



Phytoplankton Monitoring Network

Promoting a better understanding of Harmful Algal Blooms by way of Volunteer Monitoring

STEPS TO BEGIN MONITORING FOR THE NOAA VOLUNTEER PHYTOPLANKTON MONITORING NETWORK

*If working with a partner or as part of a group, only the group leader needs to complete this form.
One form needed for each sampling site.*

Name: _____ State: _____

Email Address: _____ Phone: _____

FedEx Shipping Address: _____

Cannot be a PO Box

- 1. **Attend a Volunteer Training Session** Date: _____ Trainer: _____
- 2. **Select a Site to Sample**

- ▶ Salinity must be 15 ppt or greater most of the year
- ▶ *Factors to consider in selecting a site: convenient, open access, feasible year round*

Sampling site type:

- Dock Pier Bridge Jetties Boat/Kayak Other

Sampling site name: (ex. May River Public Dock, Bob Hall Pier, Post Office Creek)

Sampling site waterbody: (ex. Skidaway River, Gulf of Mexico, Drum Bay, Atlantic Ocean)

Sampling site GPS coordinates: need EITHER GPS coordinates or a street address

Preferred ▶ **Decimal Degrees** _____ ° - _____ °
(ex. 32.752457°, -79.898999°)

- or -
Degrees, Minutes, Seconds _____ ° _____ ' _____ "N _____ ° _____ ' _____ "W
(ex. 32°45'8.85"N, 79°53'56.40"W)



Street address (or nearby address) so PMN can acquire GPS coordinates from Google Earth

Sampling site description: (ex. dock at end of Calhoun St, collect sample from the end)

- 3. **Email Sampling Site Information to:** jeff.paternoster@noaa.gov or matt.brim@noaa.gov
(or fax this page to 843-762-8700; or mail this page to PMN, 219 Fort Johnson Rd, Charleston, SC 29412)

4. **Identify Microscope for Sample Analysis**

- ▶ Need basic light microscope with 40x objective lens (400x total magnification)
 - Have own scope
 - Want to purchase own scope (email PMN for “Purchasing a Microscope” information)
 - Need help locating a scope at local high school, university, lab, etc. to use
 - Plan to use scope at _____
 - Other _____

5. **Receive PMN Volunteer Equipment Kit**

- ▶ PMN ships kit after receiving sampling site information and verifying GPS coordinates
 - 20 micron plankton net
 - salt refractometer
 - 5 pack of gridded slides
 - two 1L live sample shipping bottles
 - five 100mL preserved sample shipping bottles
 - two 8oz sample bottles
 - thermometer
 - two pipettes
 - sample shipping labels

6. **Send PMN an Email** to verify all equipment has been received in the shipment

7. **Fill in the yellow highlighted sections** and **SIGN Property Loan Agreement and Receipt**

8. **Make Copy and Mail ORIGINAL to: PMN, 219 Fort Johnson Rd, Charleston, SC 29412**

9. **Activate On-line Database Account and Create Password**

- ▶ PMN creates database account after receiving the original Loan Agreement and Receipt form
 - Receive email from the “Portal Administrator” <postmaster@harbor.ncddc.noaa.gov>
Subject: User Account Information for Phytoplankton Monitoring Network
 - Activate account by visiting the link provided in the email and creating password

10. **Collect First Sample(s)**

- ▶ Practice phytoplankton identification and data sheet recording on your own or with another PMN volunteer in the area

11. **Collect and then Analyze Next Sample with PMN**

- ▶ Schedule WebEx ID session (MUST be scheduled in advance!)
 - Available Tues–Fri, anytime after 11:00am ET
 - Visit <https://pmn.noaa.gov/pmn-calendar> to pick a date and time
- ▶ FedEx Priority Overnight the sample to Charleston and then the next day participate in live, on-line sample analysis and practice identification (takes approximately 1 ½ hours)
 - Detailed collection and shipping instructions will be sent when session is scheduled

12. **Collect, Analyze and Enter Data from Next Sample into the PMN On-line Database**

- ▶ Refer to Data Entry Manual for how to create password and properly enter data
http://www.chbr.noaa.gov/PMN/downloads/SEPMN_Data_Entry_Manual.pdf

Congratulations! You are now officially a PMN Volunteer!

Please contact the PMN with any questions you may have along the way.

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