Swimming pond algae observation sheet

Record what you can observe from a dry, stable edge. Do not handle suspect growth to fill in this sheet.

> If there is unexplained discolouration, scum, paint-like streaks, unusual mats or a bad smell, keep people and pets out and follow the pond's stop-use plan. Contact the appropriate adviser. This sheet and photographs cannot identify toxins or authorise swimming.

1. Incident details

Pond or project

First noticed - date and time

Observer

Installer or maintenance contact

Water-quality/environmental-health contact

Who is responsible for the decision to resume swimming?

Current use status and the reason

Any reported human or animal exposure - date/time and advice sought

2. Describe the appearance

Select descriptions, not a diagnosis. Tick the boxes on your printed copy.

- ☐ Green water through the swimming area.
- ☐ Colour change in one compartment or at one return.
- ☐ Long strands attached to a surface.
- ☐ Surface patch, scum, mat, foam or paint-like streak.
- ☐ Brown/cloudy water, settled material or another film.
- ☐ Other - describe below.

Other description, if needed

Location and approximate extent

Attached to a surface or floating? If unclear, record "unknown".

Colour, without touching or deliberately smelling the material

Any odour already noticed from the normal viewing position

Change in ability to see the bottom

Other warning signs

Wide-view and closer-view photo filenames

Photograph position and time

3. Event timeline

Record events before and after the first observation. Do not assume that the most recent event caused the change. Print another copy of this part if you need more entries.

Event 1

Date/time

Observation or event

Source of information / photo

What remains uncertain

Event 2

Date/time

Observation or event

Source of information / photo

What remains uncertain

Event 3

Date/time

Observation or event

Source of information / photo

What remains uncertain

Event 4

Date/time

Observation or event

Source of information / photo

What remains uncertain

Check the record for rain/runoff, nearby soil or fertiliser, top-ups, new plants/media/materials, accumulated debris, changed use, animal visits, equipment interruptions and maintenance.

4. Equipment and routine care

Pumps/features operating and settings

Controller warning or changed visible return flow

Most recent filter service and procedure used

Debris or vegetation awaiting approved routine removal

Previous treatment/product changes, dates and exact identities

Work already completed and time spent

Advice authorising that work

Leave biological-media cleaning, circulation changes and handling of unidentified growth to the agreed procedure.

5. Questions for the adviser or laboratory

What question should the proposed test answer?

Which analytes or identification method will be used?

Who should collect the sample?

Required location/time, container and handling procedure

Delivery requirements

Who will interpret the report?

What the result can and cannot establish

Test and report record

Report 1

Sample/date/location

Test or method

Result and units

Report reference

Interpretation by

Report 2

Sample/date/location

Test or method

Result and units

Report reference

Interpretation by

> Do not use a satisfactory reading from an unrelated chemistry test as evidence that a suspected bloom is safe.

6. Follow-up and decision record

Advice received - person, date and scope

Proposed action and the observation it addresses

Exact equipment or product specified, if any

Changes actually made and dates

Follow-up photograph and observation date

Result: improved / unchanged / worse / unclear

Were several things changed together?

Further investigation required

Reopening decision, responsible person and supporting evidence

Next planned review

Keep the evidence together

Keep this sheet with the original photographs, reports and maintenance records.

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Read the algae guide, water-quality guide and maintenance records guide for the distinction between appearance, investigation and bathing-water assessment.