is important! Please do not trespass, and make sure you feel safe at all times.
- Take someone else with you, if you can. If you cannot, let someone know where you're going and when you expect to return. Check in with that person so that they know you're safe.

For an interactive map to see the sites in more detail, go to http://goo.gl/maps/zW76z.

Milwaukee River – *Pere Marquette Park Station*

Description: Pere Marquette park is located on the west bank of the Milwaukee River in downtown Milwaukee between State St. and Kilbourn Ave. Stand on the river viewing platform at Pere Marquette when you're filling out the data form.

Parking: There is street parking on Old World Third Street .

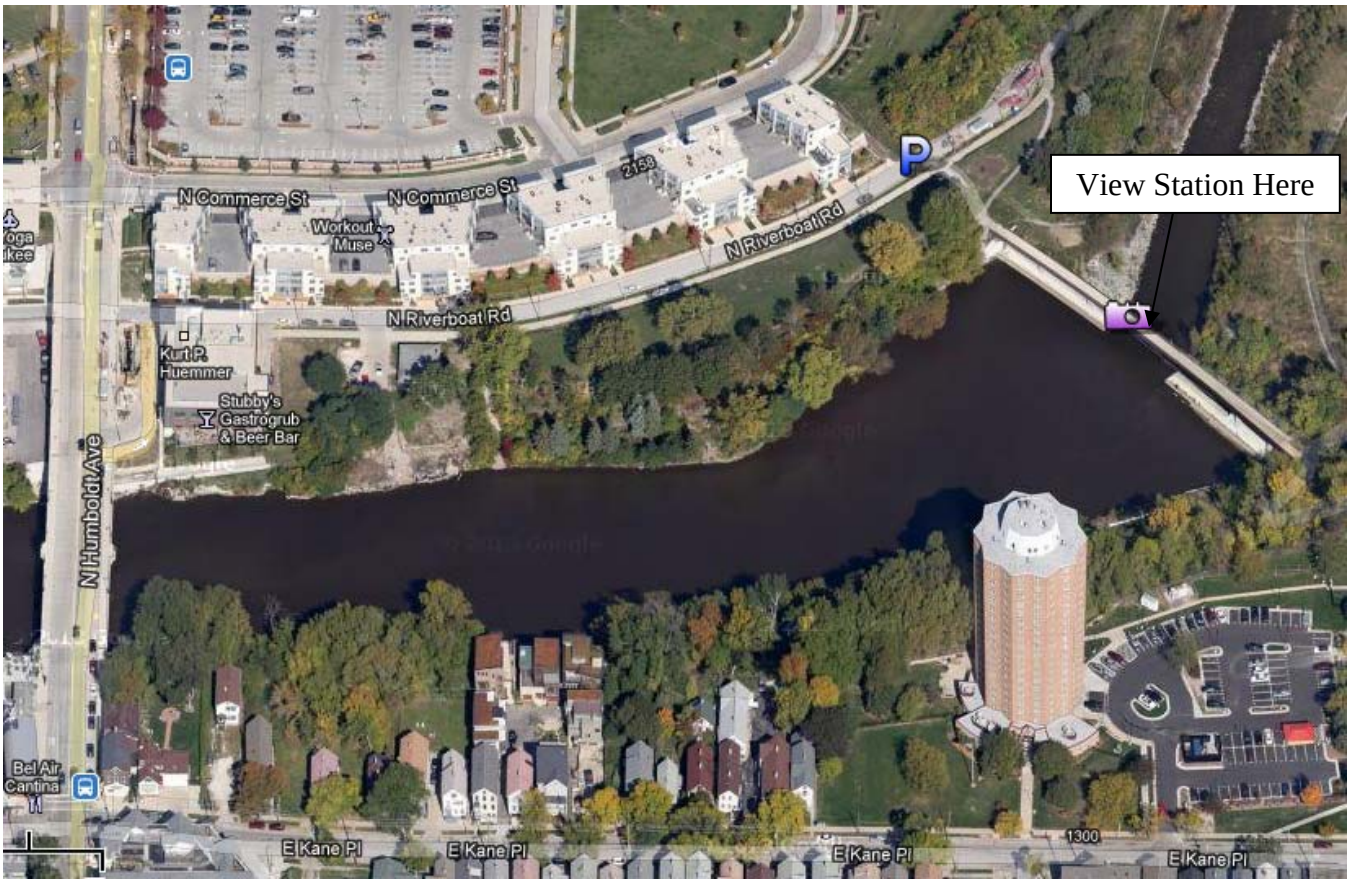
Map:

Milwaukee River – *North Avenue Dam Pedestrian Bridge Station*

Description: This station is easily accessed from Riverboat Road near Commerce Street. Stand on the middle of pedestrian bridge, facing downstream (the wider side of the river, looking toward downtown) when you're filling out the data form.

