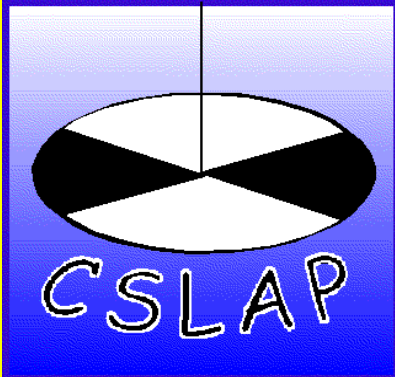


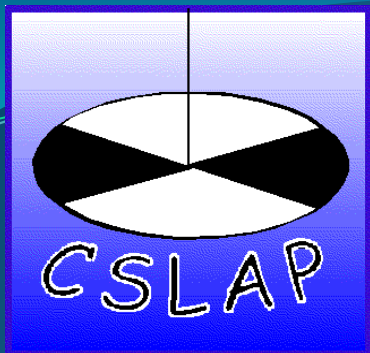
# CSLAP Protocol Do's & Don'ts

**CSLAP**  
for  
**Dummies**

Learn To:

- \*Save Time
- \*Get Better Data
- \*Maintain CSLAP Equipment
- \*Avoid e-mails from Nancy





# 2025 CSLAP

208 Sites  
196 Lakes  
Nearly 600  
volunteers

2.5 staff  
people trying  
to coordinate  
it all

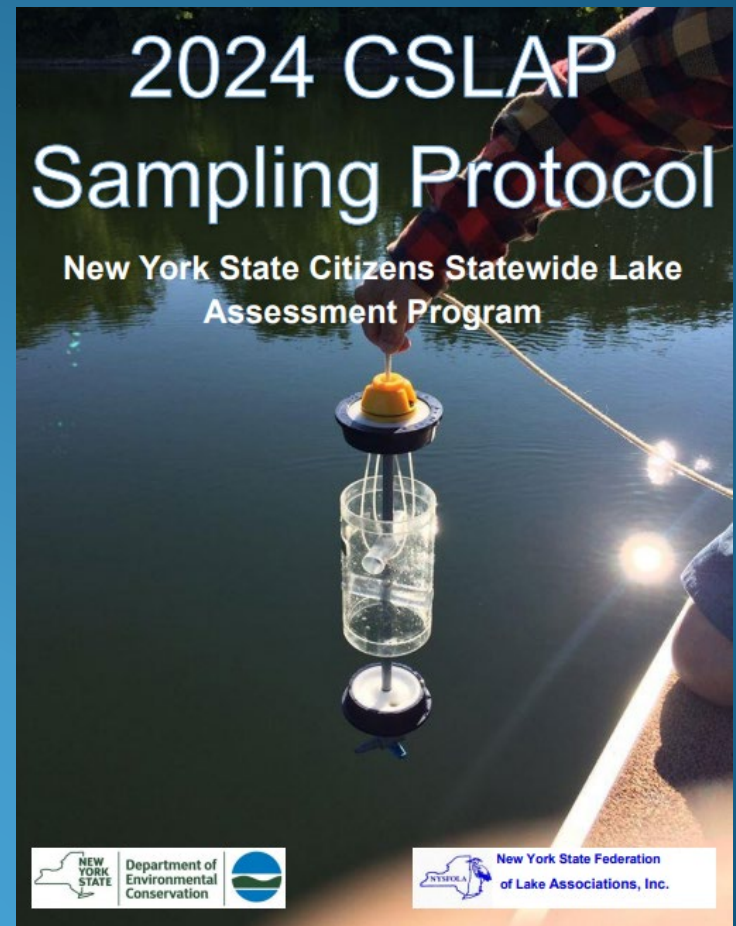




# Pre-Season “To Do” List

Read the 2024 CSLAP Sampling Protocol!

For new lakes, a hard copy will be included with your equipment.



# Pre-Season “To Do” List



- Make sure all equipment was included and is in working order, and let Nancy know ASAP if it's not.
- Buy distilled water and aluminum foil
- **Read the 2024 Sampling Protocol**
- **<https://nysfola.org/cslap-protocol-forms/>**
- **Clean kemmerer/filtration apparatus/graduated cylinder, with distilled water.**
- Make sure your boat is in working order. Don't forget the life jackets! Boater safety course?



# Pre-Season “To Do” List



- Calibrate your thermometer! (Do this every time you sample for best results.)
- The directions are in the Sampling Protocol (p. 5)

# The Box of Bottles:



- Boxes will ship later in May.
- Boxes will be shipped via Fed Ex. We cannot ship to a P.O. Box.
- Boxes are shipped to the address provided to us on the 2024 CSLAP Application.
- **If you want to change that address, you need to let us know.**
- As soon as the box arrives, check to see that you have either 8 or 4 (depending on what you signed up for) sets of bottles & paperwork, filters and gloves.





# 2025 Bottle Bags



- You will have either 8 or 4 bags of bottles, depending on your selected number of sampling rounds. The bags are numbered.
- **USE BOTTLE BAGS IN SEQUENTIAL ORDER!**
- **The bottles are barcoded to each particular round.** This is the bag for the fifth round of sampling.
- .

# 2024 Bottle Bag



- Not every bag will have the same number of bottles because we don't sample for Ca or Cl each round.



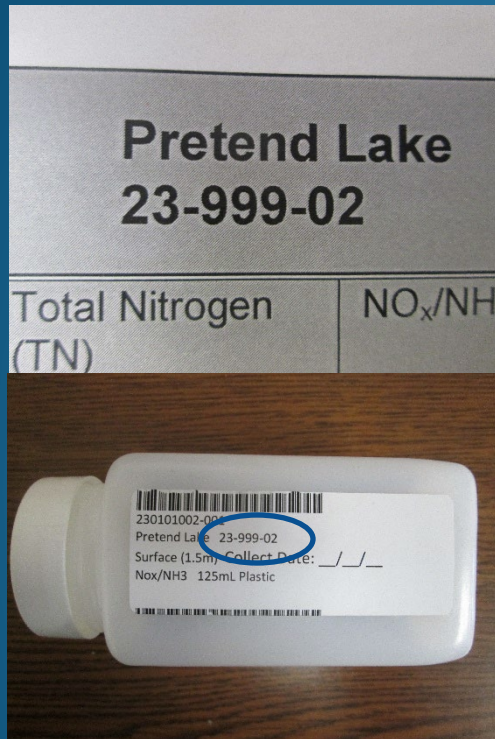
# 2025 Bottle Bag



Forms in the bag:  
CSLAP Perception Form  
Sampling Record Form  
HAB Observation Form  
CSLAP Protocol Checklist  
Chain of Custody Form

**The Chain of Custody Form is linked to the bottles in that bag.**

# Pre-Season – Big No!



Q: We want to get started early. Can we just use bottles & Chain of Custody (COC) forms leftover from a previous year?

