

# DATA MANAGEMENT



**Thomas Adams**  
Division of Environmental Assessment and Restoration  
Florida Department of Environmental Protection

Tallahassee, FL | Nov 6, 2024



# FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

## Presentation Agenda

1. Field Data Management Steps.
2. Survey123 Projects.
  - a. Trend - Survey123.
  - b. Status - Survey123 and Bad Elf GNSS.
3. Station information review - GWIS Database Utilities Application.
4. Project Data Review and Common Corrections.

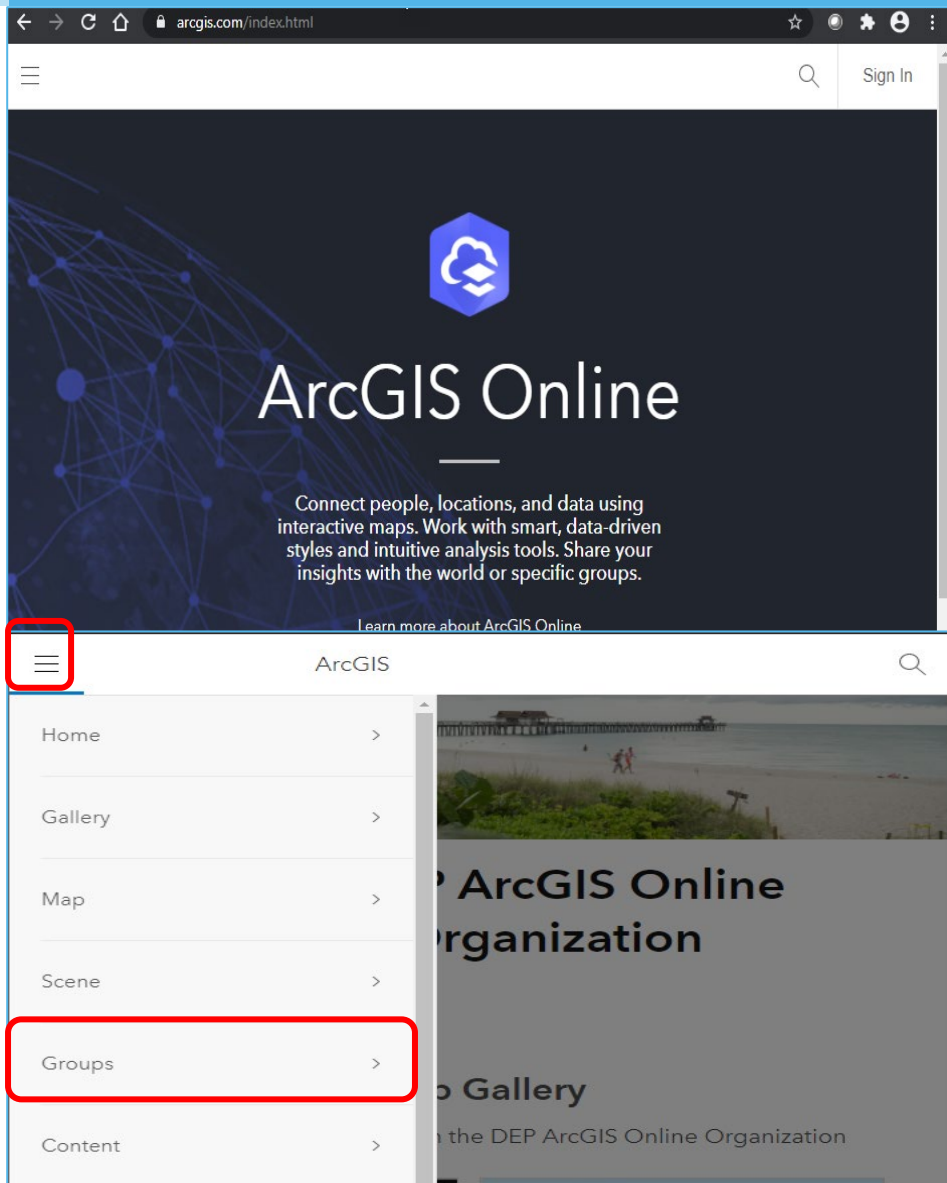


# FIELD DATA MANAGEMENT - OVERVIEW

1. Enter data into Survey123.
2. Field sheet and custody sheet automatically generated.
3. Review field sheets and custody sheets. Make sure signature is transferred.
4. Email signed custody sheet to DEP lab.
5. Email Watershed Monitoring Section (WMS) Data Management staff when each project is complete. This signals that the data can be exported from Survey123 and loaded into GWIS Oracle database.
6. Field staff compile project paperwork (transfer from OneDrive to permanent storage location) and send to WMS project manager.