Parking: Street parking is available on Riverboat Road. A trail at the end of the road leads to the pedestrian bridge.

Map:



Kinnickinnic River – *Kinnickinnic Ave. Bridge Station*

Description: This station is on the S. Kinnickinnic Avenue bridge that goes over the KK River. Stand on the sidewalk on the east side of the bridge, looking downstream (east) when you're filling out the data form.

Parking: Street parking is available on Stewart Street, the next cross street south of the bridge and on S. Kinnickinnic Ave., north of the bridge.

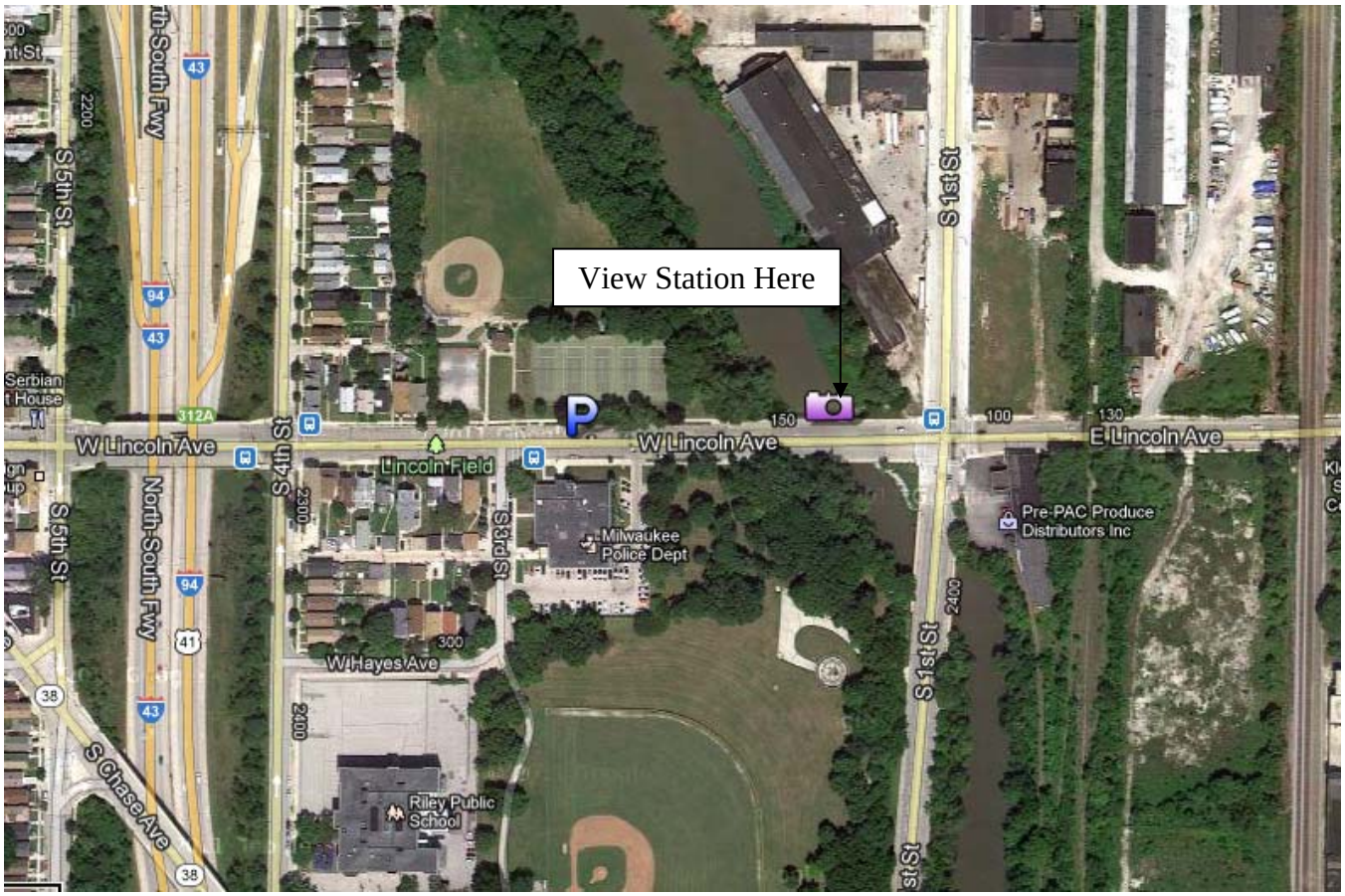
Map:

Kinnickinnic River – *Lincoln Avenue Bridge Station*

Description: This station is on the Lincoln Avenue bridge that goes over the KK River. Stand on the sidewalk on the north side of the bridge, looking downstream (north) when you're filling out the data form.