A: No. Bottles and COC forms are coded to a particular year. Don't run the risk of samples being discarded or data being tossed.



# The Box of Bottles- Problem Areas!

**Q: Can you send me some filters?"**

**A:** Look for a cup of them in the bottom of the box. They settle down during shipping. Look for gloves in a bag. Not there? Let Nancy know.

**Q: "Can you send more paperwork?"**

**A:** You should have enough, but the forms all on the web for easy access except for the Chain of Custody Forms which are barcoded.

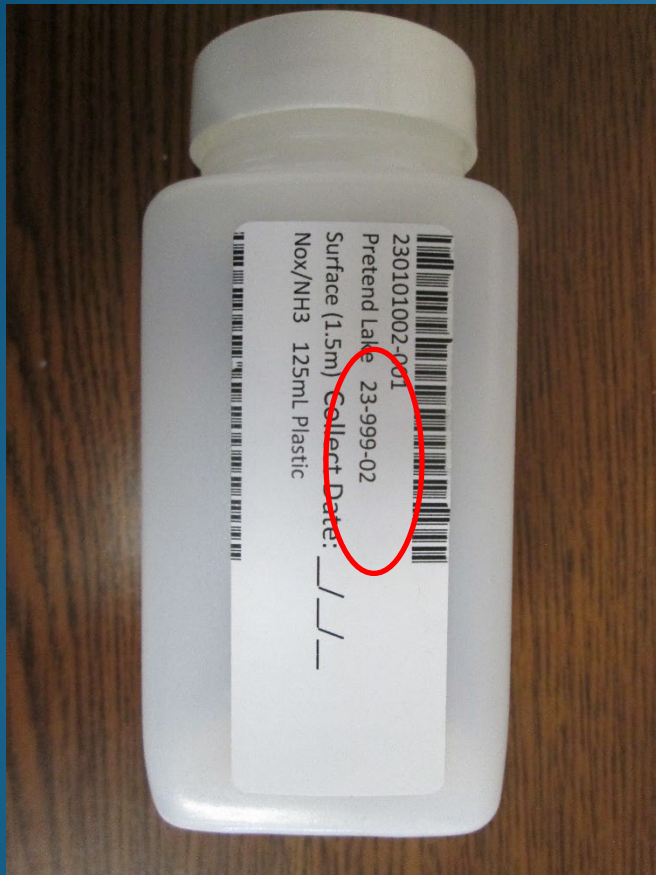


# Where to Find Forms:



Or e-mail Nancy  
[nysfolanancy@verizon.net](mailto:nysfolanancy@verizon.net)

# 2025 Bottles



- **NEVER** pull bottles or COC forms from one bag to use for a different round of sampling! They are coded to a particular year and round!

23-999-02

Year 2023 – Unique Lake Number 999  
for Pretend Lake– Round 2



# 2025 Bottle Bag- Round



Match up the bottles in the bag to the Chain of Custody Form. Are the bottles all there? IF NOT, JUST MAKE A NOTE ON THE COC FORM. DON'T TAKE BOTTLES FROM ANOTHER ROUND!

## CSLAP CHAIN OF CUSTODY/REQUEST FOR ANALYSIS

Upstate Freshwater Institute, Inc.  
NYS ELAP ID # 11482  
224 Midler Park Dr. Syracuse, NY 13208  
(315) 431-4962  
ufi@ufi.org upstatefreshwater.org

1. Collection Date: \_\_/\_\_/\_\_

2. Sampling by: \_\_\_\_\_

Sampling Location:  
Field ID No.

Pretend Lake  
21-581-01

	Collection Time	Matrix	Total Phosphorus (TP) Unfiltered 125mL plastic bottle	Total Nitrogen (TN) Unfiltered 125mL plastic bottle	NO <sub>3</sub> /NH <sub>3</sub> 125mL plastic bottle	Color field filtered 125mL plastic bottle	Chl. a filter w/ MgCO <sub>3</sub> red-capped vial	Raw Water unfiltered 125mL amber glass bottle DO NOT FREEZE	pH/Specific Conductance unfiltered 125mL plastic bottle DO NOT FREEZE/ NO HEADSPACE	Chloride Unfiltered 125mL plastic bottle	Calcium Unfiltered 60mL plastic bottle
Surface (1.5m)	---	Water	X	X	X	X	X	X	X	X	X
Bottom	---	Water	X	X							

SAMPLING VOLUNTEERS – PLEASE PROVIDE INFORMATION IN WHITE BOXES:  
1. Collection Date  
2. Sampling by (Printed)  
3. Collection Time (Military Hours)  
4. Relinquished by (Signature, Date, & Time)

Comments (LAB USE ONLY): \_\_\_\_\_

By signing this form, I certify that the samples enclosed were collected in accordance with CSLAP protocols.

4. Relinquished by: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ Time: \_\_:\_\_:\_\_

(LAB USE ONLY)

Sample Bottles Prepared by: \_\_\_\_\_

*Gina Kehoe*

Date: \_\_/\_\_/\_\_ Time: \_\_:\_\_:\_\_

Received by: \_\_\_\_\_

Date: \_\_/\_\_/\_\_ Time: \_\_:\_\_:\_\_

Temperature at Receipt: \_\_\_\_\_

Temp: \_\_\_\_°C Raw Water Temp: \_\_\_\_°C

When a container type is listed it is understood that proper preservation techniques and the appropriate containers are being used. Be advised that the field sampler is responsible for the care of the samples collected until they are transferred or dispatched properly.

