



Field Note Guidelines

What is it?

Field notes are taken by the survey field crew during the execution of a field survey. These notes are scanned and stored in the project folder after the completion of the field survey and become a part of the digital record on the project.

Why is it important?

Field notes are a critical part of the data provided by the field crew on every survey. EVERY field survey should include field notes. (Data collector files and point files are not a substitute. Neither are napkin sketches.) These notes are important for a number of reasons:

- 1) They help the office surveyor interpret and analyze field data.
- 2) They allow the office surveyor to confirm that proper survey methods were used during the field survey.
- 3) They preserve an important legal record for boundary surveys.
- 4) They may be included as part of the quality assurance/quality control document that is provided to a client or reviewing agency.
- 5) They may be part of a deliverable to the client.

Roles and Responsibilities

The *Project Surveyor* is responsible to check the field notes at the end of each field survey. This includes checking to verify:

- 1) The field notes are complete. (That there are no missing notes based on the tasks performed by the field crew.)
- 2) The field notes are neat, clean and readable.
- 3) The field notes have been scanned and stored in the correct location on the network drives.
- 4) If the field notes contain critical information for the drafter, assistant surveyor, or other end user of the data from the field survey.

Note: The project surveyor may delegate the above check of the field notes to the *Field Coordinator*.

The *Field Crew Party Chief* is responsible to perform the following tasks:

- Obtaining the appropriate field note forms for each field survey.



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- Taking neat, clean and complete field notes.
- Reviewing any field notes taken by the rodman.

Peer Review

See the notes above the check of field notes by the project surveyor.

Field Note Form Types

There are ten (10) standard field note forms loosely organized into 3 categories:

Control

- 1) Static GPS Data Log
- 2) Survey Control Monument Establishment
- 3) Control Establishment By Traverse
- 4) Control Establishment By Resection
- 5) Control Establishment By RTK/RTN

Boundary Surveys

- 1) Found Property Corner Monument
- 2) Search Found Nothing

Topographic Survey

- 1) Topo Survey By Total Station
- 2) Topo Survey By RTK

Miscellaneous

- 1) Field Notes Cover
- 2) Miscellaneous Note/Sketch

Summary of Field Note Forms

Below are short summaries of each field note form type.

Field Notes Cover: The Field Notes Cover form should always be attached to the front of a set of field note forms from a field survey. It provides some basic information about the field survey. (We made an effort to avoid duplicating information that is already recorded on the daily log.) The lower portion of the form is for a survey timeline. This is a brief listing of the events in the field survey. This timeline



helps the office surveyor understand the remaining field notes. (The timeline is very important if the office surveyor needs to trouble shoot a problem with the raw data file.)

Survey Control Monument Establishment: The Survey Control Monument Establishment form should be completed whenever primary or secondary survey control is established. (This includes temporary benchmarks set for future work on the project site.) There is space for two (2) entries on each form. After this form is completed the field crew should immediately complete the form that indicates the survey method used to establish control point. (One of the following forms should be used: Survey Control by Resection, Survey Control By Traverse, and Survey Control By RTK/RTN.)

Survey Control By Resection: This form should be completed when survey control is established using the resection method with a total station. It should be accompanied by a Survey Control Monument Establishment Form.

Survey Control by Traverse: This form should be completed when survey control is established by the traverse method with a total station. It should be accompanied by a Survey Control Monument Establishment Form.

Survey Control by RTK/RTN: This form should be completed when survey control is established using GNSS RTK/RTN survey methods. It should be accompanied by a Survey Control Monument Establishment Form.

Static GNSS/GPS Survey Log: This form is completed when taking an static or fast static GPS/GNSS observation.

Found Property Corner Monument: This form is completed when a property corner monument is found during a boundary search. There is room on the form for two (2) entries.

Search Found Nothing Property Corner: This form is completed when no monument is found at a search location during a boundary search. There is room on the form for two (2) entries.

Topo Survey By Total Station: This form is completed for total station topographic surveys. A separate form should be completed for each instrument set-up used for the topographic survey. The top portion of the form is used to complete information about the instrument set-up. The lower portion of the sheet is used to collect information about the topo points collected from the instrument set-up. If needed, you can use more than one form for a single instrument set-up. You don't have to repeat the top portion of the form on the subsequent forms for the same set-up. (Please put the instrument point



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number on each sheet for the same set-up.)

Topo Survey By RTK: This form is completed for RTK/RTN topographic surveys. The top portion of the form is used to complete information about the instrument set-up. The lower portion of the sheet is used to collect information about the topo points collected from the instrument set-up. If needed, you can use more than one form for a single RTK/RTN set-up. You don't have to repeat the top portion of the form on the subsequent forms for the same set-up.