Parking: It is safer to park on the same side of the road as the station (north side of Lincoln Ave.), since then you will not have to cross the street. Street parking is near the tennis courts. Street parking is also available on 3rd St., on the west side of the Police Dept. building.

Map:



Menomonee River – *Emmber Lane Station*

Description: This station is in the Menomonee Valley, and is easily accessed by Canal Street. Stand down by the canoe launch when you're filling out the data form. You should be able to see a deflector structure in the water, and the upstream side of the River.

Parking: Public street parking is available near the site, north of the river on Emmber Lane.

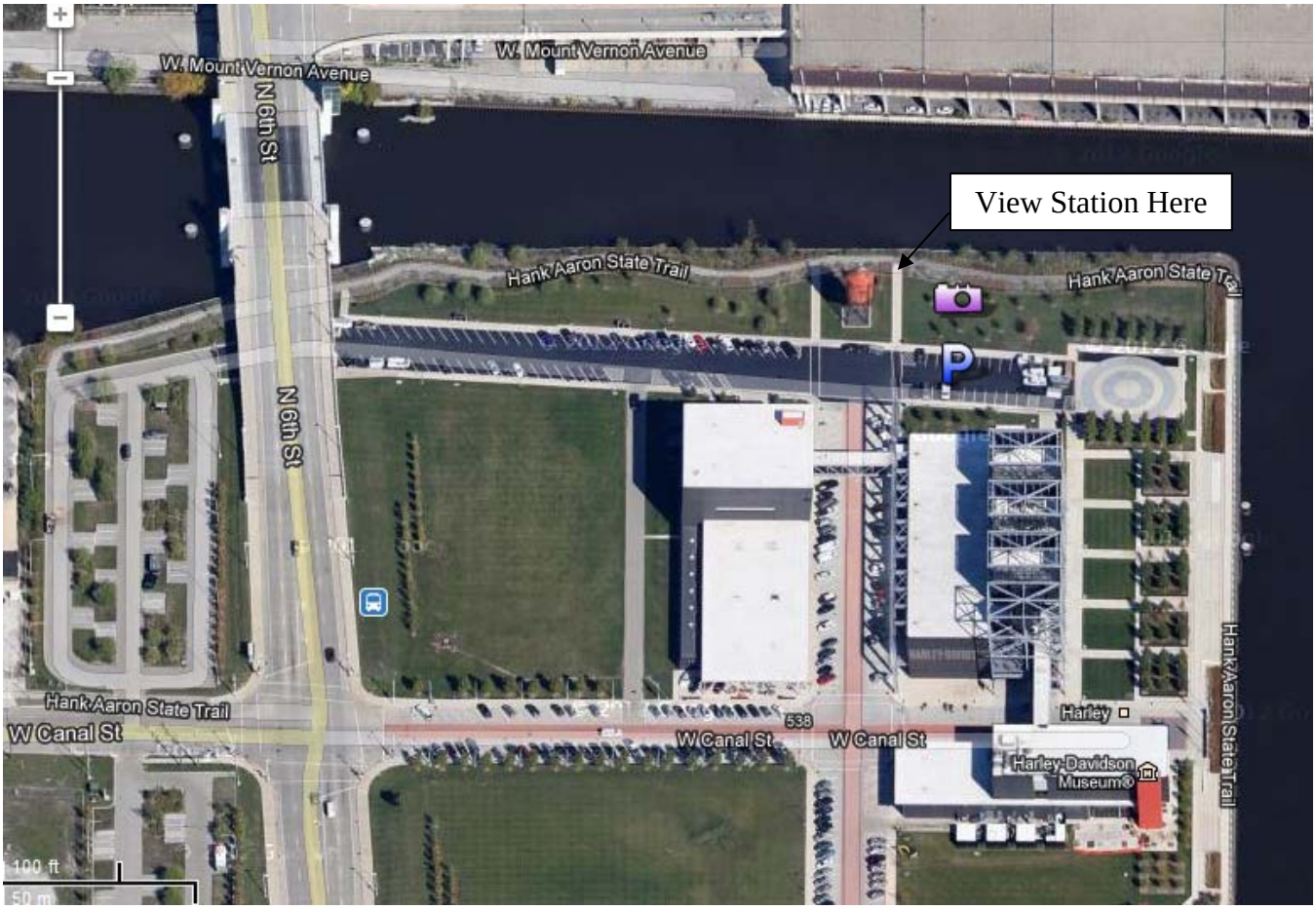
Map:

