

## **Directions for completing the Training and Experience Tracker Form**

**Keeping a record of achievements.** The purpose of this form is to establish a record of the experience that each new member of the PASEC team has had. It is not in any way to be regarded as a transcript or a graded document, but rather a visible record of both the achievements as well as the needs of each new member. The training for each procedure consists of two general types. The first use of a procedure by the new member is to be completed with the assistance of an experienced member at each step in the procedure. Completion of this task is indicated on the line following "Tutorial". The other occasions are marked with a "T" followed by a 2, 3, or 4. These indicate the repetition of the tasks that can either be completed with no assistance or with occasional assistance. All four of the steps are considered learning experiences though there is no requirement about how many of these must be completed. Each new member can determine when they have achieved mastery of the task although it is well known that repeating an experience is an important part of achieving a stable mastery.

**Learning procedures involves learning each step of it.** A few of the tasks have a number of different steps and in order to master them experience must be gained for each step. For example, the measurement of stream flow involves selecting and measuring stream width, setting up measurement intervals, measurement of flow using the flow meter, and measurement of stream depth in centimeters. Mastering this procedure implies the mastery of each of the steps in the procedure. The form contains only one entry for stream flow so care must be taken to ensure that experience is gained for each part of the procedure. A second example has to do with the care of equipment between uses. While we do not require new members to do these tasks initially, we need to mention to them that sample bottles must be cleaned and dried before reuse and that electronic equipment must be calibrated. These parts of the procedure need to be discussed with new members but may not actually be performed by them.

**Individual differences matter.** Some new members may have physical limitations or strong preferences about what they want to learn how to do as well as what they do not want to learn how to do. This is just part of our reality and we must respect individual differences. However, we want the organization to do its work in a professional manner and we cannot do that without a systematic approach to training. Part of our job, then, is striking a balance between personal preference and the general needs of the organization.

**Keep records local until going to another team.** As the form is completed during stream visits it must be stored in the kit rather than being taken home by each new participant. On the occasion of the new member changing teams, their PASEC Training and Experience Tracker should accompany them. Each kit will also need a supply of this document as well as an adequate supply of the forms for recording new user experiences. All of these documents should be stored within the short manual for the colorimeter by using tan folders tucked in front of the back cover.

PASEC Training and Experience Tracker

Name of new participant: \_\_\_\_\_

Use the month and year (6/17) of completion of the task(s) as the entry in the lined spaces.

1. **Stream flow using our flow kit and depth measurement.** This process takes place within multiple intervals across each stream  
Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

2. **Dissolved Oxygen with the YSI meter.** This meter also measures water temperature.  
Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

3. **Measure pH and specific conductivity with the Oakton meter.** Calibration is done before each stream visit.  
Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

4. **Use the Hach kit to test for the total alkalinity of the stream.**  
Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

5. **Colorimeter measurement of Nitrate-Nitrogen.** Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

6. **Colorimeter measurement of Ortho Phosphates** Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

7. **Colorimeter measurement of Sulfates** Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

8. **Macro invertebrate assessment.**  
Two times in each year  
Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

9. **Completing all entries on the hand printed data sheet.** This data sheet is the source document needed before making entries on our web site.  
Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

10. **Monthly business meeting attendance.** At least one representative of each team is encouraged to attend these meetings normally held on the second Wednesday morning each month. Check \_\_\_\_

----- Optional Tasks -----:

**Only those having considerable web and computer experience and interest should try this task.**

1. **Entering stream test data into the CCPASEC web site each month.** This includes using a spreadsheet on the web site to enter stream flow (depth and velocity) data into it. The spreadsheet calculates the flow of the stream which is entered on the web records sheet. It also involves entering all other tests completed that month.  
Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_

**This set of tasks is completed a few days before the kit is taken to the stream sites.** Access to the kit is required.

2. **Meter calibration and kit preparation** Tutorial \_\_\_\_ T2 \_\_\_\_ T3 \_\_\_\_ T4 \_\_\_\_