\*Requested analytes: fluoroprobar, if total concentration >10µgChl.a AND >25% BG, then phytoplankton visual analysis & MC\_T BARCODE:

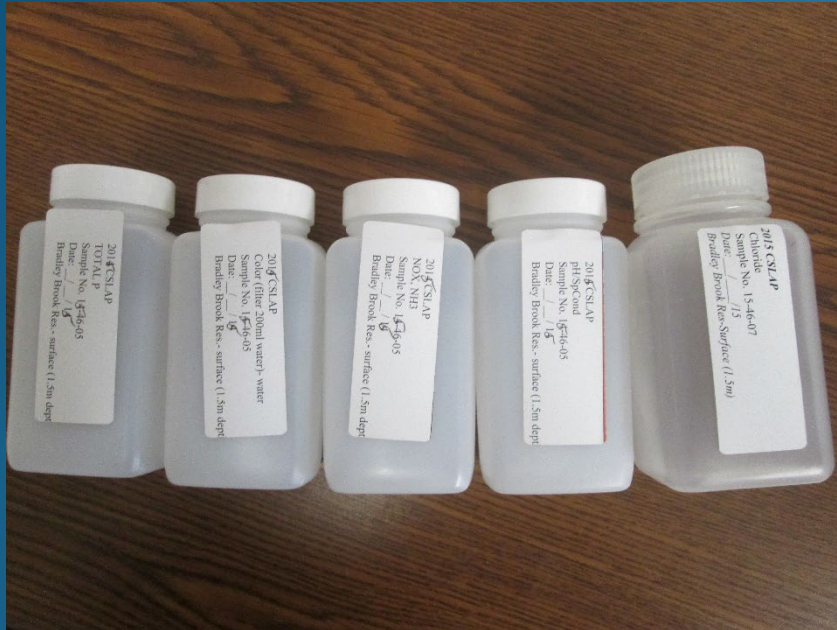


# 2025 Bottle Bag-Vial



Pointed end vial is for your  
Chlorophyll a filter.

# 2025 Bottle Bag- 125 ml



Surface Water – WHITE LABEL

Total Phosphorus

Nox,

pH, Sc\_L

Color

Chloride (not all rounds)

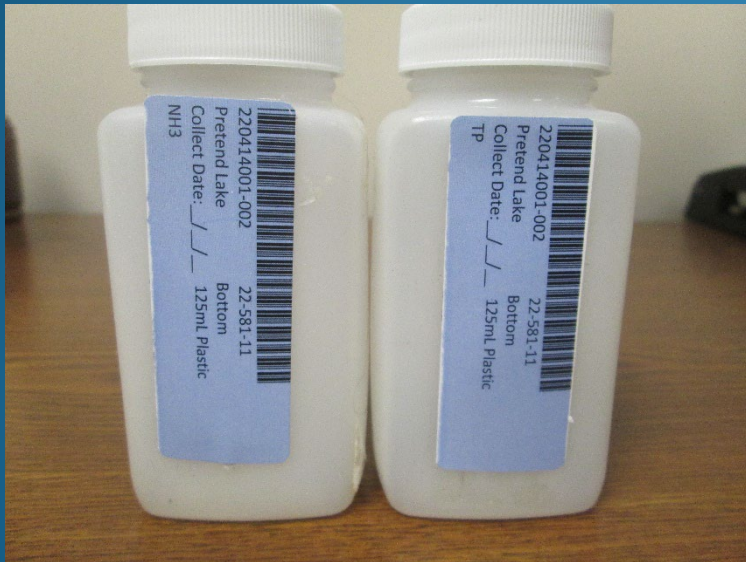
# 2025 Smaller Bottles



- TN (Total Nitrogen)
- Calcium (rounds 1 and 4 only)



# 2025 Bottle Bag- 125 ml – Deep Samples



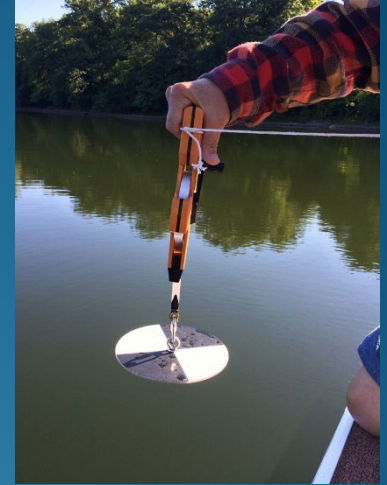
Bottom Water – BLUE  
LABEL

Total Phosphorus  
NH3 (ammonia)

# CSLAP Equipment List



- Kemmerer Bottle & Messenger
- Filtration Apparatus
- Vacuum Pump
- $\text{MgCO}_3$
- Secchi Disk & Line
- Wash Bottle
- Collapsible Container(s)
- Thermometer
- Forceps



# Keep Costs Down: Take Care of the Equipment , Please!

Kemmerer Water Sampler,  
Acrylic - Water sampler  
only, Acrylic, 4.2L

SKU: 1540-A45



Our price: \$479.00



- A full set of CSLAP equipment costs approximately \$2000.
- Store in a dry place where it will not be subjected to extreme temperatures.
- Kemmerers should be stored CLEAN, DRY and OPEN (hang vertically).



# Ready to Sample?

Check the weather and lake conditions!



Don't get caught in a storm!


Accurate Secchi disk readings are hard to get when it's windy & wavy.

Please wear a life jacket.



# The Sampling Record Form

**CSLAP SAMPLING RECORD FORM**  
PLEASE PRINT LEGIBLY

SECTION 1 - GENERAL				
LAKE NAME	SITE# (IF APPLICABLE)	COUNTY	CSLAP ROUND#	DATE
SAMPLER NAME(S) Sample Collection: _____ Secchi Readings: _____				
NAMES OF OTHERS WHO ASSISTED TODAY (Note - A current CSLAP Waiver Form must be on file for each person)				
SECTION 2 - SECCHI DEPTH & LAKE INFORMATION				
SOUNDING DEPTH _____ meters (The depth from the surface to the bottom of the lake at your sampling location)		LAKE LEVEL <input type="checkbox"/> High <input type="checkbox"/> Normal <input type="checkbox"/> Low		
READING 1: (Secchi disk lowered until it disappears) _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>				
READING 2: (Secchi disk raised until it reappears) _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>				
NOTE: The Secchi readings should never be deeper than the Sounding Depth!				
SECTION 3 - SAMPLE TIME & TEMPERATURE				
TIME (Military Preferred) AM <input type="checkbox"/> PM <input type="checkbox"/>	AIR TEMPERATURE _____ °C	WATER SAMPLING DEPTH Surface Sample* _____ meters Deep Sample (If applicable) _____ meters	* usually 1.5m except in very shallow lakes	WATER TEMPERATURE Surface Sample _____ °C Deep Sample _____ °C
SULFUR ODOR IN DEEP SAMPLE: If applicable, is there a sulfur odor in your deep sample? Yes <input type="checkbox"/> No <input type="checkbox"/>				
SECTION 4 - HARMFUL ALGAL BLOOM OBSERVATIONS (See HAB Reference Image Sheet)				
CONDITIONS OBSERVED AT CSLAP SAMPLING SITE (Circle all that apply) A. Spilled Paint B. Pea Soup C. Streaks (Report lakewide or shoreline blooms online using the NYS DEC HABs Notification Page) D. Green Dots or Clumps E. Bubbling Scum F. Slight Green or Brown Tint G. Duckweed or Watermeal (not a HAB) H. Other _____ I. No Bloom				
SECTION 5 - WEATHER				
CURRENT WEATHER CONDITIONS (circle) WIND TODAY: Calm Moderate Windy SKY TODAY: Clear Partly Cloudy Overcast Rainy				
PAST WEEK WEATHER CONDITIONS WIND PAST WEEK: Calm Moderate Windy SKY PAST WEEK: Clear Partly Cloudy Overcast Rainy				
UNUSUAL WEATHER CONDITIONS? (major storms, record temperatures, etc.) _____				
SECTION 6 - Comments				
Please describe unusual water quality issues, invasive species observations, and any management activities taking place on the lake (harvesting, aeration, herbicide applications, etc.). We encourage you to take a digital photograph of any unusual conditions, plants, etc. and email the photo to <a href="mailto:foia@nysfola.org">foia@nysfola.org</a> . (Use back of page if more room is needed.) _____ Initials				

