

2022 Guide to VLAP Virtual Biologist Visit

This guide will provide you with information necessary to participate in a virtual sampling audit with a VLAP biologist.

BIOLOGIST AVAILABILITY

One biologist is available to conduct virtual audits according to the schedule below. The VLAP Coordinator can alter availability at any time during the season for various reasons. In the event a change is necessary, you will be notified immediately. ***Special requests for visits outside of these time frames can be sent to Sara Steiner for approval.***

May 16th – June 3rd: Wednesdays between 9:00am and 1:00pm

June 6th – June 17th: Not available.

June 20th – Sept. 2nd: Monday between 9:00am and 2:00pm; Friday between 9:00 and 10:00am.

SCHEDULING

You can schedule your virtual visit through [PICKTIME](#) scheduling software. Please refer to the Picktime User Guide 2022 for instructions. The VLAP Coordinator will confirm your appointment, or if necessary, request to re-schedule your appointment. Virtual visits are scheduled to last 30 minutes but no more than one hour.

WHAT TO EXPECT

The virtual visit's purpose is to quickly review the sampling process with you and answer any questions you might have before sampling. You can expect the visit to last anywhere between 30 minutes to an hour based upon your questions and needs.

You can start the visit once you have arrived at your first sampling location; either once you've anchored at the deep spot or arrived at a tributary station. Or you could gather as a group before heading out on the water to visit with the biologist and review procedures.

Your visit may be recorded upon permission and shared with you for future reference. You will need the following for your visit in addition to your normal equipment and sample bottles:

- ❖ Smartphone or computer tablet to virtually access your scheduled audit on GoToMeeting software.
- ❖ **GoToMeeting software installed on your device, available for free.**
- ❖ A clear waterproof case for your device is recommended if you're on a boat.

The biologist will be prepared to review the following with you and answer any questions.

- ❖ **FIELD DATA SHEET:** How to complete your data sheet.
- ❖ **BOTTLE LABELING:** How to properly label bottles.
- ❖ **DEEP SPOT SAMPLE COLLECTION:** Where to sample, how to set up equipment, what depths to sample at, what bottles to use, and sampling procedures.
- ❖ **TRIBUTARY AND BACTERIA SAMPLE COLLECTION:** Where to sample, what bottles to use and sampling procedures.