

**INST
7011**

**REQUIREMENTS and INSTRUCTIONS FOR
MONITORING WELL SITE DATA REPORTED TO
THE NEVADA DIVISION OF WATER RESOURCES**

This Space for Office Use Only

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

General

This document serves as an explanatory checklist for data entry to the first tab entitled “site_data” in the accompanying Excel Workbook entitled “water_level_report”. The document lists the field names, a description of the field’s meaning and instructions for proper data entry. The preferred method of submitting water level data is by e-mail. Please send completed monitoring well site 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) water level 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.

Status: A single letter code describing the monitoring activity at the site:
A = Active, I = Inactive.

Well_Name: The local name or designation for the monitoring well, i.e., mw-1, Plume Irrigation Well, etc. This field will be used to match the data from the “historical_water_level_data” and “new_water_level_data” tabs. **Please be certain that the entry matches the “Well_Name” field in both tabs.**

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.

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.
- The monitoring well location 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 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**.
- Owner: Name of 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 the reports, also known as well logs, submitted to NDWR are available from the Division’s website <http://water.nv.gov> through the Well Log Database using the Well Log database Query Tool. Please contact NDWR if there is difficulty in ascertaining the well log number.
- Well_Log2: The well log number assigned to the Well Driller’s Report filed with NDWR for work done to the well subsequent to the original drilling and completion.
- Well_Log3: The well log number assigned to the Well Driller’s Report filed with NDWR for work done to the well subsequent to the original drilling and completion.

Casing_Diameter: The outside diameter of the production casing at surface, expressed in inches.

Depth_Drilled: Total depth of the well, reported in feet. Please use the depth reported on the Well Driller's report filed with NDWR. Scanned images of the reports, also known as well logs, submitted to NDWR are available from the Division's website <http://water.nv.gov> through the Well Log Database using the Well Log database Query Tool.

Depth_Cased: Depth of the casing of the well, reported in feet. Please use the depth reported on the Well Driller's report filed with NDWR. Scanned images of the reports, also known as well logs, submitted to NDWR are available from the Division's website <http://water.nv.gov> through the Well Log Database using the Well Log database Query Tool.

Top_Perf: The top of the perforated interval of the well casing as measured from land surface in feet (taken from Well Driller's Report).

Bottom_Perf: The bottom of the perforated interval of the well casing as measured from land surface in feet (taken from Well Driller's Report).

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.