

**A1. Title and Approval Sheet**

**Quality Assurance Project Plan for  
Michigan Trout Unlimited Stream Monitoring Program: Kalamazoo  
River**

Date: 7/14/2010

Version # 2

Organization: Michigan Trout Unlimited

QAPP Prepared by: Kristin Thomas

Title: Aquatic Ecologist, Project Expert

Signature: *Kristin Thomas*

Other responsible individual: Brad Parlato

Title: Kalamazoo Valley Chapter Trout Unlimited Project Manager

Signature: *Bradley D. Parlato*

(Other signatures may be added as necessary)

MiCorps Staff Use	
Tracking Number: _____	
MiCorps Reviewer: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Returned for modifications
Signature of reviewer _____	Date _____

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**A3. Distribution List**

Kristin Thomas  
Aquatic Ecologist  
Michigan Trout Unlimited

Dr. Bryan Burroughs  
Executive Director  
Michigan Trout Unlimited

Brad Parlato  
Conservation Chair  
Kalamazoo Valley Chapter of Trout Unlimited

Dr. Paul Steen  
MiCorps  
Huron River Watershed Council

## A4. Project Organization

Key Personnel	Role	Affiliation	Contact: email	Phone
MITU Aquatic Ecologist	Project Expert	MITU	<a href="mailto:kthomas@michigantu.org">kthomas@michigantu.org</a>	616-460-0477
	QA Expert			
	Training/Field Leader			
MITU Executive Director	Executive Director	MITU	<a href="mailto:bryanburroughs@michigantu.org">bryanburroughs@michigantu.org</a>	517-599-5238
	Scientific Advisor			
KVCTU Project Manager	Chapter Project Manager	Kalamazoo Valley Chapter TU		
Volunteers	Volunteer Roles (collectors, pickers, etc.)	Kalamazoo Valley Chapter		

### Management Responsibilities

1. Kristin Thomas, M.S: Aquatic Ecologist. The Aquatic Ecologist trains volunteers to monitor stream biota, habitat, and physical parameters in coldwater stream throughout Michigan. She is responsible for quality assurance, analysis and interpretation of these data for volunteers and stakeholders. Kristin earned a M.S. in Biology: Aquatic Science from Grand Valley State University.
2. Bryan Burroughs, Ph.D: Executive Director. The Executive Director provides grant administration and program implementation. In addition, he is a technical and scientific advisor for the MITU volunteer stream monitoring program. Dr. Burroughs earned a Ph.D. in Fisheries Management from Michigan State University focusing on fluvial geomorphology and dam removal strategies. Kristin Thomas reports to Dr. Burroughs.
3. Brad Parlato, Kalamazoo Valley Chapter TU (KVCTU) Project Manager. The KVCTU Project Manager is an avid fly fisherman with a background in science and natural resources. Brad is responsible for coordinating sampling events for the Kalamazoo Valley Chapter.

### Roles filled by key personnel

1. Management Responsibilities
  - **MITU Executive Director** will primarily be responsible for grant administration. He will also support the project expert and make sure all of her needs are met.
  - **MITU Aquatic Ecologist** is the project expert. She will assist the volunteer project manager to ensure that all of his needs are met. In addition, she will manage data and samples.
  - **KVCTU Project Manager** is the volunteer project manager. He will primarily be responsible for organizing and managing the volunteers at sampling and identification events and storing and distributing equipment.
2. Field Responsibilities

- **KVCTU Project Manager** will be the leader in the field for the Kalamazoo Valley Chapter. Organizing, managing, and training the volunteers are Brad's primary responsibilities. He will also be in charge of gathering the samples taken at each site.
  - **MITU Aquatic Ecologist/Project Expert** will assist the KVCTU Project Manager in the field to help facilitate the field portion of sampling events. She will also be in the field participating in sampling. The Project Expert will be the QA manager.
  - **Volunteers** will participate in collection, sorting, and preserving of sampling during each event.
3. Laboratory Responsibilities
- **KVCTU Project Manager** will lead laboratory sessions for the Kalamazoo Valley Chapter. He will be in charge of identification events and packing samples for storage. The equipment will be kept with the Kalamazoo Valley Chapter of Trout Unlimited.
  - **MITU Aquatic Ecologist** will participate in identification events. The aquatic ecologists will help to identify unknown bugs at identification events. The samples will be stored with MI Trout Unlimited. The aquatic ecologist will be responsible for safely transporting the samples and verifying identifications.
  - **MITU Executive Director** will help identify any bugs the volunteers and the aquatic ecologist are unable to identify.
  - **Volunteers** will assist in identification using training provided by the KVCTU Project Manager and the MITU Aquatic Ecologist as well as identification materials recommended and/or provided by MiCorps.
4. Corrective Action
- **KVCTU Project Manager** is in charge of identifying areas in which improvements can be made in sampling and/or identification technique. If actions are discovered that are compromising the integrity of the project, the KVCTU Project Manager is responsible for bringing them to the MITU Aquatic Ecologist's attention and working with her to correct them.
  - **MITU Executive Director and Aquatic Ecologist** are responsible for ensuring that project deliverables and work plans match up with those outlined in the contract. If inconsistencies are discovered they will work with chapter project managers to correct the matter. They will also work with MiCorps staff to make sure contract details are directly followed.

## **A5. Problem Definition/Background**

The Kalamazoo River Watershed is home to approximately 400,000 people and drains about 2,020 square miles. Within this large watershed are a number of very fragile coldwater streams. Trout Unlimited is a coldwater conservation organization; therefore we will focus on monitoring macroinvertebrates in the coldwater tributaries of the Kalamazoo River.

There are threats to the health of this watershed. Southwestern Michigan is a very agricultural area. Runoff from crop land and CAFO's threaten the health of surrounding streams. In addition, groundwater withdrawal for irrigation, and other uses, is a potentially serious threat to coldwater streams within the Kalamazoo River Watersheds, as these streams depend heavily on groundwater input to remain cold.

It is important we document stream condition now, and continue to monitor for years to come to make sure our streams stay healthy or improve.

