APPENDIX C: SORTING AND RE-ANALYSIS FORMS

Sorting Form:

SQO Example

Date_____

MACROFAUNA SORTING SHEET

Station _____   Analytical Laboratory: _____

Sorting
Laboratory: _____   Sorted by: _____

Date Sorting Begins: _____   # of Hours to Sort: _____

# of Taxa Lots in Sample: _____   # of Sample Containers: _____

Comments:_____

QUALITY CONTROL RE-SORT   *(for use only if sample subject to QC re-sort)*

Re-sorted by: _____   **Date of Re-sort:** _____

Re-sort Method (check one)   **Whole Sample** _____   **Aliquot** _____

	Whole Sample Method	**Aliquot Method**
PERCENT SORTING EFFICENCY =	$[A \div (A+B)] \times 100$	$[A \div (A+B \times \%_{aliquot})] \times 100$

A = # of Organisms Originally Sorted =   _____

B = # of Organisms Found in Re-sort =   _____

Percent Sorting Efficency =   _____

QUALITY CONTROL ACTIONS:
(no action required if Sorting Efficency = 95 % or greater)

_____
_____
_____
_____

Signed: _____
Responsible Supervisor
(signature required if sample subject to QC resort)

Discrepancy Report:

SQO Example   Date _____
MACROFAUNAL ANALYSIS QC

<div align="center">

DISCREPANCY REPORT   Page 1 of _____

</div>

Station _____

Analytical Laboratory (Lab A): _____   Date Analyzed: _____

Re-Analytical Laboratory (Lab B): _____   Date Re-Analyzed: _____

Line #	Re-Identification	Re-Count	Orig. Count	Original Identification	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Discrepancy Report (cont'd) Date _____

 Station _____ **Page 2 of** _____

Line #	Re-Identification	Re-Count	Orig. Count	Original Identification	Comments
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					

Discrepancy Report (cont'd)   Date _____

    Station _____   **Page** _____ **of** _____

Line #	Re-Identification	Re-Count	Orig. Count	Original Identification	Comments

Discrepancy Resolution Report:

SQO Example
Date_____

MACROFAUNAL ANALYSIS QC

Page **1** of _____

DISCREPANCY RESOLUTION REPORT

Station _____		Total # of Taxa Rprtd:	Total # of Indv. Rprtd:
		Lab A: _____	**Lab A:** _____
Analytical Laboratory (Lab A): _____	**Date Analyzed:** _____	**Lab B:** _____	**Lab B:** _____

Re-Analytical Laboratory (Lab B): _____   **Date Re-Analyzed:** _____

Do not write in these columns

Effect of Resolution on Orig. Results

Line # refers to Discrepancy Report (a discrepancy may involve multiple line #s)

Line #	COMMENTARY *Provide resolution and explanation of all discrepancies (use as many lines as necessary for each discrepancy)*	Discrep. Class.	Resol. Code	SPP # (+/-)	Count (+/-)

Discrepancy Classification: **E** = Error   **J** = Judgmental Diff.   **N** = Nomenclature   **L** = Apparent Specimen Loss

Resolution Code: **1** = Lab A misID   **2** = Lab B misID   **3** = Lab A mis Count   **4** = Lab B mis Count

Discrepancy Resolution Report (Cont'd)   Date_____

Station _____   **Page** _____ **of** _____

Line # refers to Discrepancy Report (a discrepancy may involve multiple line #s)

Line #	COMMENTARY *Provide resolution and explanation of all discrepancies (use as many lines as necessary for each discrepancy)*	Discep. Class.	Resol. Code	SPP # (+/-)	Count (+/-)

Do not write in these columns

Effect of Resolution on Orig. Results

Discrepancy Classification: **E = Error**   **J = Judgmental Diff.**   **N = Nomenclature**   **L = Apparent Specimen Loss**

Resolution Code: **1 = Lab A misID**   **2 = Lab B misID**   **3 = Lab A mis Count**   **4 = Lab B mis Count**

Infaunal Identification and Enumeration Accuracy Report:

SQO Example   Date_____
MACROFAUNA ID & ENUMERATION   ACCURACY REPORT

Station _____

Analytical Laboratory (Lab A): _____   Date Analyzed: _____

Re-Analytical Laboratory (Lab B): _____   Date Re-Analyzed: _____

% ERROR OF ANALYSIS: Percent error is calculated for three aspects of sample analysis. Error in the # of taxa discriminated and total
organism count may be either + or -. These provide measures of the data quality as relates
to parameters such as species richness, abundance, and diversity.   Identification accuracy is expressed
as percent error in identification of individual taxa. It provides a measure of the quality of the data as a
representation of community composition.

# of Taxa Discriminated:	**Total Organism Count:**	**Identification Accuracy:**
$[(X-Y)/X] * 100$	$[(X-Y)/X] * 100$	$[X/Y] * 100$
where	*where*	*where*
X = # of Taxa after discrepancy resolution	*X = # in Resolved count*	*X = # of Taxa changed*
Y = # of Taxa originally discriminated	*Y = # in Original count*	*Y = # of Taxa after discrepancy resolution*
X = _____ Y= _____	X = _____ Y= _____	X = _____ Y= _____
Score:_____%	Score:_____%	Score:_____%

COMMENTS   _____

_____

_____

_____

_____

_____

_____

_____

_____

_____