Appendix 1: Secchi Collection Summary Sheet

1. Contact your Citizen Lake Monitoring Network coordinator for waterbody # or WBIC (Waterbody Identification Code) and Station #. The Station # identifies the sample site on the lake, usually the deepest part of the lake (the deep hole).
2. Before going out to collect Secchi reading, be sure that conditions are right and safe for sampling.
   - Sunny to partly sunny/cloudy skies
   - Wind calm to breezy – there should be no white caps on the lake
   - Between 10:00 am and 4:00 pm
3. Gather your reporting form, lake map with the sample site marked, PFD and Secchi disk. Motor to the deep hole or other designated sampling site. Anchor boat.
4. Mark time and date on your data sheet.
5. Remove sunglasses. Secchi reading is taken from the shady side of the boat.
6. Unwind the Secchi disk rope from the holder. Lean over the shady side of the boat and slowly lower the Secchi disk into the water until you can no longer see it. You should be as close to the surface of the water as is safe. If you are sampling from a pontoon boat, kneel down on the floor of the boat.
7. When the Secchi disk barely disappears from view, mark the rope at the water level with a clothes pin.
8. Lower the Secchi disk a few more feet into the water. Slowly raise the disk. When the Secchi disk reappears, mark the rope at the water level with the second clothespin. The clothespin may be at the same spot or there may be several inches to several feet difference.
9. Bring the Secchi disk back into the boat. Average the two Secchi readings by forming a loop between the two clothespins. Slide one clothespin into the center of the loop to mark it. Remove the other clothespin. The remaining clothespin will be your Secchi reading.
10. Count the number of feet from the disk until you reach your clothespin. Round off to the nearest quarter foot and record that number on your data sheet.
11. Complete water aesthetics survey on your worksheet. Water level should be recorded using the ordinary high water mark as the norm.
12. To determine if the water appearance is clear or murky, hold your Secchi disk **one foot** under the surface of the water and observe how the white part of the disk appears.
13. To determine water color, hold your Secchi disk **one foot** under the surface of the water and observe the water against the white of the disk. Clear water should be recorded as "blue."
14. Indicate your perception of the water quality **at the deep hole**. On a scale of 1 to 5 (1 being the best and 5 being the worst) record your perception of the amount of algae in the water.
15. Record weather and other observations.