

Introduction to the GA EPD Watershed Assessment and Protection Plan Data Reporting Template

Over 200 communities throughout the State of Georgia have participated in the process of conducting Watershed Assessments and preparing Watershed Protection Plans. As part of this process, the community must conduct water quality monitoring of waterbodies within their jurisdiction and/or sewer service area. GA EPD has developed this Excel spreadsheet to easily transfer the water quality monitoring data into the GA EPD database, [GOMAS](#) (Georgia enviroNmental Management and Assessment System). We ask that you submit an electronic copy of this excel spreadsheet with your water quality data on CD or flash drive as part of your Watershed Protection Plan Annual Report documents. Please include any laboratory data sheets and scanned field notes, in PDF format, to further supplement the water quality data entered in the template.

Go to the Georgia EPD website to obtain the Excel data entry spreadsheet. The link to the download containing the spreadsheet and instructions is labeled:

“Watershed Assessment and Protection Plan Data Reporting Template and Instructions [May 2022]” on the GAEPD website at -- <http://epd.georgia.gov/watershed-assessment-and-protection-plan-guidance-documents>.

Instructions for the Watershed Assessment and Protection Plan Data Reporting Template:

Please note that you **must enable macros** in the spreadsheet in order to use the automated features. You should click on “Enable Content” in the security warning message bar in Excel.

- 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 in Column C, Row 2. You can also manually select your entity/organization in Box 1 (Column A, Row 2) from a drop down menu. The GAEPD Project ID will auto-populate in Column C, Row 2 (example WA118). This is the Project ID associated with your data in GOMAS.

- To begin the data input process, you will need to select your monitoring location from cells in Column A that contain a customized drop down menu with the monitoring location names associated with your Watershed Assessment or Protection Plan project. Please note that the Station ID in Column B and GOMAS ID in Column C will populate automatically once a location is selected in Column A.

- If your monitoring location is not in the drop down menu in cells in Column A, click the box that says "Click here if monitoring location is not listed." In the pop-up window, please provide a description of the monitoring location (example: Dry Creek at Main Street/US Hwy 441), the sampling location latitude and longitude in decimal degree (Example: 33.653542, -84.186704), and your unique ID for the monitoring location (example: DC1).

- In the data reporting template, each row represents a different sample collection date and corresponding time at the monitoring location selected in column A. **Data for each parameter must be entered in the units that are provided in Row 6.** If the units for your results do not match the units in

Row 6, your results must be converted into the appropriate units using unit conversion. Please contact EPD for assistance, if necessary.

- Note: there are some parameter columns (Row 6) that have a drop-down menu that require the user to select the units of their results. See below for more details.

- The collection date in Column E is a required field and needs to be in MM/DD/YYYY format (example: 01/25/2012). 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 I, the end date in Column G, and the end time in Column H. Otherwise leave these columns blank. If a composite sample collection occurs within the same day, please input the same date in the collection date field and the end date field. If composite sample collection extends into a second day, please provide the End Date and End Time in Columns G and H, as they occurred.

- For most sample events, including dry or wet water quality events, or bacteria only events, please select "WQ Sample Event" from the drop down menu in Column J (Sampling Event Type). Once selected, it can be copied down for the rest of the samples. If water quality data related to macroinvertebrate sampling or fish sampling is being reported, please select the appropriate item in Column J.

- Indicate whether the sample is a "Dry" weather or "Wet" weather sample by selecting from the drop down menu in Column K. If you have precipitation data, then it can be indicated in Columns L and M.

- When reporting stream discharge, please use Column U, and note that the units required are cubic feet per second (CFS). Alternatively, if stream velocity is measured, please select "Velocity-instantaneous" from one of the Additional Parameter columns starting at Column AS. The units for stream velocity are feet per second (ft/s).

- When reporting turbidity, please select the units used by your turbidity meter (NTMU or NTU) from the drop down menu located in Column V, Row 6. All turbidity values entered in Column V must be in the units selected. If both units are utilized over the sampling season, turbidity is also available for selection in the Additional Parameters drop downs, Columns AS through BF.

- When reporting fecal coliform, column W, or E coli, column X, please select the units (CFU/100mL or MPN/100mL) from the drop down menus in Row 6. All the bacteria values entered in Column W or X must be in the units selected. If both units are utilized over the sampling season, extra bacteria parameters are also available for selection in the Additional Parameters drop downs, Columns AS through BF.

- **The required units for metal sample results are µg/L (micrograms per liter) NOT mg/L (milligrams per liter).** 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 Columns AK-AR, Row 6. If your metals results have 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 AS-BF, Row 6. Please make note of the units used to report these parameters.

- If the results for a given parameter are not quantified by the laboratory, and non-detect (ND), below detection limit (BDL) or below reporting limit (BRL) is reported for a parameter, **please enter less than (<) the method detection limit value (MDL), less than (<) the reporting limit value (RL), or less than (<) the practical quantitation (PQL) limit value in the cell.** For bacteria, a greater than value may need to be entered on occasion, based on lab equipment capabilities. For example, if the Biochemical Oxygen Demand reporting/practical quantitation limit is 2 mg/L, then a non-detect result would be reported as <2 in the cell. For example, if the Dissolved Zinc method detection limit is 5 ug/L, then a non-detect result would be reported as <5. **Please select which detection limit type is being reported (MDL, RL, or PQL) in cell Q1.** EPD preference would be that RL values be used when a parameter is reported as non-detect, if available.

- If your data and laboratory reports have more than one detection limit type (**MDL, RL, or PQL**) that needs to be documented, please use the comment field in column BS capture this information, instead of selecting cell Q1 as mentioned above.

- Visual Observations and Comments should be entered in Columns BL-BS. Comments should be provided whenever unusual conditions or visual pollution is observed.

- If you do NOT have a result for a given parameter, then leave the cell blank for that parameter/day/time.