

Quality Assurance Check

Before you publish your data to *Vital Signs* and make it public, your data must undergo a Quality Assurance Check and Peer Review. The following Quality Check will help you catch errors that would make your data unusable by scientists.

When you are on the Review & Submit Data Tab, go through this Quality Assurance checklist once on your own. When you are happy with your work, find another *Vital Signs* participant (someone not on your team) to check your work. When both of you are pleased with your work, ask your Quality Check peer to enter his/her username in the “Quality Checked by” box at the bottom of the Review & Submit Data tab of the *Vital Signs* online data entry form.

Next, have your work Peer Reviewed by a *Vital Signs* participant before you hit publish. Once your observations are online, your species data will be closely reviewed by a Species Expert, and your entire observation will undergo an informal Community Review by students, teachers, scientists, and citizen scientists in the *Vital Signs* Community.

	Team Quality Check	Peer Quality Check
Field Trip Details		
All fields have the correct information		
Study Site Details		
Study site photo is in focus		
Study site photo shows just the scene (no faces!)		
Habitat is correct		
Data show up in the right place on the map (correct Latitude & Longitude)		
Field Work Notes		
Notes are well-written with no spelling mistakes		
Notes have useful information		
Species Observations		
Sampling method and species photos are in focus		
Photos show just the scene or species (no faces!)		
Evidence photos show important identification features		
Evidence photos support the written evidence		
“I think I found it” or “I think I didn’t find it” selection is correct for each species		
Abundance fields filled in & match the paper datasheet		
Species detail fields filled in & match the paper datasheet		
Habitat Data		
Water quality measurements match the paper datasheet		
Water quality measurements have the right units		
Species diversity field filled in & matches the paper datasheet		