Station ID	Rep	Sampling Date	# of jars	SORTING									Plastics observed	SORTING QA/QC								Comments
					Date			Distribution of sorted material						Number of Animals recovered								
				By	Start	End	Time (HR)	Annelida	Mollusca	Arthropoda	Echino-dermata	Misc. Taxa		Annelida	Mollusca	Arthropoda	Echino-dermata	Misc. Taxa	QA'ed by	Pass/Fail (25% of sample)	Pass/Fail (100% of sample)	

Continued from left edge of upper table:

Taxonomy																			
Annelida				Mollusca				Arthropoda				Echinodermata				Misc. Taxa			
Primary Taxonomist	Check-out Date	Check-In Date	Secondary Taxonomist	Primary Taxonomist	Check-out Date	Check-In Date	Secondary Taxonomist	Primary Taxonomist	Check-out Date	Check-In Date	Secondary Taxonomist	Primary Taxonomist	Check-out Date	Check-In Date	Secondary Taxonomist	Primary Taxonomist	Check-out Date	Check-In Date	Secondary Taxonomist

Figure H-4. Example of a Benthic Laboratory Tracking Excel spreadsheet used for sorting, taxonomy, and Quality Assurance/Quality Control.