Menomonee River – *Harley Davidson Museum Station*

Description: This site is located along the Hank Aaron State Trail, adjacent to the Harley Davidson Museum Campus. Stand just to the east of the orange tower when you're filling out the data form.

Parking: Turn east on Canal St. from 6th St. Turn left off of Canal St. and head toward the orange tower. Park in the lot.

Map:

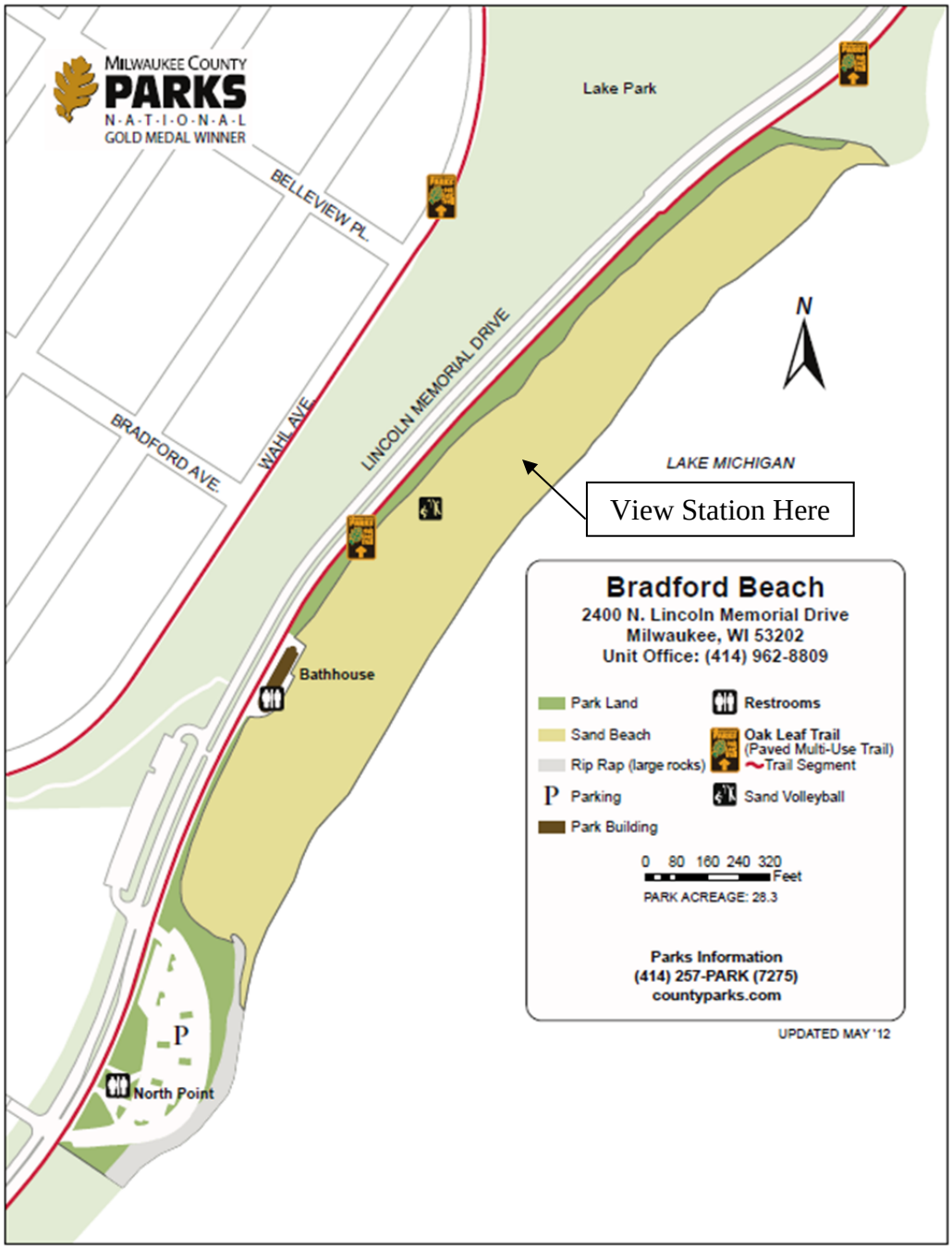


Beach/Lakeshore – Bradford Beach Station

Description: This site is located along the lakeshore at Bradford Beach. Stand near the midpoint of the beach when filling out the data form.