### **Project Goals and Objectives**

The mission of Michigan Trout Unlimited is to conserve, protect, and restore Michigan's coldwater fisheries and their watersheds. The goals of the volunteer stream monitoring program are to collect reliable data about the conditions of many of the coldwater stream in Michigan, to use this information to determine conservation and restoration needs within each watershed, to carry out the steps necessary to address these needs, and educate TU members and the public about the health and needs of their streams. The primary actions we envision taking based on monitoring results are to report trends and conditions of streams studied to the DNRE, TU chapters, and communities. We will not formally present any results until we have three years worth of macroinvertebrate data plus one habitat evaluation. When we have established the condition of the stream sections studied we will evaluate conservation and restoration techniques that may help improve stream quality and minimize future degradation, with the ultimate goal being to maintain or improve stream quality.

### **A6. Program Description**

The purpose of monitoring coldwater streams in Michigan is to assess the condition of streams and trends in stream health. This information will be used to prioritize conservation and restoration needs for each stream, recommendations for protection and improvement will be provided to agencies, partners, and the community.

Volunteers will work in small teams led by trained leaders to monitor macroinvertebrate populations and stream habitat. The initial sampling will consist of 5 sites. Four sites will be sampled on the same day while one site will be sampled one to two days prior to the larger sampling event. This is primarily due to the isolated location of Huff Creek. It is intended that the sampling from year to year will take place during a consistent weekend, with the realization that the actual dates will depend on weather and stream conditions. Ideally the sampling will take place from year to year during the same two week period surrounding the target dates. As experience is gained and the number of well-trained volunteers increases, we plan to identify additional sites to add to the sampling program to better represent the entire watershed. Macroinvertebrate samples are stored in alcohol and identified in a laboratory. An aquatic biologist verifies all identifications. The habitat conditions at each site will be measured every three to four years.

Volunteers are recruited in the weeks leading up to each event, using email, online notifications, and press releases. We also find new volunteers when we give presentations at Trout Unlimited

chapter meetings. Our volunteer database is maintained by staff before and after each monitoring event.

## **A7. Data Quality Objectives for Measurement Data**

### **Habitat Assessment:**

There is not a lot of Quality Control for quantitative measures in the habitat assessment because much of the information generated is subjective. Volunteers receive training on how to analyze habitat. Data are reviewed and any unusual information is discussed with the volunteer. All data are reviewed, entered, and interpreted by staff.

We don't base any evaluation or action about habitat on a single data point. We look at many different measurements and observations made by volunteers and staff to complete subsequent studies of each site.

### **Macroinvertebrate Monitoring:**

The data quality objectives listed below are for aquatic macroinvertebrate collection and identification that will take place during this project. The data collected will lead to an understanding of the biodiversity and quality of the sampled stream reach. Quality will be inferred based on the diversity and quantity of species collected based on formulas presented in the MiCorps protocol.

### **Accuracy and Precision**

The following techniques will be reviewed during training and in retraining of team leaders: [1] collecting style (must be thorough and vigorous), [2] habitat diversity (must include all habitats present and be thorough in each one), and [3] the transfer of collected macroinvertebrates from the net to the sample jars (thoroughness is critical).

Since there is inherent variability in accessing the less common taxa in any stream site and program resources do not allow project managers to perform independent (duplicate) collections of sampling sites, our goal for quality assurance is conservative. A given site's Stream Quality Index (SQI) score or total diversity (D) measure across macroinvertebrate taxa will be noted as "preliminary" until three spring sampling events and three fall sampling events have been completed. At least two of these six measures will be collected by different volunteer teams. The resulting measures of D and SQI for each site will be compared to the composite (median) results and each should be within two standard deviations of the median.

All stream data records will include the personnel of the monitoring team and each type of habitat sampled. The Project Expert or Executive Director will verify and correct all macroinvertebrate identifications made by the volunteer experts.

Sample results that exceed these standards will be noted as "outliers" and examined to determine if the results are likely due to sampling error or true environmental variation. If sampling error is determined the data point shall be removed from the data record. Volunteer teams that generate

more than one outlier will be observed by the Project Expert at the next sampling event and be considered for retraining.

The Project Expert will make the final identifications for each sample. MiCorps staff will conduct a method validation review with the designated Project Expert to ensure his or her expertise, preferably prior to the first training session held by the Project Expert. This will be conducted with each new Project Expert added to the MiCorps monitoring program. This review will consist of a joint sampling event, with MiCorps staff jointly collecting, sorting, and identifying the macroinvertebrates with the Project Expert. Any monitoring issues will be addressed on site. If no major concerns remain, the Project Expert will be considered “certified” by MiCorps.

### **Bias**

Sites will be sampled by different team leaders at least once every three years in each season (two events among six sampling events, if conducted twice per year) to examine the effects of bias in individual collection styles. The new measure should be within two standard deviations of the median of past measures. Sites not meeting the DQO will be evaluated by the Project Expert.

### **Completeness**

Following a quality assurance review of collected and analyzed data, data completeness will be assessed by dividing the number of measurements judged valid by the number of total measurements performed. The data quality objective for completeness for each parameter for each sampling event is 90%. If the program does not meet this standard, the Project Expert will consult with MiCorps staff to determine the main causes of data invalidation and develop a course of action to improve the completeness of future sampling events.

### **Representativeness**

Study sites are selected to represent a full variety of coldwater stream habitat types available locally, emphasizing the inclusion of riffle habitat. All available habitats within the study site will be sampled and documented to ensure a thorough sampling of all of the organisms inhabiting the site. Resulting data from the monitoring program will be used to represent the ecological conditions of the contributing tributaries. Since not enough resources are available to allow the program to cover the entire watershed, some cold tributaries will not initially be represented. Additional stream sites will be added as resources and volunteers allow.

### **Comparability**

To ensure comparability, all volunteers in the watershed will follow the same sampling and site selection methods and use the same units of reporting. Project directors and trainers will learn the standard MiCorps monitoring methods at annual trainings by MiCorps staff and will train their volunteers to follow those methods to ensure comparability of results among all MiCorps programs. To the extent possible, the monitoring of all study sites will be completed in a single weekend.

