Nevada Division of Water Resources 901 S. Stewart Street, Suite 2002, Carson City, Nevada 89701

General

This document serves as an explanatory checklist for discharge data entry to the spreadsheet entitled "discharge_site_data" in the accompanying Excel Workbook. The document lists the field names, a description of the field's meaning and instructions for proper data entry. The preferred method of submitting discharge data is by e-mail. Please send completed discharge data to ***waterlevels@water.nv.gov.***

The spreadsheet that is being provided for data entry has been formatted to correspond with the Nevada Division of Water Resources' (NDWR) discharge database. Please _do not_ change the cell formatting, order of columns, field names, insert macros, or modify the sheet other than entering the data requested. The spreadsheet must be copied to a local drive in order to edit.

FIELDS: **DESCRIPTION / DATA ENTRY INSTRUCTIONS**

Site_Name: To be determined and assigned by NDWR. **Leave this field blank.**

Site_ID: The USGS Site ID, if available.

Location_Name: The name of the location of the discharge measurement, e.g. Pradere Spring above reservoir. This field will be used to match the data from the "historical_discharge_data" and "new_discharge_data" tabs. **Please be certain that the entry matches the "Location_Name" field in both tabs.**

Source_Name: The name of the source of discharge, e.g. the name of the river, stream or spring producing the discharge.

Source_Description: This field is for the type of discharge source, e.g. stream, spring, or flowing well.

Status: A single letter code describing the monitoring activity at the site:

                    A = Active, I = Inactive.

App: Application number issued by NDWR associated with the monitoring plan and water level reporting requirement. If there are multiple application numbers, please use the first, or lowest numbered, application. Note that the application number is also commonly known as the permit number. If the application number is not known, please contact NDWR.

Basin:
The identifying number assigned to the hydrographic basin as identified in the worksheet entitled "basin_names" in the accompanying excel workbook. The NDWR map "DESIGNATED GROUNDWATER BASINS OF NEVADA" depicts the basin numbers and has a table matching the basin number to its name. The map is available as a PDF document from the NDWR website http://water.nv.gov. Contact the Nevada Division of Water Resources if you do not know the basin number for the basin in which the monitor wells are located.

County:
The county in which the discharge measurement was taken.

Twn:
The township number, preceded by the letter designating direction, for example N17. Add a leading zero for township numbers 1 through 9, i.e., N09.

Rng:
The range number, preceded by the letter designating direction, for example E44. Add a leading zero for range numbers 1 through 9 i.e., E09.

Sec:
The section number, use a leading zero for section numbers 1 through 9, i.e., 09. Note the "Sec" field in the accompanying spreadsheet is formatted as a text field to facilitate sorting.

Base_and_Meridian:
The assoicated Base and Meridian for which the location was referenced - e.g. Mount Diablo (MDB) or San Bernardino (SBD). The monitoring well location must be reported coordinates obtained from GPS whenever possible. The coordinates must be expressed in decimal degrees using the North American Datum of 1983 (NAD83) and populated to at least the fifth decimal place.

Lat_DD_NAD83:
The latitude of the monitoring well location expressed in decimal degrees using the North American Datum 1983 (NAD83).

Lon_DD_NAD83:
The longitude of the monitoring well location expressed in decimal degrees using the North American Datum 1983 (NAD83).

Loc_Accuracy:
The field is to be populated by one of two possible codes: 10 for GPS, 12 for high accuracy location.

Elev:
This field is for the elevation of the land surface or other reference datum used at the monitoring well location, expressed in feet above mean sea level. Note the field accommodates measurements to the hundredth of a foot.

Elev_Source:
This field is populated by an upper case one letter code describing the source for the elevation data: G = GPS, M = Map, D = DEM, S = Surveyed, Z = Other (explain in remarks)

GPS_Date:
The date the GPS location information was collected. Date format is mm/dd/yyyy.

Data_Source:
The name of the entity that is responsible for the collection and reporting of the data.

Remarks:
Any comments or information pertinent to the monitoring well site.