Parking: Street parking is available along Lincoln Memorial Drive to the north of the beach and in a lot across Lincoln Memorial Drive to the south of the beach.

Map:



Beach/Lakeshore – South Shore Beach Station

Description: This site is located along the lakeshore at South Shore Park. Stand on the gravel path on the rock jetty between the playground and the rocky beach when filling out the data form.

Parking: Street parking is available along South Shore Drive.

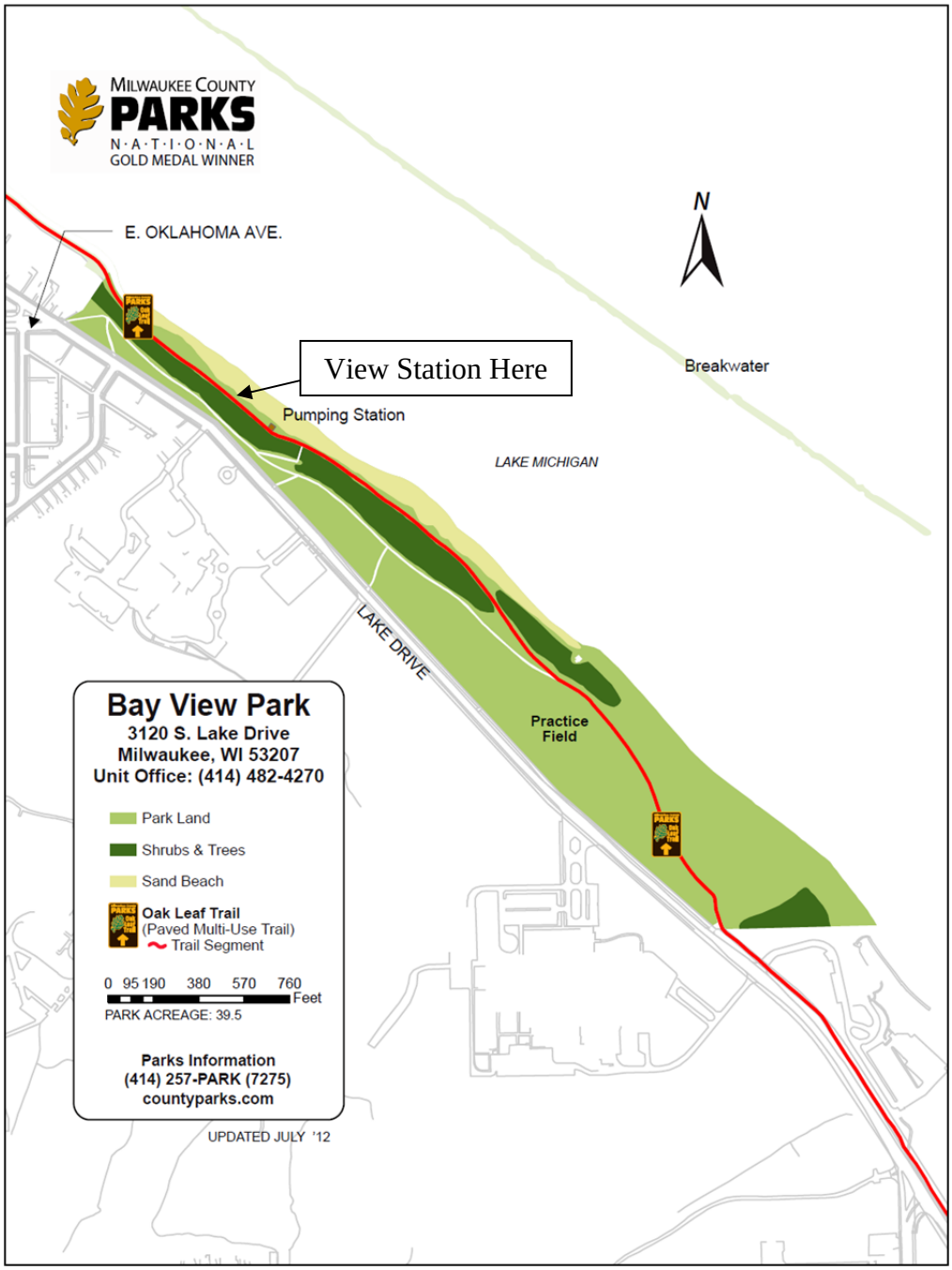
Map:

Beach/Lakeshore – Bay View Beach Station

Description: This site is located along the lakeshore at Bay View Park. Stand near the white post next to the trail at the bottom of the hill when filling out the data form.