For each sampling event that is not completed in a single weekend, monitoring by volunteers will be completed within the same two week period. If a site is temporarily inaccessible, such as due

to prolonged high water, the monitoring time may be extended for two additional weeks. If the issue concerning inaccessibility continues beyond the extended dates, then no monitoring data will be collected during that time and there will be a gap in the data. If a team is unable to monitor their site during the specified time, the Team Leader will contact the Project Manager as soon as possible and no later than the end of the first week in the sampling window in order for the Manager to arrange for another team to complete the monitoring. If no team is available, the Project Manager will, if feasible, sample the site. Otherwise, the site will go unmonitored for that season.

## **A8. Special Training/Certifications**

The Project Expert, MITU Executive Director, and Chapter Project Manager have had hands-on MiCorps training to witness and learn first hand how a volunteer-based stream monitoring program is expected to work. In addition, the Project Expert has observed and helped sample with a MiCorps project on the upper Manistee River.

Training will be provided to each volunteer participating in the project. When new volunteers join a sampling event they will be paired up with more experienced volunteers so they can learn by “shadowing” volunteers with more experience. This technique will allow new volunteers to ask questions as they learn in a hands-on environment.

During a collection event each sampling group will have an experienced streamside leader. This leader will be responsible for filling out the data sheets, labeling jars, helping people pick the macroinvertebrates, and reminding the collectors to cover all available habitats.

New volunteers typically start out as pickers. No training is required to be a picker. Pickers are responsible for sorting through the samples collected by the collectors, picking out the macroinvertebrates, and putting them in a collection jar.

Team leaders sampling habitat attend a training session. At this training session volunteers learn how to assess stream banks, measure the stream widths and depths, and record the substrate located along transects. Volunteers also learn how to make a simple map of the stream.

### **Documentation**

Training is documented with a volunteer database, which lists what training sessions a volunteer has participated in. The Project Expert is responsible for maintaining the database. MITU staff will also keep record of field data sheets and a database with all of the monitoring data.

## **SECTION B: Measurements/Data Acquisition**

### **B1. Study Design and Methods**

#### **Study Design**

The streams benthic macroinvertebrate community will be monitored in April and September or October, following MiCorps stream monitoring protocol. In stream and riparian habitat will be



assessed during low-flow summer conditions (July – November) following MiCorps stream monitoring protocols.

### **Monitoring Task Schedule**

*March:* Begin recruitment for volunteers for the April monitoring event.

*April:* Prepare for the April sampling event. Check that equipment is in good repair. Create small teams with experienced and inexperienced volunteers. Tell each group where they will be sampling. Conduct macroinvertebrate collection and identification.

*May:* Verify identifications of benthic macroinvertebrates. Enter data about the volunteers and macroinvertebrates. Send a brief press release to the local paper and a brief report to the chapter. Place the results on Michigan Trout Unlimited webpage.

*June:* Recruit and train volunteers for the habitat survey. Make sure equipment is in good repair.

*July:* Conduct habitat survey training. Arrange volunteers into teams and help them schedule dates to complete the survey. Enter data about new volunteers.

*August:* Begin recruiting volunteers for the September/October monitoring event.

*September:* Prepare for September/October monitoring event. Recruit new volunteers and invite experienced volunteers to participate. Check that equipment is in good repair. Create teams with experienced and inexperienced volunteers. Tell each group when and where to begin. Conduct monitoring.

*October:* Organize and conduct macroinvertebrate collection and macroinvertebrate ID day. Verify identifications of benthic macroinvertebrates. Enter volunteer and macroinvertebrate data and send reports to the press and the chapter. Place the results on the Michigan Trout Unlimited webpage.

*November:* Review and interpret data and make reports. Enter results into MiCorps data exchange.

### **Site Descriptions (see attached map)**

#### **Locating and Identifying Monitoring Sites**

Monitoring sites are located within the Kalamazoo River watershed. All sites are located on coldwater tributaries to the Kalamazoo River. Presently we do not have enough volunteers to sample all coldwater tributaries to the Kalamazoo River, therefore, a subset of key tributaries has been chosen.

Monitoring sites are identified by the name of the county, the creek, and the road crossing or other distinctive landmark. Maps are provided to the collecting team. Permission to access property is obtained at least one week prior to the designated study date.

## Monitoring Benthic Macroinvertebrates

Our monitoring is intended to characterize the condition of a subset of coldwater streams in the Kalamazoo River Watershed while involving Michigan Trout Unlimited members and members of the community. We have designed our macroinvertebrate monitoring program so that the collection and identification events are one-day group events in which anyone can participate.

The macroinvertebrate community will be monitored and identified to order level twice per year, once in the spring and once in the fall. Samples will be saved to allow for the possibility of future identification to the family level. Equipment to be used for this process includes: 12" D-frame kicknets, forceps, white plastic sorting trays, sealable sample jars, ethanol, and a magnifier. Literature references used for identification are materials recommended and/or provided by MiCorps, such as the *Guide to Aquatic Invertebrates of the Upper Midwest*.

All sites, except Huff Creek, are sampled on a single Saturday in the spring and fall. This is primarily due to the isolated location of Huff Creek; Huff Creek is sampled within two weeks of the other sites. It is intended that the sampling from year to year will take place during a consistent weekend, with the realization that the actual dates will depend on weather and stream conditions. If a site is inaccessible on the sampling date that site will be sampled within two weeks of the original sampling date. If the site remains inaccessible for two weeks, or volunteers are not available to conduct the sampling at a different time, the site will not be sampled and there will be a gap in the data. Each team will sample one site. Each team then will bring their collection back to a central location.