Double check that you have filled it out completely. Starting with the lake name, county and sampling round number.

# Sampling Record Form:

- **Samplers(s)** –Please make it clear who collected the data in case we have a question. Only trained volunteers should be sampling, please. Volunteers must be 18 or older.

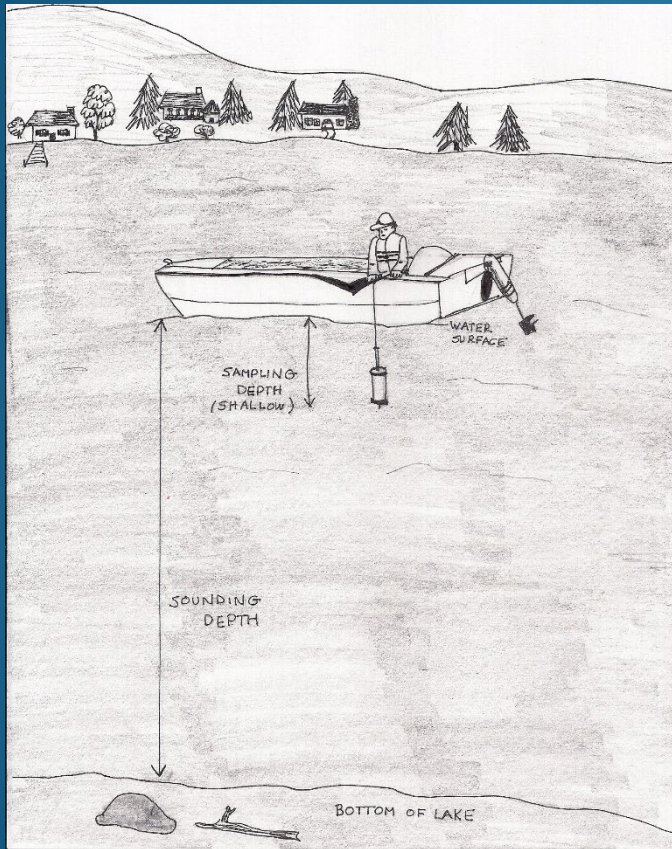
**CSLAP SAMPLING RECORD FORM**  
PLEASE PRINT LEGIBLY

SECTION 1 - GENERAL				
LAKE NAME	SITE (IF APPLICABLE)	COUNTY	CSLAP ROUND#	DATE
SAMPLER NAME(S) Sample Collection: _____ Secchi Readings: _____				
NAMES OF OTHERS WHO ASSISTED TODAY (Note - A current CSLAP Waiver Form must be on file for each person)				
SECTION 2 - SECCHI DEPTH & LAKE INFORMATION				
SOUNDING DEPTH _____ meters		LAKE LEVEL <input type="checkbox"/> High <input type="checkbox"/> Normal <input type="checkbox"/> Low		
[The depth from the surface to the bottom of the lake at your sampling location]				
READING 1: [Secchi disk lowered until it disappears] _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>				
READING 2: [Secchi disk raised until it reappears] _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>				
NOTE: The Secchi readings should never be deeper than the Sounding Depth!				
SECTION 3 - SAMPLE TIME & TEMPERATURE				
TIME (Military Preferred)	AIR TEMPERATURE _____ °C	WATER SAMPLING DEPTH _____ meters	WATER TEMPERATURE _____ °C	
AM <input type="checkbox"/> PM <input type="checkbox"/>		Surface Sample _____ meters	except in very shallow lakes	
		Deep Sample (if applicable) _____ meters	Deep Sample _____ °C	
SULFUR ODOR IN DEEP SAMPLE: If applicable, is there a sulfur odor in your deep sample? Yes <input type="checkbox"/> No <input type="checkbox"/>				
SECTION 4 - HARMFUL ALGAL BLOOM OBSERVATIONS (See HAB Reference Image Sheet)				
CONDITIONS OBSERVED AT CSLAP SAMPLING SITE (Circle all that apply) A. Spilled Paint B. Pea Soup C. Streaks (Report lakewide or shoreline blooms online using the NYS DEC HAB Notification Page) D. Green Dots or Clumps E. Bubbling Scum F. Slight Green or Brown Tint G. Duckweed or Watermeal (not a HAB) H. Other _____ I. No Bloom				
SECTION 5 - WEATHER				
CURRENT WEATHER CONDITIONS (circle)	WIND TODAY: Calm Moderate Windy			
	SKY TODAY: Clear Partly Cloudy Overcast Rainy			
PAST WEEK WEATHER CONDITIONS	WIND PAST WEEK: Calm Moderate Windy			
	SKY PAST WEEK: Clear Partly Cloudy Overcast Rainy			
UNUSUAL WEATHER CONDITIONS? (major storms, record temperatures, etc.) _____				
SECTION 6 - Comments				
Please describe unusual water quality issues, invasive species observations, and any management activities taking place on the lake (harvesting, aeration, herbicide applications, etc.). We encourage you to take a digital photograph of any unusual conditions, plants, etc. and email the photo to <a href="mailto:info@nyseblo.org">info@nyseblo.org</a> . (One back of page if more room is needed.) _____ Initials: _____				





# Sampling Record Form:



**SOUNDING DEPTH** – The depth of the lake at your sampling location (surface to bottom).

**IN METERS!** Conversion charts are also on the web.

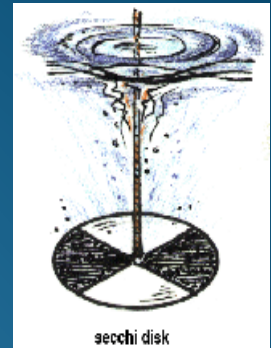
# Secchi Disk

Lower the disk until it disappears from sight.

