

ANNEX 4 – DRAFTS FOR DELIVERIES

This annex contains outlines for the following deliveries:

1. Summarizing report
2. Excel sheet containing raw counts
3. OMNIDIA file in .txt format
4. Excel sheet containing OMNIDIA output

For each of these deliveries an outline is given below. It is as a minimum expected that the delivery contain the parts of the outlines below.

1. OUTLINE FOR THE SUMMARISING REPORT

Methodology and AQC procedure report

The processing and identification of phytobenthos samples from Danish streams/lakes

1. Introduction
2. Sample preparation, diatom counting strategy and OMNIDIA
Brief introduction to the work prior to the slide preparation and the work associated with the slide preparation. Brief introduction to the diatom counting strategy – including notes on how difficulties in identification due to appearance on the slides is coped. Brief introduction to the use of OMNIDIA to generate ecological condition metrics. In Denmark for lakes the Pollution Sensitivity Index (IPS) is used and for streams Rott's Trophic Index (Rott TI/TID) and Rott's Saprobic Index (Rott SI/SID) are used in combination to generate an ecological classification.
3. General sample processing notes
Overall description of sample quality and preservation quality along with general identification notes for the samples processed.
4. Individual sample notes
Notes on samples with especially interesting species, or if samples were dirty, with a lot of broken valves or notes like these.
5. Diatom identification skills and internal AQC
Brief description of expertise and experience in identification of phytobenthos, and how internal AQC is performed.
6. External AQC methods
Brief description of how external AQC is performed, and how the AQC is evaluated.
7. Conclusion
8. References

Dimensions approximately 20 pages per report.

2. OUTLINE FOR THE EXCEL SHEET CONTAINING RAW COUNTS

The excel sheet with raw counts should contain information about OMNIDIA Codes of the species, TaxonName and Alternative name as well as the raw count of each species in each sample.

The column with Alternative name is meant to contain information about synonyms for the species (e.g. old taxonomy often used). This can help interpretation and limit problems with analysis of long-term monitoring data where taxonomical changes can occur.

OMNIDIA Codes	TaxonName	Alternative name	Counts in sample 1	Counts in sample 2	...
XXXX	Species1	Species 1	5	6	...
XXXX	Species2	Species 2		7	...
...
SUM	SUM	SUM	5	13	...

3. OMNIDIA FILE IN .TXT FORMAT

This refers to the output file from OMNIDIA in .txt format, which can be used to re-run the analysis in OMNIDIA if wanted. This file should contain information about the OMNIDIA code of each species in each sample and the number of counts of each species in each sample.

Sample information such as Stream/Lake name, basin, sampling date (field sampling), river, and site for each sample should also be included in this file.

4. OUTLINE FOR THE EXCEL SHEET CONTAINING OMNIDIA OUTPUT

The excel sheet containing the OMNIDIA output file ought to contain at least the following data for each sample.

Name	
Date	
Bassin	
River	
Site	OK if left empty
Hydro code	OK if left empty
D/S	OK if left empty
Temperature	OK if left empty
Sampling	
Slide Nb	
Species count	
Population	
Diversity	
Eveness	
Genera count	
Title custom 1	OK if left empty
Title custom 2	OK if left empty
Title custom 3	OK if left empty
Title custom 4	OK if left empty
Title custom 5	OK if left empty
Lat.	OK if left empty
Long.	OK if left empty
Lambert 93 X	OK if left empty
Lambert 93 Y	OK if left empty
Strict	OK if left empty
IBD	
IBD 2009	
IBD 2014	
IBD EQR	
IPS	
IDG	
Descy	
Sla.	
IDSE	
IDAP	
EPID	
Lobo	
Hurl.	
Rott TI	
Rott SI	
TDIL	
CEE	
WAT	
TDI_PT	
TDI	
IDP	
SHE	