

**INST
7013**

**REQUIREMENTS and INSTRUCTIONS FOR
WATER LEVEL 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 water level data entry to the spreadsheet entitled “water_level_report” 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 the reporting of all water level data and include the historical data for each reporting site on the “historical_water_level_data” tab, and the most recent quarter’s data on the “new_water_level_data” tab. 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) 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.
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 “site_data” tab. Please be certain that the entry matches the “Well_Name” field in the “site_data” tab.
Measure_Date:	The date the water level measurement was made, formatted as mm/dd/yyyy .
Water_Level:	The depth to the standing water level, in feet, below land surface or reference datum. The measurement must be corrected for the difference between the measuring point and land surface. Note that the “Water_Level” field is formatted to accept measurements to the hundredth of a foot. For reporting data from continuous transducers, please report the daily average for each continuous site.
Status:	This field is to be populated with an upper case one letter code describing the status of the monitor well site. The codes and definitions are listed below. The codes are also available in the tab entitled “status” in the accompanying Excel workbook.

Populating the status field is not required if the available codes do not apply. Be advised there is not a code for static conditions.

A	Atmospheric Pressure
B	Tide Stage
D	Dry
E	Recently Flowing
F	Flowing
G	Nearby Flowing
H	Nearby Recently Flowing
I	Injector Site
J	Injector Site Monitor
M	Plugged
N	Measurement Discontinued
O	Obstruction
P	Pumping
R	Recently Pumped
S	Nearby Pumping
T	Nearby Recently Pumped
V	Foreign Substance
W	Well Destroyed
X	Affected by Surface Water
Z	Other

Method: This field is to be populated with an upper case one letter code describing the method used to perform the measurement. The codes and definitions are listed below. The codes are also available in the tab entitled “measurement_method” in the accompanying Excel workbook.

Populating this field is mandatory.

A	Airline
B	Analog
C	Calibrated Airline
E	Estimated
F	Transducer
G	Pressure Gage
H	Calibrated Pressure Gage
L	Geophysical Logs
M	Manometer
N	Non-Rec. Gage
R	Reported
S	Steel Tape
T	Electric Tape
U	Unknown
V	Calibrated Electrical Tape
Z	Other

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