Record this IN METERS as Reading 1. (Check if on bottom.)

Let out a bit of slack, and raise the disk until it reappears.

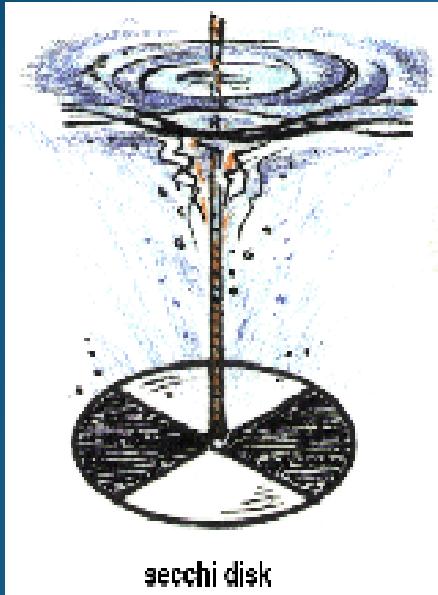
Record this IN METERS as Reading 2.



**CSLAP SAMPLING RECORD FORM**  
PLEASE PRINT LEGIBLY

SECTION 1 - GENERAL				
LAKE NAME	SITE# (IF APPLICABLE)	COUNTY	CSLAP ROUND#	DATE
SAMPLER NAME(S) Sample Collection: _____ Secchi Readings: _____				
NAMES OF OTHERS WHO ASSISTED TODAY (Note - A current CSLAP Waiver Form must be on file for each person)				
SECTION 2 - SECCHI DEPTH & LAKE INFORMATION				
SOUNDING DEPTH _____ meters	LAKE LEVEL <input type="checkbox"/> High <input type="checkbox"/> Normal <input type="checkbox"/> Low			
(The depth from the surface to the bottom of the lake at your sampling location)				
READING 1: (Secchi disk lowered until it disappears) _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>				
READING 2: (Secchi disk raised until it reappears) _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>				
NOTE: The Secchi readings should never be deeper than the Sounding Depth!				
SECTION 3 - SAMPLE TIME & TEMPERATURE				
TIME (Military Preferred) AM <input type="checkbox"/> PM <input type="checkbox"/>	AIR TEMPERATURE _____ °C	WATER SAMPLING DEPTH _____ meters	WATER TEMPERATURE _____ °C	
		Surface Sample* _____ meters	Surface Sample _____ °C	
		Deep Sample (if applicable) _____ meters	Deep Sample _____ °C	
SULFUR ODOR IN DEEP SAMPLE: If applicable, is there a sulfur odor in your deep sample? Yes <input type="checkbox"/> No <input type="checkbox"/>				
SECTION 4 - HARMFUL ALGAL BLOOM OBSERVATIONS (See HAB Reference Image Sheet)				
CONDITIONS OBSERVED AT CSLAP SAMPLING SITE (Circle all that apply) A. Spilled Paint B. Pea Soup C. Streaks				
(Report lakewide or shoreline blooms online using the NYS DEC HABs Notification Page)				
D. Green Dots or Clumps E. Bubbling Scum F. Slight Green or Brown Tint				
G. Duckweed or Watermeal (not a HAB) H. Other _____ I. No Blooms				
SECTION 5 - WEATHER				
CURRENT WEATHER CONDITIONS (circle) WIND TODAY: Calm Moderate Windy				
SKY TODAY: Clear Partly Cloudy Overcast Rainy				
PAST WEEK WEATHER CONDITIONS WIND PAST WEEK: Calm Moderate Windy				
SKY PAST WEEK: Clear Partly Cloudy Overcast Rainy				
UNUSUAL WEATHER CONDITIONS? (major storms, record temperatures, etc.) _____				
SECTION 6 - Comments				
Please describe unusual water quality issues, invasive species observations, and any management activities taking place on the lake (harvesting, aeration, herbicide applications, etc.). We encourage you to take a digital photograph of any unusual conditions, plants, etc. and email the photo to <a href="mailto:tol@nysohio.org">tol@nysohio.org</a> . (Use back of page if more room is needed)				
_____ Initials				

# Secchi Disk-Huh?



Make sure your reading is  
in METERS.

The Secchi readings  
cannot possibly be greater  
than the Sounding Depth!



Reading 1 and Reading 2 should rarely be the same  
unless it's a really calm day...neither should they be  
more than ~1m apart.



# Sampling Record Form

**CSLAP SAMPLING RECORD FORM**  
PLEASE PRINT LEGIBLY

**SECTION 1 - GENERAL**

LAKE NAME \_\_\_\_\_ SITER (IF APPLICABLE) \_\_\_\_\_ COUNTY \_\_\_\_\_ CSLAP ROUND# \_\_\_\_\_ DATE \_\_\_\_\_

SAMPLER NAME(S) \_\_\_\_\_ Sample Collection: \_\_\_\_\_  
Secchi Readings: \_\_\_\_\_

NAMES OF OTHERS WHO ASSISTED TODAY (Note - A current CSLAP Waiver Form must be on file for each person)

**SECTION 2 - SECCHI DEPTH & LAKE INFORMATION**

SOUNDING DEPTH \_\_\_\_\_ meters LAKE LEVEL ☐ High ☐ Normal ☐ Low  
(The depth from the surface to the bottom of the lake at your sampling location)

READING 1: (Secchi disk lowered until it disappears) \_\_\_\_\_ meters On bottom? Yes ☐ No ☐  
READING 2: (Secchi disk raised until it reappears) \_\_\_\_\_ meters On bottom? Yes ☐ No ☐

NOTE: The Secchi readings should never be deeper than the Sounding Depth!

