REQUIREMENTS AND INSTRUCTIONS FOR DISCHARGE DATA REPORTED TO THE NEVADA DIVISION OF WATER RESOURCES

General

This document is to serve as an explanatory checklist for discharge data entry to the spreadsheet entitled "discharge_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. Please use this spreadsheet for reporting of all discharge data and include the historical data for each reporting site. Additional information is located in the *Common Methods of Measuring Water As Practiced In Western States* manual, including measuring methods, discharge tables, and graphs (available here: http://water.nv.gov/home/publications/general.cfm).

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.
Location_Name:	The name of the location of the discharge measurement, e.g. Pradere Spring above reservoir.
Discharge:	The quantity of flow at the site. Note that the Discharge field is formatted to accept measurements to the second decimal. For reporting from continuous measurements, please report the daily average.
Units:	This field is mandatory. The field is to be populated by the abbreviation of units used for measurement, e.g. cfs for cubic feet per second or gpm for gallons per minute. Please note that cubic feet per second (cfs) is the preferred unit of measure.
Measure_Date:	The date the discharge measurement was made, formatted as mm/dd/yyyy.
Measured_By:	The name of the entity or organization making the discharge measurement.
Method:	This field is to be populated with an upper case five letter code describing the method used to perform the measurement. The codes and definitions are listed below. The codes are also available in a worksheet in the accompanying Excel workbook. Populating this field is mandatory.

QADCP	ADCP Moving – Acoustic Doppler Current Profiler
Q-EST	Estimated
QFLUM	Flume – Please include type of flume in Remarks
QIDIR	Indirect
QOTHER	Other – Please specify in Remarks.
QSCMM	Midsection – Current Meters, Pygmy Meters, include type in Remarks.

QSLPQ	Slope-Discharge
QSTGQ	Stage-Discharge Rating
QTRAC	Tracer Dye
QUNSP	Unspecified
QVELO	Velocity
QVOLM	Volumetric – Bucket & Watch
QWEIR	Weir – Please include type of weir used in Remarks.

Remarks: Any comments or information pertinent to the discharge measurement.