Multiple collections will be taken from each habitat type present at the site, including riffle, rocks and other large objects, leaf packs, submerged vegetation or roots, and depositional areas, while wading using a D-frame kicknet. The trained Streamside Leader will record the number of locations sampled within the monitored reach in each habitat type. The trained Collector will transfer the material from the net into white pans. The remaining volunteers (Pickers) will pick out samples of all different types of macroinvertebrates from the pans and place them into jars of 70% ethanol for later identification. During the collection, the Collector will provide information to the team Streamside Leader in response to questions on the data sheet that review all habitats to be sampled, the state of the creek, and any changes in methodology or unusual observations. The Streamside Leader will instruct and assist other team members in detecting and collecting macroinvertebrates in the sorting pans, including looking under bark and inside constructions made of sticks and other substrates. Potential sources of variability such as weather/stream flow differences, season, and site characteristic differences will be noted for each event and discussed in study results. There are places on the data sheet to record unusual procedures or accidents, such as losing part of the collection by spilling. Any variations in procedure should be explained on the data sheet.

Prior to leaving each site, the net is thoroughly rinsed and examined to ensure that no creatures are carried in it to the next site. Sites that have zebra mussels are either the last sites visited or are collected with a separate net.

At the collecting site, all invertebrate sample jars receive a label written in pencil, stating date, location, name of collector, and number of jars containing the collection from this site, which is placed inside the jar. The data sheet also states the number of jars containing the collection from this site. The team leader is responsible for labeling and securely closing the jars, and the team manager is responsible for returning all jars and all equipment. Upon return to the meeting location, the collections are checked for labels, the data sheets are checked for completeness and for correct information on the number of jars containing the collection from the site. Identification is conducted on the same day after lunch is served. Some volunteers participate in both events while others only come for collection or identification. The data sheets are completed during the identification period of the day, after which they remain on file indefinitely. At the time of identifying the sample, the sample identifier checks the data sheet and jars to ensure that all the jars, and only the jars, from that collection are present prior to emptying them into a white pan for sorting. If any specimens are separated from the pan during identification, a site label accompanies them. For identification, volunteers identify all individuals from a single jar. These identifications are then verified by the Project Expert. When identification of a sample is complete, the entire collection is placed in a single jar of fresh alcohol with a poly-seal cap and a printed label inside the jar and stored with Michigan Trout Unlimited indefinitely. The alcohol is carefully changed (to avoid losing small specimens) in the jars every few years.

### **Habitat**

Habitat assessments will be conducted during a single week. A descriptive procedure is provided to volunteers to guide them through the process. Photos are used to document areas of erosion, degradation, or concern. Habitat will be monitored at least every five years, during low flow in the summer or fall. Monitoring procedures and methods will follow MiCorps guidelines. Data sheet is attached.

Equipment for measuring habitat quality includes a fiberglass or nylon tape measure and a wooden measuring stick, both marked in feet and tenths of feet.

### **Quality Control Checklists**

#### **Equipment Quality Control**

- Check to make sure equipment is in working order and not damaged
- Clean equipment before and after taking it into the field
- Label equipment with their dates of purchase and dates of last usage
- Check the expiration date of chemical reagents prior to each use
- Check the batteries on all equipment that requires them
- Make sure all equipment is calibrated appropriately before conducting each test

#### **Field Procedures Quality Control**

- Conduct repeat and/or side-by-side tests performed by separate field crews
- At least once every three years in each season: change the composition of the field crews to maintain objectivity and minimize individual bias
- Review field records before submitting for analysis to minimize errors

Because our evaluation is based on the diversity in the community, we attempt to include a complete sample of different groups present, rather than a random sub-sample. We do not assume that a single collection represents all the diversity in the community, but rather we consider our results reliable only after repeated collections spanning at least three years. Our results are compared with other locations in the same river system that have been sampled by different collectors at different times to diminish the effects of bias in individual collecting styles. Samples where the diversity measures diverge substantially from past samples at the same site are re-sampled by a new team within two weeks. If a change is confirmed, the site becomes a high priority for the next scheduled collection. Field checks include checking all data sheets to make sure each habitat type available was sampled, and the team leader examines several picking trays to ensure that all present families have been collected. All lab sorting is rechecked by an expert before completing identification.

## **B2. Instrument/Equipment Testing, Inspection, and Maintenance**

In the days prior to a monitoring event, the Chapter Project Manager will check all equipment carefully. Supplies for each team will be put together including a bucket, net, pans, forceps, and jars with alcohol. All equipment will be stored with KVCTU.

- **D-frame kick nets:** will be inspected before and after each sampling session to look for any defects or tears in the nets.
- **Collection jars** (with poly seal caps): each jar and lid will be inspected for cracks or defects before each use. After jars are in use they will be inspected for leaky tops, improper seals, cracks, and chips.
- **Forceps:** will be cleaned and inspected to make sure the tips meet before each sampling event.
- **Magnifiers/Dissection Scopes:** will be cleaned and inspected to make sure they are functioning properly before and after each identification event.

## **B3. Inspection/Acceptance for Supplies and Consumables**

- **D-frame Kick Nets** – Purchased April 2009, replace when damaged beyond repair
- **Collection Jars** – Purchase fall 2009, replace when all are in use or broken
- **Forceps** – Purchased April 2009, replace when tips do not meet when squeezed
- **Magnifier/Dissection Scope** – Purchased in fall 2009, replace when no longer functional
- **Ethanol** – Purchase fall 2009, replace when all is consumed or past expiration date
- **Sorting Trays** – Purchased April 2009, replace when they no longer function as needed

Prior to a monitoring event a KVCTU representative will make sure there are ample data sheets, labels, and that all equipment is in order.

## **B4. Non-direct Measurements**

This section is not applicable to our project.

## **B5. Data Management**

All data are recorded on original field and laboratory paper data sheets. These data sheets are stored with MITU. Raw data will be entered and managed in a Microsoft Access database. All data is backed up before and after each sampling event's data has been entered.

Data will be entered by the data manager into the program's MS Access database for long-term storage. Once a year, all new data will be exported to a MiCorps compatible format and sent to MiCorps for inclusion in their data exchange system. Data sheets will be filed with MITU indefinitely.

