DailyLog

Karen Stainbrook

March 19, 2020

# Hours Logged

| DATE | employee | Description of Work | Estimated hrs | Actual hrs | Planned/Unplanned | Result | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2018-03-17 | Jesse Keltz | Entering calibration log data into spreadsheet | 2.00 | 2.00 | NA | NA | NA |
| 2018-03-17 | Jesse Keltz | Installing survey123 on work laptop, starting survey form, organizing changes to be made | 5.25 | 5.25 | NA | NA | NA |
| 2018-03-18 | Jesse Keltz | Entering calibration log data into spreadsheet | 3.75 | 3.75 | NA | NA | NA |
| 2018-03-18 | Jesse Keltz | Survey123 updates for CSLAP and macrophyte surveys | 3.50 | 3.50 | NA | NA | NA |
| 2020-03-16 | Rebecca Gorney | Meet with Greg Boyer | NA | 0.50 | NA | In Progress | develop and share work plan |
| 2020-03-16 | Rebecca Gorney | Meet with USGS/sediment core project | NA | 0.50 | NA | In Progress | share some site ideas with Jennifer |
| 2020-03-17 | Alene Onion | Designing sampling schedule | 2.00 | 2.00 | Planned | In Progress | NA |
| 2020-03-17 | Alene Onion | Management meetings | 1.00 | 1.00 | Planned | Complete | NA |
| 2020-03-17 | Alene Onion | Meeting with Parks | 1.00 | 1.00 | Planned | Complete | NA |
| 2020-03-17 | Karen Stainbrook | IT Support | 0.60 | NA | Planned | In Progress | NA |
| 2020-03-17 | Matt Kraft | Database Modernization | 5.00 | 5.00 | Planned | In Progress | NA |
| 2020-03-17 | Matt Kraft | Section Meeting | 1.00 | 1.00 | Planned | Complete | NA |
| 2020-03-17 | Matt Kraft | Sediment Diatom Webinar | 1.50 | 1.50 | Planned | Complete | NA |
| 2020-03-17 | Rebecca Gorney | Draft Boyer MOU Workplan | NA | 0.50 | NA | In Progress | Sent to Karen S for review |
| 2020-03-17 | Rebecca Gorney | Fulfill HABs NYC FOIL request | NA | 1.00 | NA | Complete | Sent to Karen S for review |
| 2020-03-17 | Rebecca Gorney | Misc/Planning | NA | 1.00 | NA | In Progress | Catching up with emails |
| 2020-03-17 | Rebecca Gorney | NYHABS/AGOL/Info Locator | NA | 0.50 | NA | In Progress | NA |
| 2020-03-17 | Rebecca Gorney | Research Guide | NA | 0.50 | NA | In Progress | Review OGS text edits and send back to them for next stage of review |
| 2020-03-17 | Rebecca Gorney | review RIBS QAPP | NA | 0.50 | NA | Complete | NA |
| 2020-03-17 | Rebecca Gorney | Section Meeting | NA | 1.00 | NA | Complete | NA |
| 2020-03-17 | Rebecca Gorney | Work on Syracuse FOIL request | NA | 0.50 | NA | In Progress | Still need some direction on how to refine scope |
| 2020-03-17 | Stephanie June | 3PM meeting prep 12:30-1:00 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-17 | Stephanie June | Interview 3:00-4:00 | 1.00 | 1.00 | NA | NA | NA |
| 2020-03-17 | Stephanie June | LCI-Parks-AIS Meeting 11:00-12:00 | 1.00 | 1.00 | NA | NA | NA |
| 2020-03-17 | Stephanie June | Network setup/IT 8:30-9:00 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-17 | Stephanie June | Prep for Wed, feasibility report 4:00-4:30 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-17 | Stephanie June | Response to R4 - Robinson Pond | 0.25 | 0.25 | NA | NA | NA |
| 2020-03-17 | Stephanie June | Section Meeting 10:00-11:00 | 1.00 | 1.00 | NA | NA | NA |
| 2020-03-17 | Stephanie June | Section meeting prep 9:00-9:30 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-17 | Stephanie June | Transcribing AECOM comments 1:00-2:45 | 1.75 | 1.75 | NA | NA | Completed, Sent to OGS for transmission to AECOM |
| 2020-03-17 | Stephanie June | Transcribing AECOM comments 9:30-10:00 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-18 | Alene Onion | Database Modernization - correcting tables for upload | 1.00 | 1.00 | Unplanned | Complete | NA |
| 2020-03-18 | Alene Onion | Database Modernization - working with Cindy to load the tables we’ve produced | 1.00 | 1.00 | Unplanned | Complete | NA |
| 2020-03-18 | Alene Onion | Management meetings | 1.00 | 1.00 | Planned | Complete | NA |
| 2020-03-18 | Alene Onion | Meeting with EPA | 1.00 | 1.00 | Planned | Complete | NA |
| 2020-03-18 | Matt Kraft | Database Modernization (water column and profile tables, meeting with Cindy) | 4.50 | 4.50 | Planned | In Progress | NA |
| 2020-03-18 | Matt Kraft | EPA Monitoring Meeting | 1.00 | 1.00 | Planned | Complete | NA |
| 2020-03-18 | Matt Kraft | iMapInvasives Data Upload Prep | 0.50 | 0.50 | Planned | In Progress | reached out to Meg Wilkinson at NYNHP about uploading AIS data from 2019 |