**SECTION 3 - SAMPLE TIME & TEMPERATURE**

TIME (Military Preferred) AIR TEMPERATURE \_\_\_\_\_ °C WATER SAMPLING DEPTH \_\_\_\_\_ meters WATER TEMPERATURE \_\_\_\_\_ °C  
AM ☐ Surface Sample\* \_\_\_\_\_ meters Surface Sample \_\_\_\_\_ °C  
PM ☐ Deep Sample (if applicable) \_\_\_\_\_ meters Deep Sample \_\_\_\_\_ °C  
\* usually 1.5m except in very shallow lakes

SULFUR ODOR IN DEEP SAMPLE: If applicable, is there a sulfur odor in your deep sample? Yes ☐ No ☐

**SECTION 4 - HARMFUL ALGAL BLOOM OBSERVATIONS** (See HAB Reference Image Sheet)

CONDITIONS OBSERVED AT CSLAP SAMPLING SITE (Circle all that apply) A. Spilled Paint B. Pea Soup C. Streaks  
D. Green Dots or Clumps E. Bubbling Scum F. Slight Green or Brown Tint  
(Report lakewide or shoreline blooms online using the NYS DEC HABs Notification Page) G. Duckweed or Watermeal (not a HAB) H. Other \_\_\_\_\_ I. No Bloom

**SECTION 5 - WEATHER**

CURRENT WEATHER CONDITIONS (circle) WIND TODAY: Calm Moderate Windy  
SKY TODAY: Clear Partly Cloudy Overcast Rainy  
PAST WEEK WEATHER CONDITIONS WIND PAST WEEK: Calm Moderate Windy  
SKY PAST WEEK: Clear Partly Cloudy Overcast Rainy

UNUSUAL WEATHER CONDITIONS? (major storms, record temperatures, etc.) \_\_\_\_\_

**SECTION 6 - Comments**

Please describe unusual water quality issues, invasive species observations, and any management activities taking place on the lake (harvesting, aeration, herbicide applications, etc.). We encourage you to take a digital photograph of any unusual conditions, plants, etc. and email the photo to [folde@nystate.gov](mailto:folde@nystate.gov). (See back of page if more room is needed.)

\_\_\_\_\_  
Initials

Time – Military please.

Air Temperature - **°C**

Sample Depth (surface & deep) **m**

Water Temperature **°C**

Weather (Today & Week)

Comments

H<sub>2</sub>S odor?

Lake level?



# Sampling Record Form

## Water Sample Depth

The depth at which you collected your sample(s).  
Shallow: (usually 1.5m)  
Deep: About 1.5m off the bottom of the lake or  
Sounding Depth – ~1.5m.  
Ex: 1.5m/10m

**CSLAP SAMPLING RECORD FORM**  
PLEASE PRINT LEGIBLY

**SECTION 1 - GENERAL**

LAKE NAME	SITE# (IF APPLICABLE)	COUNTY	CSLAP ROUND#	DATE
SAMPLER NAME(S) Sample Collection: _____ Secchi Readings: _____				
NAMES OF OTHERS WHO ASSISTED TODAY (Note - A current CSLAP Waiver Form must be on file for each person)				

**SECTION 2 - SECCHI DEPTH & LAKE INFORMATION**

SOUNDING DEPTH \_\_\_\_\_ meters LAKE LEVEL ☐ High ☐ Normal ☐ Low  
(The depth from the surface to the bottom of the lake at your sampling location)

READING 1: (Secchi disk lowered until it disappears) \_\_\_\_\_ meters On bottom? Yes ☐ No ☐  
READING 2: (Secchi disk raised until it reappears) \_\_\_\_\_ meters On bottom? Yes ☐ No ☐

NOTE: The Secchi readings should never be deeper than the Sounding Depth!

**SECTION 3 - SAMPLE TIME & TEMPERATURE**

TIME (Military Preferred)	AIR TEMPERATURE	WATER SAMPLING DEPTH	* usually 1.5m except in very shallow lakes	WATER TEMPERATURE
AM <input type="checkbox"/>	°C	Surface Sample* _____ meters	Surface Sample _____ °C	Surface Sample _____ °C
PM <input type="checkbox"/>		Deep Sample (if applicable) _____ meters		Deep Sample _____ °C

SULFUR ODOR IN DEEP SAMPLE: If applicable, is there a sulfur odor in your deep sample? Yes ☐ No ☐

**SECTION 4 - HARMFUL ALGAL BLOOM OBSERVATIONS** (See HAB Reference Image Sheet)

CONDITIONS OBSERVED AT CSLAP SAMPLING SITE (Circle all that apply) A. Spilled Paint B. Pea Soup C. Streaks  
(Report lake-wide or shoreline blooms online using the NYS DEC HABs Notification Page)

D. Green Dots or Clumps E. Bubbling Scum F. Slight Green or Brown Tint  
G. Duckweed or Watermeal (not a HAB) H. Other \_\_\_\_\_ I. No Bloom

**SECTION 5 - WEATHER**

CURRENT WEATHER CONDITIONS (circle)	WIND TODAY:	Calm	Moderate	Windy
SKY TODAY:	Clear	Partly Cloudy	Overcast	Rainy
PAST WEEK WEATHER CONDITIONS	WIND PAST WEEK:	Calm	Moderate	Windy
SKY PAST WEEK:	Clear	Partly Cloudy	Overcast	Rainy

