

## **Standard Operating Procedure 110**

### **Field Notes**

#### *Purpose*

Complete and accurate field notes are essential to the success of both small and large projects. They allow project managers to reconstruct the exact sequence of events and manage data efficiently and accurately.

#### *Required Equipment*

- Field Report form and other appropriate field forms as necessary
- Tape measure
- Graph paper or photocopy of existing map for site diagram (optional)

#### *Procedures*

1. Fill out a Field Report form for each day in the field. Include any significant correspondence with the client or contractors and a summary of the work completed. Be sure to get the name and affiliation of all site visitors using correct spelling. Obtain business cards if possible.
2. Use as much detail as possible when documenting data on the standard forms (e.g. Boring or Sampling Probe logs, Monitoring Well Sampling Data form, Survey Level Notes form). Details which are not documented in the field can lead to gaps in the final report.
3. Draw a good site map using accurate measurements or revise a photocopy of an existing site map. A good site map will include:
  - Site boundaries (or features such as street curbs, fence lines etc. that can later be related to site boundaries)
  - Street names or other references that can be related to a site location map
  - Boring and well locations with dimensions to site landmarks
  - Major structures with dimensions
  - North arrow
  - Scale

- Date
  - Initials of field person
4. When you get back to the office, organize your notes and data. Then place the Field Report form on top of the rest of your notes and staple them together. If necessary, make a photocopy of forms that require word processing.
  5. Put the stapled field notes into a file folder that is clearly labeled as containing field notes for the project.