

INST 7011	Water Level Site Data Instructions and Requirements	This Space for Office Use Only
Nevada Division of Water Resources (NDWR) 901 S. Stewart St., Ste. 2002, Carson City, NV 89701 Office: (775) 684-2800 / Fax: (775) 684-2811		

This document is an explanatory checklist for water level site data entry to the first tab entitled “site_data” in spreadsheet 7013F. This document lists the field names, a description of the field’s meaning, and instructions for proper data entry.

Please send completed water level site data to waterlevels@water.nv.gov.

Spreadsheet 7013F has been formatted to correspond with the NDWR water level database.

FIELD	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.
Well_Name:	The local name or designation for the water level site (well), e.g. MW-1, Plume Irrigation Well, etc. This field will be used to match data from the “waterlevel_data” and “historical_waterlevel_data” tabs.
Please be certain that this entry matches the “Well_Name” on all tabs.	
Status:	A single-letter code describing activity at the water level site: A = Active, I = Inactive
Permit/Waiver#:	Permit or waiver number issued by NDWR associated with the monitoring plan and water level reporting requirement. If there are multiple permit numbers, please use the first, or lowest permit number. Note that permit number is also commonly known as the application number.
	Contact NDWR if you do not know the permit or waiver number.
Basin:	The identifying number assigned to the hydrographic basin as identified in the tab entitled “basin_names” in spreadsheet 7013F. NDWR's website, http://water.nv.gov , has a list of hydrographic basins with their assigned numbers and a corresponding map.
	Contact NDWR if you do not know the basin number for the basin in which the water level sites are located.
County:	The county in which the water level site is located.
Twn:	The township number is 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 is 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 that “Sec” field in spreadsheet 7013F, is formatted as a text field to facilitate sorting.
- The water level site must be reported in coordinates obtained from GPS wherever 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 water level site, expressed in decimal degrees using NAD83.
- Lon_DD_NAD83: The longitude of the water level site, expressed in decimal degrees using NAD83.
- Loc_Accuracy: This field is to be populated by one of two possible codes:
10 = GPS, 12 = High accuracy location.
- Elev: This field is for the elevation of the land surface or other reference datum used at the water level site, expressed in feet above mean sea level. Note that the field accommodates measurements to the hundredth of a foot.
- Elev_Source: This field is populated by uppercase one-letter codes describing the elevation data source:
G = GPS, M = Map, D = DEM, S = Surveyed, Z = Other (explain in remarks)
- Owner: Name of the well owner.
- MeasuringPoint: The distance of the point from which the measurement is taken relative to land surface, or some other reference datum. For example, if the measuring point is the top of the casing and the casing extends 1-foot above land surface, the MeasuringPoint is + 1.0'. Report the MeasuringPoint to the hundredth of a foot, i.e., 1.12' above land surface.
- Well_Log: The well log number assigned to the Well Driller’s report filed with NDWR for the drilling and construction of the well. Scanned images of these reports (aka well logs) are available from the Division’s website, <http://water.nv.gov>, using the Well Log search.
- Contact NDWR if you do not know the well log number.
- Well_Log2: The second well log number assigned to a Well Driller’s Report filed with NDWR for work done to the well after the original drilling and completion. For example, deepening, reconditioning, or replacing.
- Well_Log3: The third well log number assigned to a Well Driller’s Report filed with NDWR for work done to the well after the original drilling and completion. For example, deepening, reconditioning, or replacing.
- Casing_Diameter: The outside diameter of the production casing at surface, expressed in inches. Please use the casing diameter reported on the Well Driller’s report filed with NDWR.

Depth_Drilled: Total drilled depth of the well, reported in feet.
Please use the depth drilled reported on the Well Driller's report filed with NDWR.

Depth_Cased: Depth of the casing of the well, reported in feet.
Please use the casing depth reported on the Well Driller's report filed with NDWR.

Top_Perf: The top of the perforated interval of the well casing as measured from land surface,
reported in feet.
Please use the top perforation reported on the Well Driller's report filed with NDWR.

Bottom_Perf: The bottom of the perforated interval of the well casing as measured from land surface,
reported in feet.
Please use the bottom perforation reported on the Well Driller's report filed with NDWR.

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

Remarks: Any comments or information pertinent to the water level site.