Parking: Street parking is available along Lake Drive.

Map:



Milwaukee Volunteer Aesthetics Monitoring Data Sheet

Please answer all questions on the datasheet completely and to the best of your ability.
DNR cannot use incomplete data sheets in station data analysis.

If you have questions or to return this survey, please contact <insert contractor's name and contact info>

Form revision date: 02/11/15

1. Your name:		**2. Station name:**	
3. Monitoring date:	m m / d d / y y	**4. Start time (include AM/PM):**	
5. Water conditions:	Calm	Slight movement	Moderate flow or waves	Rough or fast flowing
6. Water level:	High	Normal	Low

Overall aesthetic impression of site

7. Overall, how aesthetically pleasing do you find the site?

Circle one of the following:	**Very pleasing**	**Somewhat pleasing**	**Neither pleasing nor displeasing**	**Somewhat displeasing**	**Very displeasing**

Please describe. List any factors that make it pleasing or not pleasing.

Objectionable deposits in/characteristics of the water

8a. Is the color or clarity of the water unattractive?

Yes **No**

If yes, please describe:

8b. If yes to 8a, does the unattractive water color or clarity prevent you from accessing, enjoying, or using the water?

Yes **No**

9. For water color and clarity, please circle the answer choice that best describes the present appearance. For water surface, please circle any applicable attributes.

A. Water Color:	Colorless	Red	Green	Brown	Other (please indicate)_____
B. Water Clarity:	Completely clear	Fairly clear	Fairly cloudy	Completely cloudy	
C. Water Surface: (Circle all that apply)	Normal	Oily sheen	Foamy	Floating aquatic plants	
	Natural debris	Neon green sheen	Other (please indicate)_____		

10a. Is there floating or submerged garbage present in the water?

Yes **No**

If yes, circle visible item(s):

Building materials	Medical items	Household waste	Sewage-related litter	
Food-related litter	Fishing-related litter	Other (please indicate)_____		

10b. If yes to 10a, does the garbage in the water prevent you from accessing, enjoying, or using the water?

Yes **No**

11a. Are any other substances present in the water that are not specifically mentioned on this form?

Yes **No**

If yes, list what:

11b. If yes to 11a, do these other substances in the water prevent you from accessing, enjoying, or using the water?

Yes **No**

12a. Is there garbage along the shoreline?

	Yes	No

If yes, circle type(s):

Building materials | Medical items | Household waste | Sewage-related litter

Food-related litter | Fishing-related litter | Other (please indicate)_____

12b. If yes to 12a, does the shoreline garbage prevent you from accessing, enjoying, or using the water?

Yes	No

13a. Along the shoreline, are there problem animals or problems caused by animals?

Yes	No

If yes, list type(s):

13b. If yes to 13a, do these animal-related problems prevent you from accessing, enjoying, or using the water?

Yes	No

14a. Is there nuisance vegetation along the shoreline?

Yes	No

If yes, list type and amount if known:

14b. If yes to 14a, does this nuisance vegetation prevent you from accessing, enjoying, or using the water?

Yes	No

15a. Are there any other shoreline substances that are not specifically mentioned on this form ?

Yes	No

If yes, list type(s):

15b. Do these other shoreline substances prevent you from accessing, enjoying, or using the water?

Yes	No

Objectionable deposits on the shoreline

16. Have you previously evaluated this station?	Yes	No
If you have previously evaluated this station, what changes if any have you noticed in the aesthetic quality of the water or along the shoreline since your last visit?		
Comments: Please include anything else you thought should be reported while completing this survey.		

Additional feedback

17. END TIME:

For volunteer coordinator/DNR use only

Date the data sheet was reviewed by DNR:		**Check box if data sheet meets quality control requirements** ☐
Aesthetic impression score (for DNR use only):		
Assessment score (for DNR use only):		

QA/QC

Aesthetics Monitoring Volunteer Information

Name _____ Date of birth: _____

Address _____

City, State, Zip _____

County _____ How long have you lived in the county? _____

Phone Number _____

E-mail _____

Attended training by _____ on _____
Trainer's Name Date

Photo Release

I agree that any photos or video taken of me while participating in a volunteer monitoring activity may be used by the State of Wisconsin, its agencies, and its subdivisions in brochures, news articles, websites, and other media sources.