Field data sheets are checked by the Project Expert upon return to MITU. Any omissions or confusions are clarified as soon as possible. The Project Expert will enter data into a database which is then used for both analysis and reporting. The final data tables are checked against the data sheets. The results of monitoring will then be posted on the MITU and KVCTU websites.

Macroinvertebrates: Data are summarized for reporting into four metrics: all taxa, insects, EPT (Ephemeroptera + Plecoptera + Trichoptera), and sensitive taxa. A Stream Quality Index (SQI) is also computed. The method for calculating that metric can be found on the macroinvertebrate sampling data sheets.

Habitat: specific measures are used from habitat surveys to investigate problem areas at each site. The percentage of stream bed composed of fines (sand and smaller particles) is calculated and changes are tracked over time as an indicator of sediment deposition.

## **Section C: Data Validation and Reporting**

### **C1. Assessment and Response Actions**

Program effectiveness is gauged through post-event surveys given to each participant. These surveys bring in good ideas and help identify any problems in methods, training, or with particular volunteers. Volunteers may be encouraged to repeat a training event if their work is of poor quality.

- Side-by-side sampling will take place during which a team of our volunteers and an outside expert will together sample the stream. The outside expert will watch the volunteers for procedural problems and will suggest remedies as necessary..
- Data sheets will incorporate essential QAPP procedures, such as the number of net samples taken from each type of habitat.
- Volunteer team leaders trained by MiCorps will make sure that quality assurance protocols are followed and report any issues possibly affecting data quality to the project manager.

If deviation from the QAPP is noted at any point in the sampling or data management process, the affected samples may be deleted from the data set. Re-sampling will be conducted if warranted and feasible, given that the deviation is noted soon after occurrence and volunteers are

available. Otherwise, a gap may be left in the monitoring record. All corrective actions, such as above, will be document and communicated to MiCorps.

## **C2. Data Review, Validation, and Verification**

For benthic macroinvertebrate collections, volunteer team leaders and collectors are trained in completing field data sheets thoroughly and accurately. All volunteers performing habitat assessments are also trained in this way. Benthic macroinvertebrate and habitat data sheets are double checked in the field. All data sheets are reviewed by the MITU staff for thoroughness and clarity. Data entered into the database will be checked against the respective hard copy of the data sheet.

If new data deviate from previous records beyond previously stated DQOs, these outliers will be identified, and the site can be re-sampled by the Project Manager or Project Expert, or the data will be thrown out. The Project Expert has primary responsibility for identifying questionable data and taking corrective action.

## **C3. Reconciliation of data with Data Quality Objectives**

In order to best determine if the data meets the DQOs set forth in section A7, we will assess our data within one week after sampling. If a sample deviates from the previously stated DQO's, the parameter will be re-sampled at the site in question if it is feasible to do so within a two week period. Because environmental change can cause substantial variation in a parameter from one sampling event to the next, re-sampling soon after the deviant data were recorded can confirm if those conditions truly exist, or if it resulted from sampling error. If re-sampling suggests sampling error in the original data, those data will be rejected and replaced by the re-sampled data. If re-sampling is not possible within the two week period, then the original data are retained but flagged for comparison with future sampling events, and may be rejected if inconsistent with future data.

## **C4. Data Reporting**

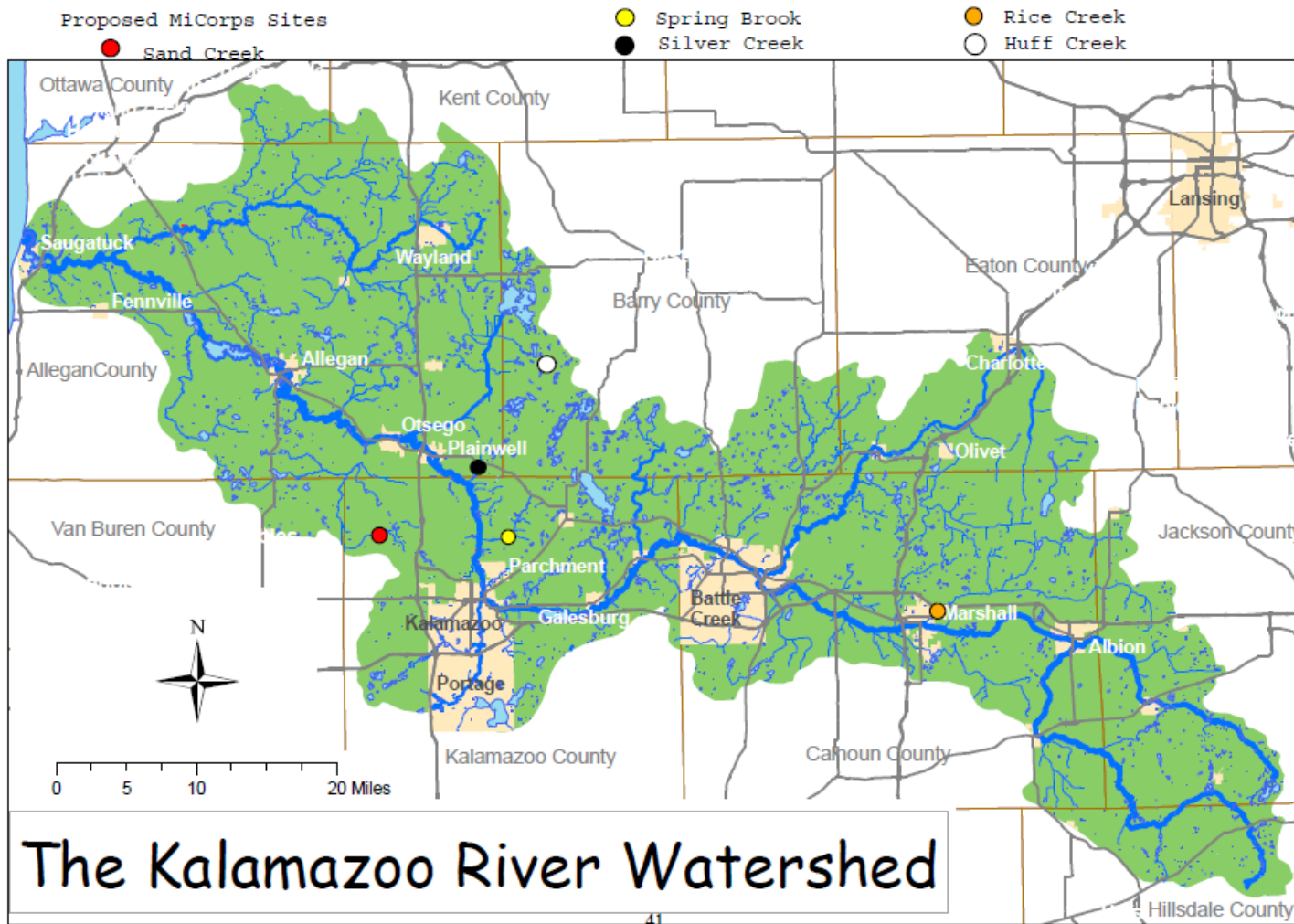
Reporting will be a key component to the success of this project. Many reports between volunteers and the project managers will be informal, and will be completed over email, telephone, or in person. These informal reports will help ensure the continued success of the sampling/identification events. The Project Manger will also report to the MiCorps program administrator in a more formal way on a regular basis.