UNUSUAL WEATHER CONDITIONS? (major storms, record temperatures, etc.) \_\_\_\_\_

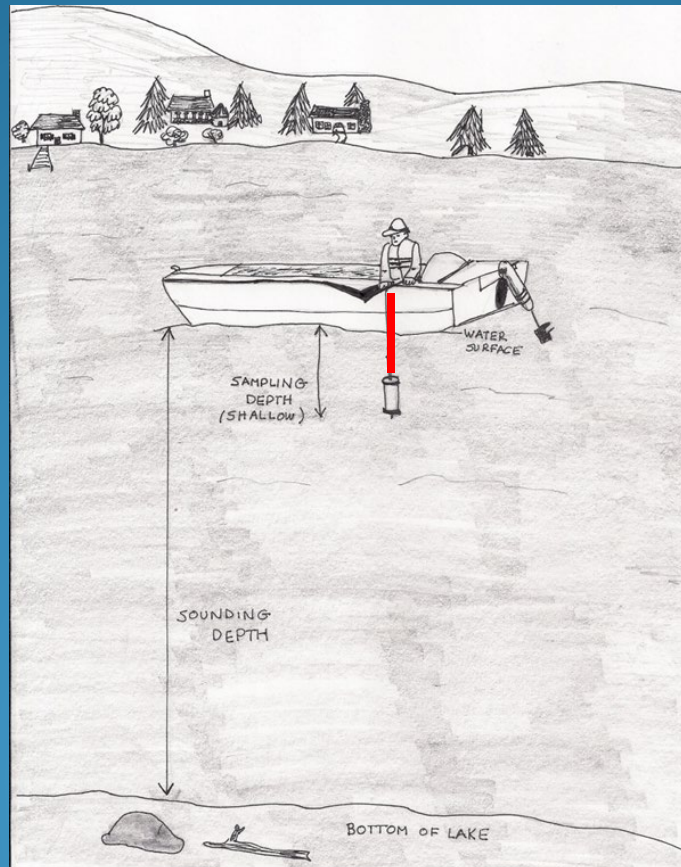
**SECTION 6 - Comments**

Please describe unusual water quality issues, invasive species observations, and any management activities taking place on the lake (harvesting, aeration, herbicide applications, etc.). We encourage you to take a digital photograph of any unusual conditions, plants, etc. and email the photo to [foia@nysed.org](mailto:foia@nysed.org). (Use back of page if more room is needed.)

\_\_\_\_\_ initials

# Sampling Record Form

## Water Sample Depth





# Sampling Record Form

## Comments:

Summarize the overall conditions on the lake since your last sampling date. Keep it brief:

Ex: Lots of boat traffic today; lake looks green; herbicide treatment last week.

Thunderstorms and windy 2 days ago. Herbicide application today.


### CSLAP SAMPLING RECORD FORM

PLEASE PRINT LEGIBLY

#### SECTION 1 - GENERAL

LAKE NAME	SITE# (IF APPLICABLE)	COUNTY	CSLAP ROUND#	DATE
SAMPLER NAME(S) Sample Collection: _____				
Secchi Readings: _____				
NAMES OF OTHERS WHO ASSISTED TODAY (Note - A current CSLAP Waiver Form must be on file for each person)				

#### SECTION 2 - SECCHI DEPTH & LAKE INFORMATION

SOUNDING DEPTH _____ meters	LAKE LEVEL <input type="checkbox"/> High <input type="checkbox"/> Normal <input type="checkbox"/> Low
(The depth from the surface to the bottom of the lake at your sampling location)	
READING 1: (Secchi disk lowered until it disappears) _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>	
READING 2: (Secchi disk raised until it reappears) _____ meters On bottom? Yes <input type="checkbox"/> No <input type="checkbox"/>	

NOTE: The Secchi readings should never be deeper than the Sounding Depth!

#### SECTION 3 - SAMPLE TIME & TEMPERATURE

TIME (Military Preferred)	AIR TEMPERATURE	WATER SAMPLING DEPTH	WATER TEMPERATURE
AM <input type="checkbox"/> PM <input type="checkbox"/>	°C	Surface Sample* _____ meters Deep Sample (if applicable) _____ meters	Surface Sample _____ °C Deep Sample _____ °C

SULFUR ODOR IN DEEP SAMPLE: If applicable, is there a sulfur odor in your deep sample? Yes ☐ No ☐

#### SECTION 4 - HARMFUL ALGAL BLOOM OBSERVATIONS (See HAB Reference Image Sheet)

CONDITIONS OBSERVED AT CSLAP SAMPLING SITE	(Circle all that apply) A. Spilled Paint B. Pea Soup C. Streaks
(Report lakewide or shoreline blooms online using the NYS DEC HABs Notification Page)	D. Green Dots or Clumps E. Bubbling Scum F. Slight Green or Brown Tint
	G. Duckweed or Watermeal (not a HAB) H. Other _____ I. No Bloom

#### SECTION 5 - WEATHER

CURRENT WEATHER CONDITIONS (circle)	WIND TODAY:	Calm	Moderate	Windy
	SKY TODAY:	Clear	Partly Cloudy	Overcast
PAST WEEK WEATHER CONDITIONS	WIND PAST WEEK:	Calm	Moderate	Windy
	SKY PAST WEEK:	Clear	Partly Cloudy	Overcast

UNUSUAL WEATHER CONDITIONS? (major storms, record temperatures, etc.) \_\_\_\_\_

#### SECTION 6 - Comments

Please describe the unusual water quality issues, invasive species observations, and any management activities taking place on the lake (harvesting, aeration, herbicide applications, etc.). We encourage you to take a digital photograph of any unusual conditions - plants, etc. and email the photo to [lake@mylake.org](mailto:lake@mylake.org). (Use back of page if more room is needed.)

\_\_\_\_\_  
Initials

# Using the Kemmerer



Use the steel messenger to close the kemmerer.

Don't drop the messenger unless the kemmerer is in the water.

NEVER yank or pull the kemmerer to close it.

# Processing the Samples



Samples need to be processed and preserved immediately after collection in order to maintain the chemistry.

Don't wait! Filter and freeze/refrigerate as soon as you get back to shore.



# Processing the Samples



Everything gets frozen  
EXCEPT:

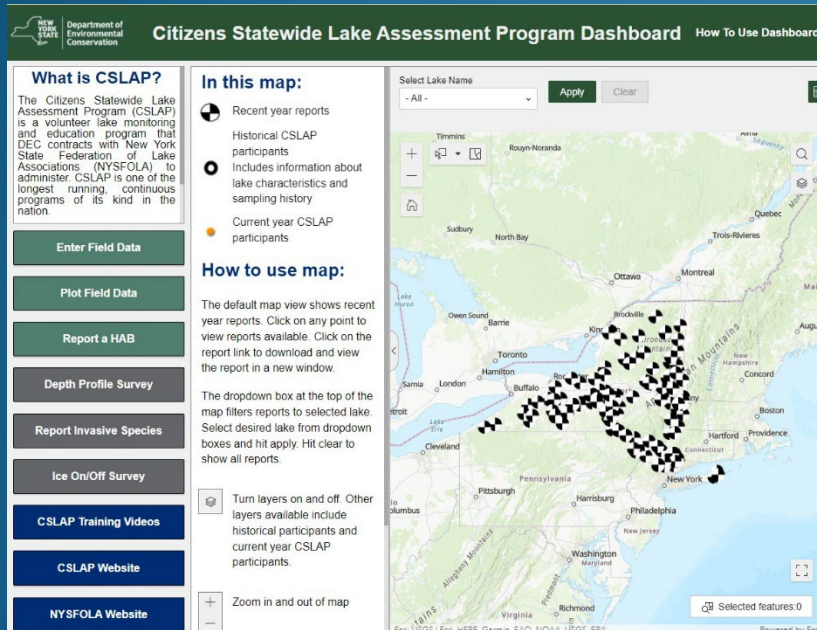
pH-Conductivity bottle

This should be  
refrigerated only.