_____ _____
Signature of participant Date

_____ _____
Signature of parent or guardian (if under 18 years old) Date

Volunteer Aesthetics Monitoring – Datasheet Tips

Purpose of data collection: This information will be used by DNR to determine if aesthetics is impaired in specific locations and overall for the <insert AOC name>. The information that you collect may also be used to determine whether specific actions could or should be carried out at specific stations to improve their appearance.

Due to the subjective nature of appearance**, it is necessary that you complete <u>all</u> questions on the form in a way that will be easy for another person to understand what your impression of the station is.**

For all questions, please indicate the answer choice or choices that you think best describes the conditions at the station while you are there. Keep in mind that we're interested in what you think, and that for many of these questions, there isn't a "correct" answer.

Please refrain from double counting things you observe at the station (see question-specific advice below).

Think of the datasheet as a way of letting DNR know if there are things that bother you about the appearance of the water and adjacent area at this station. To do this, you'll go through a series of questions that asks you about whether particular items or characteristics are present, and whether they prevent you from being able to access, use, or enjoy the water.

The following are tips that are specific to particular issues that have come up during monitoring.

Q1. Your name

One person; one data sheet. Because of the subjectivity of most of the questions, only one person may fill out a datasheet. If there are multiple people present at the site, please fill out separate datasheets and don't consult each other or compare answers while you are filling out the forms. The answers on the form should reflect your own individual perception of the station.

Q2. Station Name/Location

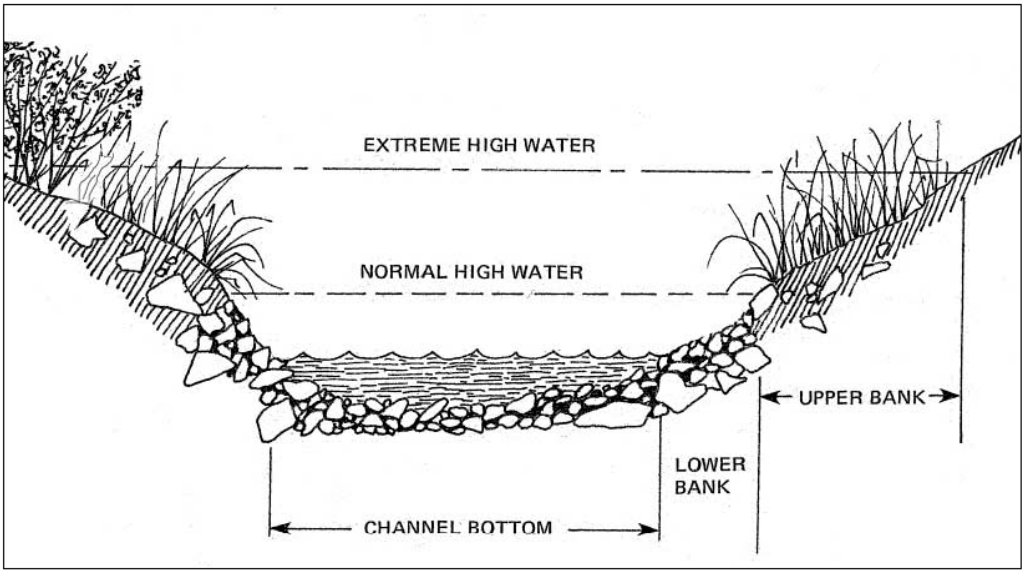
The station name you fill out on the sheet must be one of the designated stations for monitoring. The volunteer coordinator should have provided you with this information during the training you received.

Q6. Water level

Some things consider when answering this question:

- Look to see if terrestrial vegetation along banks is submerged. The terrestrial vegetation will end at the normal high water mark.

- Look for water stains on rocks or bridge abutments. Water will stain rocks if it flows over or by them for an extended period of time. If you see stains above the level of water in the stream during your visit, the level is likely low.



This diagram shows a cross section of a typical streambank, demarcating the upper and lower banks.

Q10a and Q12a. Floating or submerged garbage and shoreline garbage

Below are some examples of the types of items that would be included in the categories that are listed on the data sheet.

