### **CBWM Self-Evaluation Checklist**

**Purpose**: Assess the quality and readiness of your CBWM program and data for decision-making.
**Instructions**: Score each item based on the criteria provided. Use the point values to calculate your overall readiness and identify areas for improvement.

### **Checklist and Point System**

#### **1. Program Objectives and Design (15 points)**

* **Clear Objectives Defined** (5 points)
	+ General: Broad intent, e.g., "Is the water healthy?" (1 point)
	+ Specific: Focused, e.g., "Road salt impacts" (3 points)
	+ Very Specific: Narrow scope, e.g., "Impact of 2023 forest fires on [specific site]" (5 points)
* **Monitoring Aligns with Objectives** (5 points)
	+ Monitoring questions and methods address the objectives directly.
* **Parameters Match Objectives** (5 points)
	+ Example: E.coli for human health risks, conductivity/chloride for road salts, etc.

#### **2. Protocols and Procedures (20 points)**

* **Established Protocols Followed** (5 points)
	+ Program plan, site selection, procedures, and data handling are based on recognized standards.
* **Site Selection Compliance** (5 points)
	+ Sites align with objectives and protocols (refer to Appendix).
* **Monitoring Frequency and Program Length** (5 points)
	+ Frequency and duration are appropriate for the objectives.
* **Volunteer/Participant Training** (5 points)
	+ **Types of Training**:
		- In-person by professionals/scientists (5 points)
		- In-person by experienced volunteers (4 points)
		- Digital/printed materials (2-3 points)
		- No training (0 points)

#### **3. Quality Assurance and Control (15 points)**

* **QA/QC Procedures for Monitoring** (10 points)
	+ Includes checks from sample collection to data interpretation.
	+ Refer to the [BC Water Stewardship QA/QC checklist](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/monitoring-water-quality/water-stewardship/stewardship_training_procedures.pdf).
* **Participant QA/QC** (5 points)
	+ Regular review or oversight of participant activities.

#### **4. Data Management (25 points)**

* **Data Storage Method** (5 points)
	+ Hard copy (1 point), digital (3 points), relational/cloud database (5 points).
* **Data Sharing** (5 points)
	+ Data is publicly accessible.
* **FAIR Principles Compliance** (5 points)
	+ Data is Findable, Accessible, Interoperable, and Reusable.
* **OCAP Principles Compliance** (10 points)
	+ Data respects Ownership, Control, Access, and Possession if working with Indigenous communities.

#### **5. Engagement and Inclusivity (15 points)**

* **Stakeholder Engagement** (5 points)
	+ Stakeholders are actively involved, and their feedback is integrated into the program.
* **Impact Assessment** (5 points)
	+ Identifies both positive and negative impacts across all affected groups.
* **Iterative Process** (5 points)
	+ Program allows adjustments based on emerging concerns or new stakeholders.

#### **Scoring System**

* **90-100 points**: High quality and ready for decision-making.
* **70-89 points**: Moderate quality; some improvements needed.
* **50-69 points**: Low quality; significant improvements required.
* **Below 50 points**: Program may not be suitable for decision-making without major revisions.

### **Appendix: Site Selection Guide**

* **Mouths of Watercourses**: Reflect upstream inputs. Sample upstream of tidal zones.
* **Upstream vs. Downstream**: Capture impact by comparing control and influenced sites.
* **Near-Shore Lake Locations**: Monitor local inputs like septic systems.
* **Deepest Lake Points**: Evaluate overall lake conditions.
* **Major Water Withdrawals**: Assess water quality for specific uses.