# Online Data Entry

Enter your field data on the CSLAP Dashboard before you ship the samples.

Please don't change the data! Your online entry needs to match your field data.



The screenshot displays the 'Citizens Statewide Lake Assessment Program Dashboard' from the New York State Department of Environmental Conservation. The dashboard is divided into several sections:

- What is CSLAP?**: A text box explaining that CSLAP is a volunteer lake monitoring and education program administered by the NYSFOLA.
- Enter Field Data**: A prominent green button for data entry.
- Plot Field Data**: A green button for plotting data.
- Report a HAB**: A green button for reporting harmful algal blooms.
- Depth Profile Survey**: A green button for depth profile surveys.
- Report Invasive Species**: A green button for reporting invasive species.
- Ice On/Off Survey**: A green button for ice on/off surveys.
- CSLAP Training Videos**: A blue button for training videos.
- CSLAP Website**: A blue button for the CSLAP website.
- NYSFOLA Website**: A blue button for the NYSFOLA website.

On the right side, there is a map of New York State with a 'Select Lake Name' dropdown menu and an 'Apply' button. Below the map, there is a 'Recent year reports' section with a list of reports and a 'How to use map:' section with instructions on how to use the map filters.

# Preparing to Ship Samples

Double check that you have everything out of the freezer and refrigerator.

**Check the bottles against the COC sheet.**

DATE THE COC SHEET

SIGN THE COC SHEET

**Some samples have a maximum holding time. If you ship them too long after sampling, the data will be flagged. Round 1 samples sent with Round 3? NO! 2013 bottles found and sent in 2023? NO!**





# Ship Early in the Week!

UFI is not open on the weekends.

Be mindful of Memorial Day, July 4<sup>th</sup> and Labor Day Monday holidays.

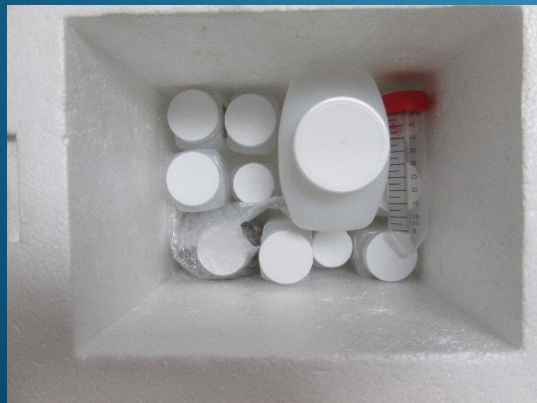
Make sure your cooler has your lake name written in permanent marker inside it.



# What to Ship in the Cooler!



- CSLAP Samples & paperwork
- Plant Specimens (photos are preferred.)
- Treats for the lab staff on occasion (preferably in a waterproof bag)



# What to NOT to Ship in the Cooler!



- Dead fish! (Yes, it's been done.)
- Snails & bivalves (Yup, this too.)
- Dead/frozen salamanders (not kidding)
- Frozen shrimp or peas instead of ice.

Anything else you wouldn't want to see (or smell) after it sat in a Fed Ex truck for 24 hours.

**Please send a photo.**





# The Dreaded OOPS! Sheet

We noticed a few things with your last round of samples that need your review. When in doubt, please double check the CSLAP sampling protocol at [www.nysfola.org](http://www.nysfola.org) under the CSLAP tab.



☐ Sample bottles were used out of order. Please start with bag #1 and end with bag #8 since the bottle labels are coded to specific sampling rounds. Using them out of order makes things a little difficult on this end.

☐ Samples were received warm. Please use more ice and/or ship promptly after removing the samples from the freezer.

☐ Don't forget to wrap the chlorophyll *a* vial in aluminum foil.

☐ OOPS! We received: ☐ a filter instead of water ☐ water instead of a filter. Please review the filtering process below:

- 1) Filter 200 ml of water. Put the water in the bottle marked COLOR, and the filter in the small (pink sized) HABS vial. FREEZE the COLOR bottle only.
- 2) Fill the vial marked "RAW WATER" with some unfiltered water. Attach the Raw Water vial to the HABS (filter) vial with a rubber band. These get delivered together to SUNY ESF after they arrive at Upstate Freshwater Institute. We need to keep them together DO NOT FREEZE
- 3) Put a few drops of  $MgCO_3$  on the second filter. Filter 100 ml of water. Discard the water, and put the filter in the chlorophyll *a* vial. Wrap the vial in aluminum foil. DO NOT FREEZE

☐ We're missing paperwork! Please be sure to fill out all of the forms in the bag each time you sample. Even if you don't have an algae bloom, we want to know that, too! "No evidence of a bloom" is one of the options you can check on the form.

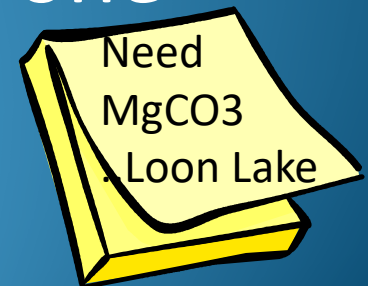
☐ Other: \_\_\_\_\_

The most common issues:

- Bottles used out of order
- Samples Received Warm
- Wrap chlorophyll vial
- Filter/Raw Water issues
- Missing/incomplete paperwork

# Dear Nancy, I Need...

- **Supplies-** Put a note ON TOP of the cooler. We can ship it right back in the empty cooler...SAVE SHIPPING \$\$.
- **Equipment replacement-** E-mail Nancy, AND put a note on top of the cooler.
- **Address change-** Put a note on top of the cooler. Indicate whether it's one time only or permanent.



# “I Didn’t Get My Cooler Back.”



It happens. Help us keep track of your cooler by clearly marking the inside of the cooler and the lid with your lake name and return address.

Call or e-mail Nancy. We can use FedEx tracking.



# When in Doubt...



Call or e-mail (usually best) Nancy  
**INCLUDE A PHOTO!**

Please don't call the lab staff. They have enough to do!



**EXCEPT!** That Nancy will be on  
vacation August 30-September  
6th.

The lab staff have graciously  
agreed to cover for this time  
period! 😊

