

To: NTN Site Operators and Supervisors
From: Scott Dossett and Van Bowersox, NADP Program Office
Date: 10.4.99

NEW MANUAL

Well...here it is! The Y2K compliant issue of the NTN Site Operation Manual. It is guaranteed not to crash on 1/1/00, and with any luck will be serviceable for many years to come.

As with any product produced with detailed outside review, the manual has taken longer than we hoped. If this effort translates into a manual which is more informative and easier to use, then the wait will have been worth it. As co-authors, we are glad to have it off OUR hands and into YOURS!

The text has been extensively changed since the 1988/1993 version. (Remember that Section 3 was changed significantly in 1993 with the advent of the bottle sampling protocol—though perhaps just us “old-timers” remember that era.) Big changes include:

- 100% electronic production (should make future changes much easier),
- the elimination of dryside buckets submitted as samples,
- update of quality control solution information,
- a new field form,
- the addition of graphics throughout the text, and
- improvements in some operational protocols.

PLEASE READ THE ***SUMMARY OF REVISIONS*** SECTION TO ACQUAINT YOURSELF WITH THE NEW ELEMENTS OF THE MANUAL.

Page 1-4 shows a map of all the sites in the network. This is already out of date since it only includes sites active at the end of 1998. If your site was added after that date, don't worry. During the first quarter of 2000, we will issue another page 1-3 and 1-4 to show the active sites at the end of 1999.

This manual contains the following sections which are separated by tabs.

- 1 Introduction
- 2 National Trends Network Monitoring Program
- 3 NTN Site Operating Procedures
- 4 Preliminary Data Printouts
- 5 Field Site Maintenance
- 6 Quality Assurance Programs
- 7 Directory

Appendices

- A- National Trends Network (NTN) Equipment Requirements (a new issue)
- B- pH and Conductivity Measurement Troubleshooting (a copy of the 1988 version)
- C- Precipitation Collector Troubleshooting Guide (a copy of the 1988 version)
- D- Recording Rainage Troubleshooting Guide (a copy of the 1988 version)

We hope to complete the revision of Appendix B by the 2nd quarter 2000 and C and D by 3rd quarter 2000.

In addition to the text, the rear of the binder contains a large pocket to store the NTN training video *Every Tuesday Morning-1994*.

If you have any questions or comments about the new manual please call, e-mail, or write us at the Program Office (see Section 7 of the manual for the correct address!).

The following attached sheet should be checked in the appropriate areas and returned to us via a regular weekly mailer or US Post. We hope to track down ALL of these receipts to be certain that everyone has received the new manual, so PLEASE fill it out completely and return it promptly.

As noted in the attached sheet, you should dispose of the current tan binder manual or photocopy of the manual you have been using. This will prevent any confusion in the future if someone notices 2 manuals for the same project.

Thank you.

NATIONAL TRENDS NETWORK FIELD OPERATION MANUAL-- CONFIRMATION OF RECEIPT

SITE _____

OPERATOR _____

___ I have received the new manual and disposed of the old manual.

___ I have placed the training video *Every Tuesday Morning-1994* in the pocket at the back of the manual.

___ No video is available at my site please send one.

To assure that you received all the sections for the manual (our intrepid student helpers could have forgotten one) please go through the manual tab-by-tab and check those item received.

___ Forward material (Contents, List of figures and tables,
Acknowledgment, Summary of Revision)

___ Introduction

___ National Trends Network Monitoring Program

___ NTN Site Operating Procedures

___ Preliminary Data Printouts

___ Field Site Maintenance

___ Quality Assurance Programs

___ Directory

___ Appendix A

___ Appendix B

___ Appendix C

___ Appendix D

___ Training Video Holder

Thank you.