



Standard Operating Procedure  
Attachment A  
Bureau of Land and Water Quality  
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### Instructions for Completing the Visual Monitoring Form

1. Completely fill out all required information on the top of the visual monitoring form.
2. Pour the sample into a 1 L clear polycarbonate Imhoff cone or 1000 ml graduated cylinder. Record the total sample volume measured in the cone or graduated cylinder to the nearest 10 milliliter. Evaluate the sample for the following parameters according to the following instructions.
  - **Odor:** This must be recorded first. If the sample has no odor other than natural rainwater or snowmelt, write "normal" on the visual monitoring form. Note the presence of any of the following odors if detected: Gasoline, diesel, oil, solvents (WD-40, other petroleum products, etc.), landfill, fishy, glycol, any other unusual odors not normally present in clean stormwater runoff from the area(s) sampled.
  - **Foam:** This must be recorded second. Examine the sample for foam immediately after pouring it into the cone. Record foam results on the visual monitoring form as they most closely match one of the descriptions listed below.
    - i. **None**-Most bubbles break down within ten (10) seconds of pouring; only a few large bubbles persist longer than ten (10) seconds.
    - ii. **Moderate**-Many small bubbles are present but these bubbles persist for less than two (minutes) after pouring.
    - iii. **High**-Many small bubbles are present and they persist longer than two (2) minutes after pouring.
3. Examine the sample for the following criteria after it has settled for ten (10) minutes. Record the results on the visual monitoring form as they most closely match the descriptions listed below.
  - **Color:** Record the best description of the sample color in the appropriate space on the visual monitoring form.
  - **Clarity:** Record sample clarity results as they most closely match one of the descriptions listed below.
    - i. **Clear**-Sample doesn't filter out any light, can be seen through regardless of color.
    - ii. **Cloudy**-Sample filters out some light; not clear but objects can still be identified when looking through the cone.
    - iii. **Very Cloudy**-Sample filters out most light; objects are indiscernible when looking through the cone.

