

INSPECTION REPORT GUIDELINES

Martin Middle School
Division of Water Quality

WATER QUALITY ANALYSTS:

USE THESE DIRECTIONS TO ACCESS GIS
AND MAP DATA TO ACCURATELY
COMPLETE YOUR INSPECTION REPORT

1. Completing the Inspection Report

- a. Sections 1-3: See concern form

- b. Sections 4-6: **Your group** is conducting the inspection **today (September 21, 2016)**.
One group member's name should go in section 4. The others will go in section 5. Do not put your real cell phone numbers on this form.

- c. Section 7A (Conditions): Go to www.weather.gov. Search for local conditions using the zip code in the address on your concern form.

- d. Section 7B: For water clarity, see "Additional Notes" on your concern form (if there are any).

- e. Sections 8- 9: Use information from your concern form (Description and Additional Notes).

- f. Section 10 (Treatment): **Leave blank.**

- g. Section 11 (Site Sketch): Use the information from Part 2 (below) to draw a diagram of your water study and significant nearby features.

2. Accessing Your Site Map

You will be using GIS (Geographic Information System) data and satellite images from county records to determine what significant features are near your water source.

a. To access GIS data:

- i. Go to <http://www.webgis.net/nc/Caswell>
- ii. In the top left corner, click “Layers”
- iii. Uncheck “Address Points”, “Adjacent Counties”, “City Limits”, and “County Line”
- iv. Leave “Roads” and “Parcels” checked.
- v. Check the second box beside “Roads”. This will show you road names.
- vi. Check both boxes beside “Hydrology”.
- vii. Under “Additional Layers”, check “Aerial Imagery 2014”
- viii. **Your map view should now show you a satellite view of all the land, with roads shown in black lines and water features shown in blue.**

b. Locate Your Site

- i. You should see a search box over the map. Be sure the top gray box says “Parcel Search”.
- ii. Leave “Owner” and “Tax Number” blank. In the box labeled “Map and Parcel”, type the parcel number given on your concern form. Be sure to type it exactly- there should be a space after the first 4 numbers!

- iii. Click submit.
- iv. Click on the row of information that shows up in the center of the page.
- v. The area outlined in black is the land owned by the property owner listed on the complaint form. You should be able to locate the body of water that is the subject of the complaint (it may appear solid, light green or brown).
- vi. To simplify your view, click “View in Google Maps” in the center of the search box on the left. **Now your parcel will be outlined in blue.**
- vii. **On your inspection report, sketch the body of water and surrounding features including trees, nearby buildings, fields, pastures, etc. Include any nearby streams and their names if available.**
- viii. **Be sure to include significant features even if they are not on the property owner’s land!** Another landowner’s fields may generate polluted runoff that runs downhill regardless of who owns the land.