Benthic macroinvertebrate and habitat assessment data summaries, with a number of calculated metrics including a Stream Quality Index, are reported with brief interpretations for the sampling sites on the MITU website and in the KVCTU newsletter "Slacklines".

Monitoring data will be submitted to MDNRE in an electronic format such that they are suitable for entry into EPA's STORET database using data submission templates. The Project Expert is primarily responsible for data analysis, interpretation, and reporting.

# Attachments

## Attachment 1 – Site Map



Created by the Kalamazoo River Watershed Council

## Attachment 2 – Macroinvertebrate Datasheets

MiCorps Site ID#: \_\_\_\_\_



### Stream Macroinvertebrate Datasheet

**Stream Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_ (Circle one: *Upstream* or *Downstream* of road?)

**Date:** \_\_\_\_\_ **Collection Start Time:** \_\_\_\_\_ (AM/PM)

**Major Watershed:** \_\_\_\_\_ **HUC Code (if known):** \_\_\_\_\_

**Latitude:** \_\_\_\_\_ **Longitude:** \_\_\_\_\_

**Monitoring Team:**

**Name of Person Completing Datasheet:** \_\_\_\_\_

**Collector:** \_\_\_\_\_

**Other Team Members:** \_\_\_\_\_

**Stream Conditions:** \_\_\_\_\_ **Average Water Depth:** \_\_\_\_\_ feet

Is the substrate covered with excessive silt?  No  Yes (describe: \_\_\_\_\_)

Substrate Embeddedness in Riffles:  0-25%  25-50%  > 50%  Unsure

Did you observe any fish or wildlife? ( ) Yes ( ) No If so, please describe: \_\_\_\_\_

**Macroinvertebrate Collection:** Check the habitats that were sampled. Include as many as possible.

<input type="checkbox"/> Riffles	<input type="checkbox"/> Stream Margins	<input type="checkbox"/> Submerged Wood
<input type="checkbox"/> Cobbles	<input type="checkbox"/> Leaf Packs	<input type="checkbox"/> Other (describe: _____)
<input type="checkbox"/> Aquatic Plants	<input type="checkbox"/> Pools	
<input type="checkbox"/> Runs	<input type="checkbox"/> Undercut banks/Overhanging Vegetation	

Did you see, but not collect, any live crayfish? ( \_\_\_ Yes \_\_\_ No), or large clams? ( \_\_\_ Yes \_\_\_ No)  
*"remember to include them in the assessment on the other side!"*

**Collection Finish Time:** \_\_\_\_\_ (AM/PM)

Datasheet checked for completeness by: \_\_\_\_\_ Datasheet version 10/08/05  
 Data entered into MiCorps database by: \_\_\_\_\_ Date: \_\_\_\_\_



MiCorps Site ID#: \_\_\_\_\_



**IDENTIFICATION AND ASSESSMENT**

Use letter codes [R (rare) = 1-10, C (common) = 11 or more] to record the approximate numbers of organisms in each taxa found in the stream reach.

**\*\* Do NOT count empty shells, pupae, or terrestrial macroinvertebrates\*\***

**Group 1: Sensitive**

- \_\_\_ Caddisfly larvae (Trichoptera)  
*EXCEPT Net-spinning caddis*
- \_\_\_ Hellgrammites (Megaloptera)
- \_\_\_ Mayfly nymphs (Ephemeroptera)
- \_\_\_ Gilled (right-handed) snails (Gastropoda)
- \_\_\_ Stonefly nymphs (Plecoptera)
- \_\_\_ Water penny (Coleoptera)
- \_\_\_ Water snipe fly (Diptera)

**Group 2: Somewhat-Sensitive**

- \_\_\_ Alderfly larvae (Megaloptera)
- \_\_\_ Beetle adults (Coleoptera)
- \_\_\_ Beetle larvae (Coleoptera)
- \_\_\_ Black fly larvae (Diptera)
- \_\_\_ Clams (Pelecypoda)
- \_\_\_ Crane fly larvae (Diptera)
- \_\_\_ Crayfish (Decapoda)
- \_\_\_ Damselfly nymphs (Odonata)
- \_\_\_ Dragonfly nymphs (Odonata)
- \_\_\_ Net-spinning caddisfly larvae (Hydropsychidae; Trichoptera)
- \_\_\_ Scuds (Amphipoda)
- \_\_\_ Sowbugs (Isopoda)

**Group 3: Tolerant**

- \_\_\_ Aquatic worms (Oligochaeta)
- \_\_\_ Leeches (Hirudinea)
- \_\_\_ Midge larvae (Diptera)
- \_\_\_ Pouch snails (Gastropoda)
- \_\_\_ True bugs (Hemiptera)
- \_\_\_ Other true flies (Diptera)

