

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

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 an Excel spreadsheet to easily input the water quality monitoring data into the GA EPD database, GOMAS (Georgia environmental Management and Assessment System). We ask that you use this Excel spreadsheet and send us an electronic copy of the Excel spreadsheet (**NOT a hard copy or pdf version**) on CD or flash drive as part of your Annual Report submittal.

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 Watershed Protection Plan Data Reporting Template and Instructions [April 2017]”* 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 it. 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 organization in Box 1 (Column A, Row 1) from a drop down menu. The GAEPD Project ID will auto populated in Column C, Row 2 (example WA118).

To begin the data input process, you will need to **select your monitoring site from cells in Column A** which contain a customized drop down menu with your station names. Please note that the Station ID in Column B and GOMAS ID in Column C will populate automatically once you select your site in Column A.

If your monitoring site is not in the drop down menu, click the box in Column A 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 Atlanta), the site latitude and longitude in decimal degree (Example 32.458702, -82.862865), and Site ID, which is the Project ID\_Site ID (WA118\_DC1).

In the data reporting template, each row represents a different sample collection date and corresponding time and the water quality data from all monitoring sites will be input into one spreadsheet. After you have input all the water quality data associated with your first station, select the next station name from the drop down menu and enter the data. Please note that the station name in Column A can be copied from the first row of data for a given site and pasted for all the remaining sample collection dates for that site.

The collection date in Column E is a required field and needs to be in **MM/DD/YYYY format**. The sample 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.

The **sample event type** in Column J 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 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** reported by your turbidity meter (**NTMU or NTU**) from the drop down menu located in Column V, Row 6. All turbidity 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 Parameter drop downs, Columns AS through BF.

**Please select the metal and type of metal sample analyzed** (total recoverable or dissolved) from the drop down menu in Column AK-AR, Row 6. **The units for the metal samples are micrograms per liter ( $\mu\text{g/L}$ ) NOT milligrams per liter (mg/L).** If your data has been reported as mg/L, please convert to  $\mu\text{g/L}$  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 your sample are reported from the laboratory as "ND" or "not detected", then please provide the minimum reporting limit information for inclusion in our database as less than the reporting limit (<10).** For example, if the Biochemical Oxygen Demand is reported from the laboratory as ND (none detected) and the minimum reporting limit is 2 mg/L, then the corresponding field on the water quality template should be filled with <2. Please do not leave a space between "<" and the numeric value. 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 BL-BS.