Introduction to the GAEPD Watershed Assessment Data Entry Spreadsheet

Over 200 communities have begun the process of conducting Watershed Assessments and preparing Watershed Protection Plans. As part of this process, the community must conduct water quality monitoring. GA EPD has developed a new Excel spreadsheet to easily input the water quality monitoring data into the GA EPD database, GOMAS (Georgia envirOnmental Monitoring and Assessment System). We ask that you use this new Excel spreadsheet and send us an electronic copy of the completed Excel spreadsheet (NOT a hard copy or pdf version) on CD or flash drive as part of your submittal.

The most current version of the spreadsheet is available on the GAEPD website at http://epd.georgia.gov/watershed-assessment-and-protection-plan-guidance-documents. Look for the link labeled, "*Watershed Assessment Data Reporting Template (Excel Format)* ".

Note: You must enable macros in the spreadsheet in order to use it. You should click on "Enable Content" in the security warning message bar in Excel.

Instructions on how to use the new Watershed Assessment Data Submittal Spreadsheet

In the welcome window, select your organization/entity from the drop down menu and click submit. This will auto populate the organization in Column A, Row 2 and GAEPD Project ID (e.g. WA118) in Column C, Row 2. You can also manually select your organization in Box 1 (Column A, Row 1) from a drop down menu.

Next you will need to select the monitoring site from the station name drop down menu located in Column A, Row 7. Please note that the Station ID in Column B and GOMAS ID in Column C will populate automatically. If an incorrect Station ID appears in association with the selected stream name, please notify your Watershed Assessment contact within EPD. You will not be able to edit the Station ID without their assistance.

If your monitoring site is not in the drop down menu, click the box that says "Click here if your site is not listed." Please provide a narrative description of the monitoring location name (example: Dry Creek at Main Street near Statesboro, GA), the site latitude and longitude in decimal degree (Example 32.458702, -82.862865), and Location ID, which is a combination of the Project ID and Site ID (WA118_DC1).

Please note that each row represents a different sample collection date at the station selected, and the station name in Column A can be copied down for all sample collection dates for that site. The data from all monitoring events conducted for the calendar year will be input into one spreadsheet, so after you have input all the data for the first station, select the next station name from the drop down menu and enter the data.

The sample collection date in Column E is a required field and needs to be in MM/DD/YYYY format. The sample collection time in Column F is also a required field and needs to be military time input in HH:MM format. Make sure you have not erroneously indicated that samples were collected in the middle of the night by entering 01:32 rather than 13:32.

If you collected a composite sample, please indicate the type of composite sample collected from the drop down menu in Column G. Otherwise leave this column blank.

The sample event type in Column H is a water quality sample so please select "WQ Sample Event" from the drop down menu. Once selected, it can be copied down for the rest of the samples.

Indicate whether the data entered is part of a "Dry" or "Wet" weather sample event by selecting from the drop down menu in Column I. If you have precipitation data, please indicate as such in Columns J and K.

Please note that you will have to select the metal and type of metal sample analyzed (total recoverable or dissolved) from the drop down menu in Column AI-AP, Row 6. The units for the metal samples are µg/L NOT mg/L. If your data has been reported as mg/L, please convert to µg/L by multiplying the results by 1000.

Additional parameters may be selected from the drop down menu in Column AQ-BD, Row 6. Please make note of the units used to report these parameters.

If the results for your sample are non-detect, then please report them as less than the detection limit. For example, if the Biochemical Oxygen Demand detection limit is 2 mg/L, then a non-detect result would be reported as <2. For example, if the Dissolved Zinc detection limit is 5 ug/L, then a non-detect result would be reported as <5. Consequently, if your sample is above the reporting limit (such as a fecal sample result that is too numerous to count), then enter the reporting limit along with a ">" symbol (e.g. >10000). If you do NOT have a result for a given parameter, then leave the box blank. Other Visual Observations and Comments can be input in Column BH-BM.