Standard Operating Procedures

Broken and Lost Equipment

Precaution should be taken when collecting water quality samples; both for your own safety and for the proper care and maintenance of the equipment. If an item in the kit should be lost or broken, follow the following steps:

1. Contact the Water Quality Volunteer Coordinator (phone – 281-332-3381 x217, e-mail – waterquality@galvbay.org), to inform of the broken or lost item.
2. Work out a time to meet with the WQVC at the Galveston Bay Foundation's Main Office to exchange new replacement item for program support fee.
3. Payment via check or credit is preferred. Checks should be made payable to the Galveston Bay Foundation and include the text 'Water Quality Program Support" in the memo.

The program support fee is intended to be used infrequently, but when used will support the Water Monitoring Team and help keep it sustainable. These funds will cover the cost of the item and no more. Payment of the fee will take place when a new item is given to the Water Monitoring Team volunteer. Program support fee does not apply to reagent that has been completely used up or expired.

If you lose or break an item in your monitoring kit, **DO NOT** buy a replacement for the item on your own – all replacements must come through the Galveston Bay Foundation or another Texas Stream Team associated organization in order to uphold our Quality Assurance Project Plan.

Use this table as a reference for the value of the items in the monitoring kit:

Item	2014 Unit Cost
Secchi Disk with Calibrated Line	$ 59.95
Armored Thermometer	$ 15.37
pH Viewer	$ 19.85
pH Color Comparator Bars	$ 3.05
pH Test Tubes	$ 15.20
Hydrometer	$ 41.15
Hydrometer Cylinder	$ 27.85
DO Sampling Bottle	$ 4.75
DO Titration Vial	$ 3.15
Titrator	$ 5.30
Plastic Beaker	$ 3.47