Type	**Building materials**	**Medical items**	**Household waste**	**Sewage-related**	**Food-related litter**	**Fishing-related**	**Other**
Example	Pieces of wood, siding	Syringes	Household trash, plastic bags	Condoms, tampons	Food packing, beverage containers	Fishing line, nets, lures	Anything else

Q11 and Q15. Other substances

Please use these questions to tell us about anything else that hasn't been captured in your responses to the other questions, especially if it blocks your ability to access or enjoy the water. However, PLEASE DON'T LIST THE SAME ISSUE TWICE ON THE DATA SHEET! This is what we mean by "double counting."

Once you have filled out your data sheet, double check to make sure it is complete. Please return your completed forms to the volunteer coordinator as soon as possible—ideally within a month of completion.

Thank You!

Volunteer Aesthetics Monitoring Data Sheet Scoring Key

Please answer all questions on the datasheet completely and to the best of your ability.
DNR cannot use incomplete data sheets in station data analysis.

If you have questions or to return this survey, please contact <insert contractor's name and contact info>

Form revision date: 02/11/15

1. Your name:		**2. Station name:**	
3. Monitoring date:	m m / d d / y y	**4. Start time (include AM/PM):**	
5. Water conditions:	Calm	Slight movement	Moderate flow or waves	Rough or fast flowing
6. Water level:	High	Normal	Low

Overall aesthetic impression of site

7. Overall, how aesthetically pleasing do you find the site?

Circle one of the following:

Very pleasing (0)	**Somewhat pleasing (1)**	**Neither pleasing nor displeasing (2)**	**Somewhat displeasing (3)**	**Very displeasing (4)**

Please describe. List any factors that make it pleasing or not pleasing.

Objectionable deposits in/characteristics of the water

8a. Is the color or clarity of the water unattractive?

Yes **No**

If yes, please describe:

8b. If yes to 8a, does the unattractive water color or clarity prevent you from accessing, enjoying, or using the water?

Yes (1) **No (0)**

9. Please describe the characteristics of the water during this particular visit.

A. Water Color:	Colorless	Red	Green	Brown	Other (please indicate)_____
B. Water Clarity:	Completely clear	Fairly clear	Fairly cloudy	Completely cloudy	
C. Water Surface: (Choose all that apply)	Normal	Oily sheen	Foamy	Floating aquatic plants	
	Natural debris	Neon green sheen	Other (please indicate)_____		

10a. Is there floating or submerged garbage present in the water?

Yes **No**

If yes, circle visible item(s):

Building materials	Medical items	Household waste	Sewage-related litter
Food-related litter	Fishing-related litter	Other (please indicate)_____	

10b. If yes to 10a, does the garbage in the water prevent you from accessing, enjoying, or using the water?

Yes (1) **No (0)**

11a. Are any other substances present in the water that are not specifically mentioned on this form?

Yes **No**

If yes, list what:

11b. If yes to 11a, do these other substances in the water prevent you from accessing, enjoying, or using the water?

Yes (1) **No (0)**

12a. Is there garbage along the shoreline?

	Yes	No
If yes, circle type(s):	Building materials; Medical items; Household waste; Sewage-related litter; Food-related litter; Fishing-related litter; Other (please indicate)_____	

12b. If yes to 12a, does the shoreline garbage prevent you from accessing, enjoying, or using the water?

Yes (1)	No (0)

13a. Along the shoreline, are there problem animals or problems caused by animals?

	Yes	No
If yes, list type(s):		

13b. If yes to 13a, do these animal-related problems prevent you from accessing, enjoying, or using the water?

Yes (1)	No (0)

14a. Is there nuisance vegetation along the shoreline?

	Yes	No
If yes, list type and amount if known:		

14b. If yes to 14a, does this nuisance vegetation prevent you from accessing, enjoying, or using the water?

	Yes (1)	No (0)
If yes, list type(s):		

15a. Are there any other shoreline substances that are not specifically mentioned on this form ?

	Yes	No
If yes, please type(s):		

15b. Do these other shoreline substances prevent you from accessing, enjoying, or using the water?

Yes (1)	No (0)

Objectionable deposits on the shoreline

16. Have you previously evaluated this station?	Yes	No
If you have previously evaluated this station, what changes if any have you noticed in the aesthetic quality of the water or along the shoreline since your last visit?		
Comments: Please include anything else you thought should be reported while completing this survey.		

Additional feedback

17. END TIME:

For volunteer coordinator/DNR use only

Date the data sheet was reviewed by <contractor>:		**Check box if data sheet meets quality control requirements** ☐
Aesthetic impression score (for DNR use only):		
Assessment score (for DNR use only):		

QA/QC