Instructions for Completing the Visual Monitoring Form

1. Completely fill out all required information on the top of the visual monitoring form.

2. Pour the sample into a 1 L clear polycarbonate Imhoff cone. Record the total sample volume measured in the cone to the nearest milliliter. Evaluate the sample for the following parameters according to the following instructions.

   - **Foam:** This must be done first. Examine the sample for foam immediately after pouring it into the cone. Record foam results on the visual monitoring form as they most closely match one of the descriptions listed below.

     i. **None**-Most bubbles break down within ten (10) seconds of pouring; only a few large bubbles persist longer than ten (10) seconds.

     ii. **Moderate**-Many small bubbles are present but these bubbles persist for less than two (minutes) after pouring.

     iii. **High**-Many small bubbles are present and they persist longer than two (2) minutes after pouring.

3. Examine the sample for the following criteria after it has settled for ten (10) minutes. Record the results on the visual monitoring form as they most closely match the descriptions listed below.

   - **Color:** Record the best description of the sample color in the appropriate space on the visual monitoring form.

   - **Odor:** If sample has no odor other than natural rainwater or snowmelt write “normal” on the visual monitoring form. Note the presence of any of the following odors if detected: Gasoline, diesel, oil, solvents (WD-40, other petroleum products, etc.), landfill, fishy, glycol, any other unusual odors not normally present in clean runoff from the area sampled.

   - **Clarity:** Record sample clarity results as they most closely match one of the descriptions listed below.

     i. **Clear**-Sample doesn’t filter out any light, can be seen through regardless of color.

     ii. **Cloudy-**Sample filters out some light; not clear but objects can still be identified when looking through the cone.

     iii. **Very Cloudy**-Sample filters out most light; objects are indiscernible when looking through the cone.

     iv. **Opaque**-Sample doesn’t allow any light to pass through; objects cannot be seen when looking through the cone.

- **Floating Solids:** Give a general description of the type of floating solids present (wood chips, leaf debris, algae, etc) in the general comments section for each sample. Record results for amount floating solids present as they most closely match the descriptions listed below. Record amount data in the appropriate box on page 1 of the visual monitoring form.

    i. **None**- No floating solids present on the surface of the sample.

    ii. **Slight**-Only a few floating particles observed on the surface of the sample.

    iii. **Moderate**- Less than 20% of the surface of the sample is covered with floating solids.

    iv. **High**- More than 20% of the surface of the sample is covered with floating solids.

- **Settled Solids:** Give a general description of the type of settled solids present (sand, decayed plant matter, rust particles etc) in the general comments section for each sample. Allow settle for one hour. Measure the settled solids in the bottom of the cone to the nearest milliliter and record the results in the appropriate box on page 1 of the visual monitoring form.

- **Suspended solids:** In the general comments section for each sample, give a general description of the type of solids present if any are observed suspended below the sample surface. Record whether or not settled solids were present in the appropriate box on page 1 of the visual monitoring form.

- **Oil Sheen:** Record whether or not an oil sheen is present in the sample.

- **General Comments Section on Page 2:** Make sure you have described the type of floating, settled and suspended solids observed in the samples in the general comments section provided for each outfall sample. Also note the following conditions at each outfall during the time sampled: General volume of water and flow, algae (if any is present), odor, color, and any other unusual characteristics noticed at the sampling location. Record the number of days since the last known measurable storm or runoff event.

4. Ensure that all visual monitoring forms are filed on site with the Stormwater Pollution Prevention Plan (SWPPP) each time visual monitoring is done.