| 2020-03-18 | Matt Kraft | Lake Biomonitoring Data | 1.50 | 1.50 | Planned | In Progress | Going back to original data sheets to fill in data gaps. Profile data never stored in database for many years. |
| 2020-03-18 | Rebecca Gorney | 2019 HABs data cleaning | NA | 1.00 | NA | In Progress | ongoing |
| 2020-03-18 | Rebecca Gorney | Misc/Planning | NA | 1.00 | NA | In Progress | Ramping back up with R |
| 2020-03-18 | Rebecca Gorney | NYHABS-Meet with Keleigh Reynolds | NA | 1.00 | NA | In Progress | Further transfer of knowledge meetings will be needed |
| 2020-03-18 | Rebecca Gorney | Retrieve monitor from central office/lab stuff | NA | 1.50 | NA | Complete | NA |
| 2020-03-18 | Rebecca Gorney | Schedule DOH & internal DEC HABs meetings | NA | 0.50 | NA | In Progress | DOH - late March, DOW mgmt-early April |
| 2020-03-18 | Rebecca Gorney | Section Meeting | NA | 1.00 | NA | Complete | NA |
| 2020-03-18 | Rebecca Gorney | Weiss HABs FOIL request | NA | 1.50 | NA | Complete | Sent to Karen S for review |
| 2020-03-18 | Stephanie June | CSLAP QAMP Edits 4:00-4:30 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-18 | Stephanie June | Feasibility report edits 1:00-1:30 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-18 | Stephanie June | Feasibility report edits 2:15-2:30 | 0.25 | 0.25 | NA | NA | Partially completed compilation of edits, set-up meeting to discuss outstanding edits with KS |
| 2020-03-18 | Stephanie June | Feasibility report edits 8:30-9:00 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-18 | Stephanie June | Feasibility report edits 9:40-12:15 | 2.55 | 2.55 | NA | NA | NA |
| 2020-03-18 | Stephanie June | FLLOWPA QAMP Review 3:00-4:00 | 1.00 | 1.00 | NA | NA | Added for communication purposes to FFLOWPA QAMP, just providing brief review |
| 2020-03-18 | Stephanie June | Network setup/IT 8:30 | 0.00 | 0.00 | NA | NA | NA |
| 2020-03-18 | Stephanie June | Planning for tomorrow 2:45-3:00 | 0.25 | 0.25 | NA | NA | NA |
| 2020-03-18 | Stephanie June | Prep for Thu meeting ACOE 12:15-12:30 | 0.25 | 0.25 | NA | NA | NA |
| 2020-03-18 | Stephanie June | R3 Inquiry Glenmere Lake 2:30-2:45 | 0.25 | 0.25 | NA | NA | NA |
| 2020-03-18 | Stephanie June | Section daily call 9:00-9:45 | 0.70 | 0.70 | NA | NA | Ended early |
| 2020-03-18 | Stephanie June | WQIP CFA Question review 1:30-2:15 | 0.75 | 0.75 | NA | NA | NA |
| 2020-03-19 | Matt Kraft | Database Modernization | 1.50 | NA | NA | NA | NA |
| 2020-03-19 | Matt Kraft | Lake Biomonitoring Data | 3.00 | NA | NA | NA | NA |
| 2020-03-19 | Matt Kraft | Monitoring Site Access | 3.00 | NA | NA | NA | NA |
| 2020-03-19 | Rebecca Gorney | 2019 data-fix location issues | NA | NA | NA | NA | NA |
| 2020-03-19 | Rebecca Gorney | AGOL-review SOP 8:30-9:00 | NA | NA | NA | NA | NA |
| 2020-03-19 | Rebecca Gorney | Keuka Kick-Off Call 9:00-10:00 AM | 0.25 | 0.25 | NA | NA | NA |
| 2020-03-19 | Rebecca Gorney | Network setup/emails 8:00-8:30 | 0.50 | 0.50 | NA | NA | NA |
| 2020-03-19 | Rebecca Gorney | Owasco Kick-Off Call 3:00-4:00 | 1.00 | NA | NA | NA | NA |
| 2020-03-19 | Rebecca Gorney | Section daily call 9:00-9:45 | 0.75 | 0.75 | NA | NA | NA |
| 2020-03-19 | Stephanie June | CSLAP Briefing Edits 1:30-3:00 | 1.50 | NA | NA | NA | NA |
| 2020-03-19 | Stephanie June | CSLAP Briefing Edits 10:00-11:00 | 1.00 | 0.25 | NA | NA | NA |
| 2020-03-19 | Stephanie June | CSLAP QAMP Edits | 0.00 | 0.70 | NA | NA | Accept edits; Print, sign and scan signature page - share for other signatures |
| 2020-03-19 | Stephanie June | ESF Pesticides Call 12:00-1:00 | 1.00 | NA | NA | NA | NA |
| 2020-03-19 | Stephanie June | Feasibility Edits Call 4:00-4:30 | 0.50 | NA | NA | NA | NA |
| 2020-03-19 | Stephanie June | HAB Mitigation Tech Correspondence | 0.00 | 0.25 | NA | NA | NA |
| 2020-03-19 | Stephanie June | HABITATS ACOE Call 11:00-12:00 | 1.00 | NA | NA | NA | NA |
| 2020-03-19 | Stephanie June | Keuka Kick-Off Call 9:00-10:00 AM | 0.25 | 0.30 | NA | NA | Participated as a listener |
| 2020-03-19 | Stephanie June | Network setup/emails 8:30-9:00 | 0.50 | 0.50 | NA | NA | Finalized CSLAP QAMP edits from RoseAnn at this time |
| 2020-03-19 | Stephanie June | Owasco Kick-Off Call 3:00-4:00 | 1.00 | NA | NA | NA | NA |
| 2020-03-19 | Stephanie June | Section daily call 9:00-9:45 | 0.75 | 0.50 | NA | NA | NA |
| 2020-03-20 | Stephanie June | Setup/emails/voicemail 8:30-9:00 | 0.50 | NA | NA | NA | NA |