

PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT DISTRICT STANDARD

PROCEDURE NO: District Standard DS-301

EFFECTIVE DATE: May 12, 2011

PROCEDURE NAME: Field Data Collection and Processing Methods

PURPOSE

The Regional Flood Control District (RFCD) frequently performs a variety of field inspections, monitors construction projects, and is mandated by the Board of Supervisors to perform annual Levee Inspections. To maximize the use of this data by the entire District, both uniformity and consistency are needed in the way the information is collected, processed, and maintained.

DESCRIPTION:

This administrative procedure provides an inclusive package which details methodologies for the collection and processing of data and photographs from field inspections. Flexibility is provided for collection of different types of information by various District staff. A variety of actual field examples, prepared by personnel from multiple Divisions, are provided for staff review.

The *Field Data Collection and Processing Methods* procedure consists of the following three sections, each of which has an associated hyperlink provided at the end of this procedure:

Section 1 Preparation for Field Observations

- 1.1 Field Equipment Checklist
- 1.2 Field and Camera Preparation

Includes supporting directories containing information on inspection forms and logs, GPS camera directions, handheld GPS instruction manuals, photo templates for reports, and example field log and photo sets currently in use by the RFCD. There are also two word file templates for photos that can be used for reports.

Section 2 Collection of Field Data

- 2.1 Field Map Preparation Procedure
- 2.2 Field Log Preparation Procedure

Includes protocols for preparation and annotation of field maps, and describes how to prepare photo logs in the field.

