

<b>INST 7013</b>	<b>Water Level Data Instructions and Requirements</b>	This Space for Office Use Only
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This document is an explanatory checklist for water level data entry to the second tab entitled “waterlevel\_data” in spreadsheet 7013F. This document lists the field names, a description of the field’s meaning, and instructions for proper data entry.

Use spreadsheet 7013F for the reporting of all water level data. Report the most recent quarter’s data on the second tab entitled “waterlevel\_data” and include historical data on the third tab entitled “historical\_waterlevel\_data”.

Please send completed water level data to [waterlevels@water.nv.gov](mailto:waterlevels@water.nv.gov).

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

<b>FIELD</b>	<b>DESCRIPTION / DATA ENTRY INSTRUCTIONS</b>
Site_Name:	To be determined and assigned by NDWR. <b>Leave this field blank.</b>
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 “site_data” tab.  <b>Please be certain that this entry matches the “Well_Name” on all tabs.</b>
Water_Level:	The depth to the standing water level, in feet, below land surface or reference datum. <b>The measurement must be corrected for the difference between the measuring point and land surface.</b> 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 uppercase one-letter code describing the status of the water level site. The codes and definitions are listed below. The codes are also available in the tab entitled "status" in spreadsheet 7013F and are developed from USGS Methodology.

**Populating the status field is not required if the available codes do not apply. For data collected under static conditions, the field should be left blank, as there is no 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

Measure\_Date: The date the water level measurement was made, formatted as **mm/dd/yyyy**.

Measured\_By: The name of the entity that is responsible for the collection and reporting of the data.

Method: This field is to be populated with an uppercase one-letter code describing the method used to perform the measurement. The codes and definitions are listed below. The codes are available in the tab entitled “method” in spreadsheet 7013F and are developed from USGS Methodology.

**Populating this field is mandatory.**

- A Airline
- B Analog
- C Calibrated Airline
- D Staff Gage
- E Estimated
- F Transducer
- G Pressure Gage
- H Calibrated Pressure Gage
- L Geophysical Logs
- M Manometer
- N Non-Recommended Gage
- R Reported
- S Steel Tape
- T Electric Tape
- U Unknown
- V Calibrated Electric Tape
- X No Access
- Z Other

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