Identifications made by: \_\_\_\_\_

Rate your confidence in these identifications: Quite confident 5 4 3 Not very confident 2 1

<b>STREAM QUALITY SCORE</b>	
Group 1:	
___ # of R's * 5.0 =	___
___ # of C's * 5.3 =	___
Group 1 Total =	___
Group 2:	
___ # of R's * 3.0 =	___
___ # of C's * 3.2 =	___
Group 2 Total =	___
Group 3:	
___ # of R's * 1.1 =	___
___ # of C's * 1.0 =	___
Group 3 Total =	___
Total Stream Quality Score =	___
<i>(Sum of totals for groups 1-3; round to nearest whole number)</i>	
Check one:	
___ Excellent	(>48)
___ Good	(34-48)
___ Fair	(19-33)
___ Poor	(<19)

Datasheet checked for completeness by: \_\_\_\_\_ Datasheet version 10/08/05  
Data entered into MiCorps database by: \_\_\_\_\_ Date: \_\_\_\_\_

# Attachment 3 – Habitat Datasheets

## STREAM HABITAT ASSESSMENT



### I. Stream, Team, Location Information

Site ID: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name(s): \_\_\_\_\_

### II. Stream and Riparian Habitat

A. General Information						Notes and Observations: Give further explanation when needed.	
Circle one or more answers as appropriate							
1	Average Stream Width (ft)	< 10	10-25	25-50	>50		
2	Average Stream Depth (ft)	<1	1-3	>3	>5		
3	Has this stream been channelized? (Stream shape constrained through human activity- look for signs of dredging, armored banks, straightened channels)	Yes, currently	Yes, sometime in the past	No	Don't know		
4	Estimate of current stream flow	Dry or Intermittent	Stagnant	Low	Medium		High
5	Highest water mark (in feet above the current level)	<1	1-3	3-5	5-10		>10
6	Which of these habitat types are present?	Riffles	Deep Pools	Large woody debris	Large rocks		Undercut bank
		Overhanging vegetation	Rooted Aquatic Plants	Other:	Other:		Other:
7	Estimate of turbidity	Clear	Slightly Turbid (can partially see to bottom)		Turbid (cannot see to bottom)		
8	Is there a sheen or oil slick visible on the surface of the water?	No	Yes				
9	If yes to #8, does the sheen break up when poked with a stick?	Yes (sheen is most likely natural)		No (sheen could be artificial)			
10	Is there foam present on the surface of the water?	No	Yes				
11	Is yes to #10, does the foam feel gritty or soapy?	Gritty (foam is most likely natural)		Soapy (foam could be artificial)			
The following are optional measurements not currently funded by MiCorps							
8	Water Temperature						
9	Dissolved Oxygen						
10	pH						
11	Water Velocity						

MiCorps Site ID#: \_\_\_\_\_

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



**II. Stream and Riparian Habitat (continued)**

B. Streambed Substrate		
Estimate percent of stream bed composed of the following substrate.		
If group will take transects and pebble counts (In Section IV), check this box and record the measured percentages. <input type="checkbox"/>		
Substrate type	Size	Percentage
Boulder	> 10" diameter	
Cobble	2.5 - 10" diameter	
Gravel	0.1 - 2.5" diameter	
Sand	coarse grain	
Fines: Silt/Detritus/Muck	fine grain/organic matter	
Hardpan/Bedrock	solid clay/rock surface	
Artificial	man-made	
Other (specify)		

C. Bank stability and erosion.			
Summarize the extent of erosion along <u>each bank separately</u> on a scale of 1 through 10, by circling a value below. Left/right banks are identified by looking downstream.			
Excellent	Good	Marginal	Poor
Banks Stable. No evidence of erosion or bank failure. Little potential for problems during floods. < 5% of bank affected.	Moderately stable. Small areas of erosion. Slight potential for problems in extreme floods. 5-30% of bank in reach has areas of erosion.	Moderately unstable. Erosional areas occur frequently and are somewhat large. High erosion potential during floods. 30-60% of banks in reach are eroded.	Unstable. Many eroded areas. > 60% banks eroded. Raw areas frequent along straight sections and bends. Bank sloughing obvious.
LEFT BANK 10 - 9	LEFT BANK 8 - 7 - 6	LEFT BANK 5 - 4 - 3	LEFT BANK 2 - 1 - 0
RIGHT BANK 10 - 9	RIGHT BANK 8 - 7 - 6	RIGHT BANK 5 - 4 - 3	RIGHT BANK 2 - 1 - 0

*You may wish to take photos of unstable or eroded banks for your records. Record date and location.*

Comments:

MiCorps Site ID#: \_\_\_\_\_ Date: \_\_\_\_\_



**II. Stream and Riparian Habitat (continued)**

**D. Plant Community**

Estimate the percentage of the stream covered by overhanging vegetation \_\_\_\_\_ %

Using the given scale, estimate the relative abundance of the following:

Plants in the stream:		Plants on the bank/riparian zone:	
Algae on Surfaces of Rocks or Plants	Filamentous Algae (Streamers)	Shrubs	Trees
Macrophytes (Standing, Floating Plants)	0= Absent 1= Rare 2= Common 3= Abundant	Grasses	0= Absent 1= Rare 2= Common 3= Abundant
Identified species (optional)	4= Dominant	Identified species (optional)	4= Dominant

**E. Riparian Zone**

The riparian zone is the vegetated area that surrounds the stream. Right/Left banks are identified by looking downstream.

**1. Left Bank**

Circle those land-use types that you can see from this stream reach.

Wetlands    Forest    Residential Lawn    Park    Shrub, Old Field    Agriculture  
 Construction    Commercial    Industrial    Highways    Golf Course    Other \_\_\_\_\_

**2. Right Bank**

Circle those land-use types that you can see from this stream reach.

