At each sampling station:

A. FILLING THE NUTRIENT BOTTLE
   1. Before beginning, use a waterproof marker to label each sample bottle with
      - water body name
      - county
      - month-day-year
      - station number.
   2. Without touching inside the bottle or lid, rinse them in the water twice.
   3. Hold the bottom of bottle, turn bottle upside down and lower the open end into the
      water to elbow depth.
   4. Fill the bottle by turning it to a horizontal position and pointing its mouth in the direction
      the boat is traveling.
   5. Bring bottle up and pour water out to leave water level 1-inch from top.
   6. Cap bottle tightly and put in a shady place or ice chest.

B. FILLING THE ALGAE SAMPLE CONTAINER
   1. Rinse the container and lid in the water twice.
   2. Invert the container and lower it into the water to elbow depth.
   3. Fill the container by turning it to a horizontal position until full.
   4. Bring the container up, cap it, and keep it in the dark (cover with towel).

C. MEASURING WATER CLARITY
   1. Without wearing sunglasses, lower the Secchi disc into the water on the shady side of
      the boat (prescription glasses are okay).
   2. When the disc vanishes from sight, put the clothespin on the rope at the water line
      (rope should be vertical).
   3. Glance to check the sun cover, haul in the disc, and count rope markings to read how
      many feet under water the disc was when it vanished from view. Round to the nearest
      1/4 foot.
   4. Record this number and the sun code on the LAKEWATCH data sheet.

* Note: If your disc is visible on the bottom, write "B" in the "vanishing point" column below.
If your disc disappears in the weeds, write "W" in the "vanishing point" column along with
the depth at which it disappeared in the weeds.

D. FILLING IN THE DATA SHEET
   1. Lower the Secchi disc to the bottom and record this depth in the “water depth” column
      (do this step last so stirred-up bottom sediment does not contaminate the water
      samples).
   2. Fill in the rest of the LAKEWATCH data sheet.
   3. Copy data sheet for your records.

Put all nutrient bottles and data sheet in a ziplock bag and freeze them immediately.
FILTERING PROCEDURE

1. Assemble the filtering apparatus by pushing the rubber stopper of the cup base firmly into the flask.
2. Using tweezers, center a small filter (rough side up) on the cup base.
3. Using tap water, rinse the filter cup, and set it on the base.
4. Shake one of the containers and use some of the water to rinse the measuring cylinder. Repeat this rinse for each of the containers as you prepare to filter from it.
5. Measure water from the shaken container into the measuring cylinder.
6. Pour water from the measuring cylinder into the filter cup and pump it through the filter paper. Use all of the measured water. If the filter clogs up before all the measured water can be filtered, throw away the clogged filter and repeat steps 1 through 6—just measure less water this time. If filter paper appears colored after all the measured water is filtered go to step 7. Otherwise, repeat steps 5 and 6 until the filter appears colored then go to step 7.
7. After pumping the cup dry, tip the cup off the base.
8. Loosen the rubber stopper to break vacuum seal (pulling the relief trigger releases the vacuum seal also).
9. Using the tweezers to grip the white part of the filter paper, lift it off the cup base.
10. Being careful not to touch the algae, fold the filter in half with algae on inside. Blot it dry thoroughly on a paper towel.
11. Using a pencil, label a large filter paper with
   - water body name
   - county
   - month-day-year
   - station number
   - amount of water filtered (#mL).
12. Fold the large filter paper in half, tuck the small filter inside, and fasten the open side with a plastic-coated, metal paper clip.
13. Repeat all steps for the remaining containers of water and put all the filter papers into the same bottle of desiccant. Store it in freezer.
14. Rinse equipment with tap water, let it air dry, and check to see there are enough supplies for next month — GOOD WORK!

Remember if you have any questions or need more detail, refer to the blue LAKEWATCH manual or call 1-800-525-3928 (LAKEWAT).