INST 7014	Stream and Spring Flow Data Instructions and Requirements
	This Space for Office Use Only

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This document is an explanatory checklist for stream and spring flow data entry to the second tab entitled "streamspring_data" in spreadsheet 7014F. This document lists the field names, a description of the field's meaning, and instructions for proper data entry.

Use spreadsheet 7014F for the reporting of all stream and spring flow data. Report the most recent quarter's data on the second tab entitled "streamspring_data" and include historical data on the third tab entitled "historical_streamspring_data".

Additional information is located in the *Common Methods of Measuring Water As Practiced In Western States* manual, including measuring methods, stream and spring flow tables, and graphs. This manual is available online at our public site http://water.nv.gov, by looking up the manual's name in the search bar.

Please send completed stream and spring flow data to *waterlevels@water.nv.gov*.

Spreadsheet 7014F has been formatted to correspond with the NDWR stream and spring flow database.

FIELD   **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 stream or spring flow site, e.g. Pradere Spring above reservoir, etc.This field will be used to match data from the "site_data" tab.

                    Please be certain that this entry matches the "Location_Name" on all tabs.

StreamSpring_Flow: The quantity of flow at the stream or spring. Note that this field is formatted to accept measurements to the second decimal. For reporting from continuous measurements, please report the daily average.

Units: The field is to be populated by the abbreviation of units used for measurement: CFS = cubic feet per second, GPM = gallons per minute.

                    CFS is the preferred unit of measure. Populating this field is mandatory,

Measure_Date: The date the stream or spring flow 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 five-letter code describing the method used to perform the measurement. The code and definitions are listed below. The codes are available in the tab entitled "method" in spreadsheet 7014F

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

QOTHR Other - Please specify in Remarks

QSCMM Midsection - Current Meters, Pygmy Meters, include type in Remarks

QSLPQ Slope - Stream and Spring Flow

QSTGQ Stage - Stream and Spring Flow 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 stream or spring flow measurement.