Wetlands    Forest    Residential Lawn    Park    Shrub, Old Field    Agriculture  
 Construction    Commercial    Industrial    Highways    Golf Course    Other \_\_\_\_\_

**3. Summarize the size and quality of the riparian zone along each bank separately on a scale of 1 through 10, by circling a value below.**

Excellent	Good	Marginal	Poor
Width of riparian zone >150 feet; dominated by vegetation, including trees, understory shrubs, or non-woody macrophytes or wetlands; vegetative disruption through grazing or mowing minimal or not evident; almost all plants allowed to grow naturally.	Width of riparian zone 75-150 feet; human activities have impacted zone only minimally.	Width of riparian zone 10-75 feet; human activities have impacted zone a great deal.	Width of riparian zone ,10 feet; little or no riparian vegetation due to human activities.
LEFT BANK 10 - 9	LEFT BANK 8 - 7 - 6	LEFT BANK 5 - 4 - 3	LEFT BANK 2 - 1 - 0
RIGHT BANK 10 - 9	RIGHT BANK 8 - 7 - 6	RIGHT BANK 5 - 4 - 3	RIGHT BANK 2 - 1 - 0

MiCorps Site ID#: \_\_\_\_\_

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



**III. Sources of Degradation**

1. In what ways is this stream degraded, if any?

2. Does a team need to come out and collect trash?

3. Based on what you can see from this location, what are the potential causes and level of severity of this degradation? Only judge what you can see from the site.

(Severity: S – slight; M – moderate; H – high) (Indicate all that apply)							
Crop Related Sources	S	M	H	Land Disposal	S	M	H
Grazing Related Sources	S	M	H	On-site Wastewater Systems	S	M	H
Intensive Animal Feeding Operations	S	M	H	Silviculture (Forestry)	S	M	H
Highway/Road/Bridge Maintenance and Runoff	S	M	H	Resource Extraction (Mining)	S	M	H
Channelization	S	M	H	Recreational/Tourism Activities (general)	S	M	H
Dredging	S	M	H	• Golf Courses	S	M	H
Removal of Riparian Vegetation	S	M	H	• Marinas/Recreational Boating (water releases)	S	M	H
Bank and Shoreline Erosion/Modification/Destruction	S	M	H	• Marinas/Recreational Boating (bank or shoreline erosion)	S	M	H
Flow Regulation/ Modification (Hydrology)	S	M	H	Debris In Water	S	M	H
Invasive Species	S	M	H	Industrial Point Source	S	M	H
Construction: Highway, Road, Bridge, Culvert	S	M	H	Municipal Point Source	S	M	H
Construction: Land Development	S	M	H	Natural Sources	S	M	H
Urban Runoff	S	M	H	Source(s) Unknown	S	M	H

Additional comments:

MiCorps Site ID#: \_\_\_\_\_

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



#### IV. Optional quantitative measurements

##### A. Transects and Pebble Counts

To take quantitative stream habitat measurements, conduct 5-10 transects of your stream reach. Required equipment: tape measure long enough to stretch across the stream, and graduated rod or stick to measure water depth. Data sheet is on the next page.

Directions:

- 1) Determine stream width.
- 2) Use the rod to measure depth (D) and substrate (S) at more than 10 but less than 20 regular intervals along the entire transect. (For streams less than 10 feet wide, measure every ½ foot, for streams about 10 feet wide, measure every foot, etc.)
- 3) At every depth measurement, identify the single piece of substrate that the rod lands on (can be arbitrary).
- 4) For every measurement, enter the reading on the tape measure, the depth, and the substrate on the data sheet on the next page.

Data use: The depth and tape measure reading can be used to produce stream cross-section profiles. The pebble count can be used to give a more accurate percentage breakdown of the stream substrate than simply making an eyeball estimate (see Section II-B).

##### B. Bank Height

Vertical banks higher than 3 feet are usually unstable, while banks less than 1 foot, especially with overhang, provide good habitat for fish. While doing the transects, measure the bank heights and record the angle of the bank (right, acute, or obtuse) as indicated on the data sheet. Left/right banks are identified by looking downstream.

Data use: Calculate the percentage of banks with right, obtuse, and acute angles. Right angles indicate higher erosive potential, while acute angles improve the habitat structure of a stream.

#### V. Final Check

This data sheet was checked for completeness by: \_\_\_\_\_

Name of person who entered data into data exchange: \_\_\_\_\_

Date of data entry: \_\_\_\_\_

#### VI. Credits

This habitat assessment was created for the MiCorps Volunteer Stream Monitoring Program from a combination of habitat assessments from the Huron River Watershed Council, the Friends of the Rouge River, and the Michigan Department of Environmental Quality. Version 1.0, June 2009.

MiCorps Site ID#: \_\_\_\_\_

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



**STREAM TRANSECT DATASHEET**

B: Boulder -- more than 10"  
 C: Cobble -- 2.5 - 10"  
 G: Gravel -- 0.1 - 2.5"  
 S: Sand -- fine particles, gritty

F: Fines: Silt/Detritus/Muck  
 H: Hardpan/Bedrock  
 A: Artificial  
 O: Other (specify)

T - Reading on tape  
 D - Depth  
 S - Substrate

Stream Width	EXAMPLE			Transect #			Transect #			Transect #		
	T	D	S	T	D	S	T	D	S	T	D	S
13.3 feet	1.5											
Beginning Water's Edge												
1	2.5	0.4	G									
2	3.5	0.4	G									
3	4.5	0.4	G									
4	5.5	0.2	C									
5	6.5	0	S									
6	7.5	0.6	S									
7	8.5	0.7	G									
8	9.5	0.7	G									
9	10.5	0.6	C									
10	11.5	0.7	B									
11	12.5	0.4	G									
12	13.5	0.3	F									
13	14.5	0.2	F									
14												
15												
16												
17												
18												
19												
Ending Water's Edge	14.8											
Bank Side	L	R		L	R		L	R		L	R	
Bank Height	1.7 feet	0.5 feet										
Does the bank have an undercut?	N	Y										
If so, how wide is it?		1 ft										
Bank Angles:												
Sketch												

Sketch examples:



Undercut (Acute)

Obtuse

Right