# PRIOR TO USING SURVEY123



- Users will need an ArcGIS Online account (managers need to request this access).
- Use a desktop / laptop computer to sign-in to ArcGIS Online.
- Select Groups. Accept invitation to either Status and Trend Networks Survey123 Users or DEAR Tablet Users.



# SETUP OPTIONS AND REQUIREMENTS

## Data Entry Tool Options.

- Tablet computers/smartphones.
- Laptop/desktop computers.

## Required Apps / Software.

- ArcGIS Survey123 Field App.
- Microsoft One Drive (DEP staff).
- Adobe Acrobat Reader (Non-DEP).
- Email.

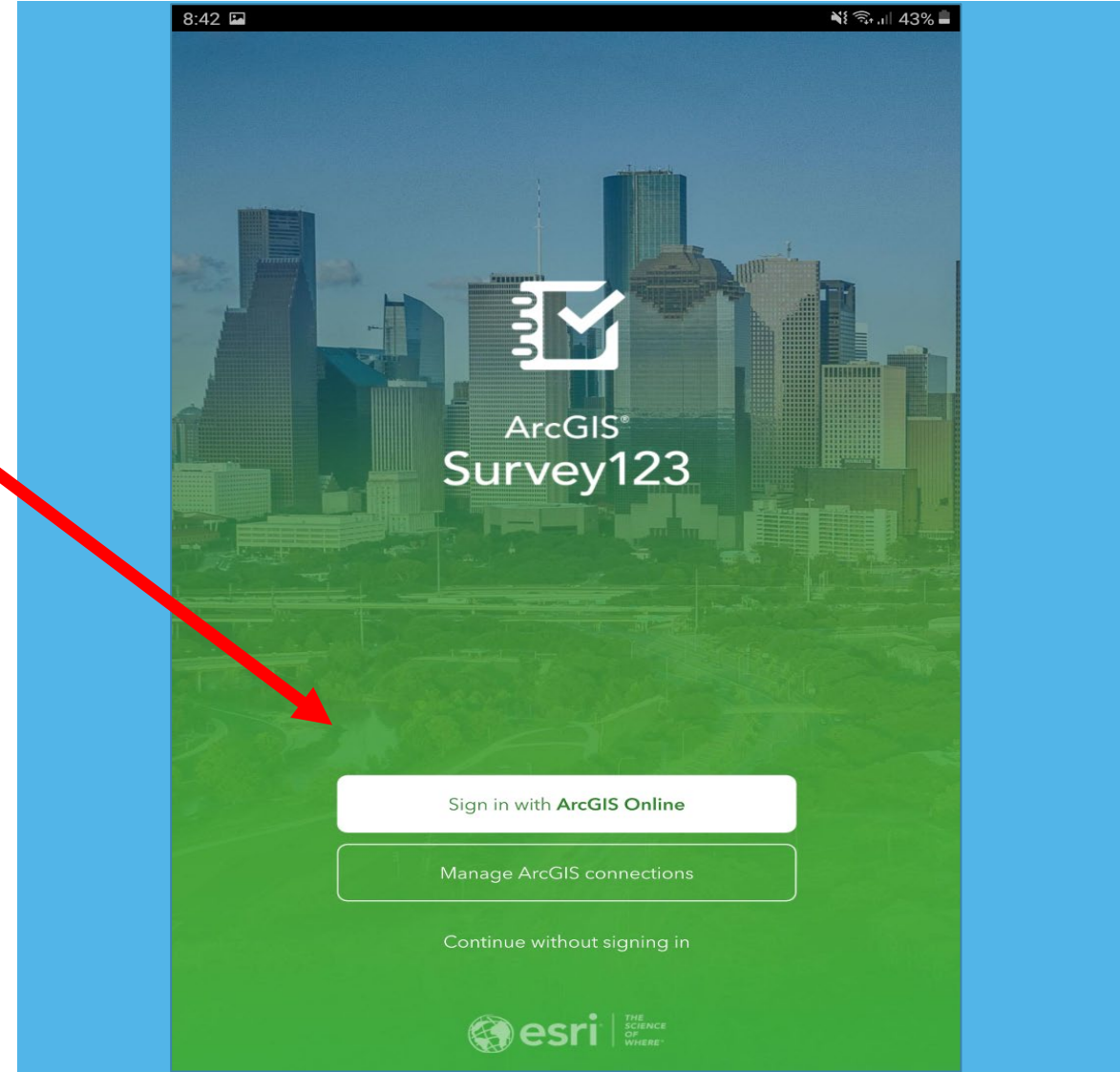
## Location Apps.

- Bad Elf Flex
- ArcGIS Field Maps



# SURVEY123 SETUP

- Sign-in to Survey123 using instructions provided by your organization.
- Survey123 sign-in is typically the same process as ArcGIS Online sign-in.



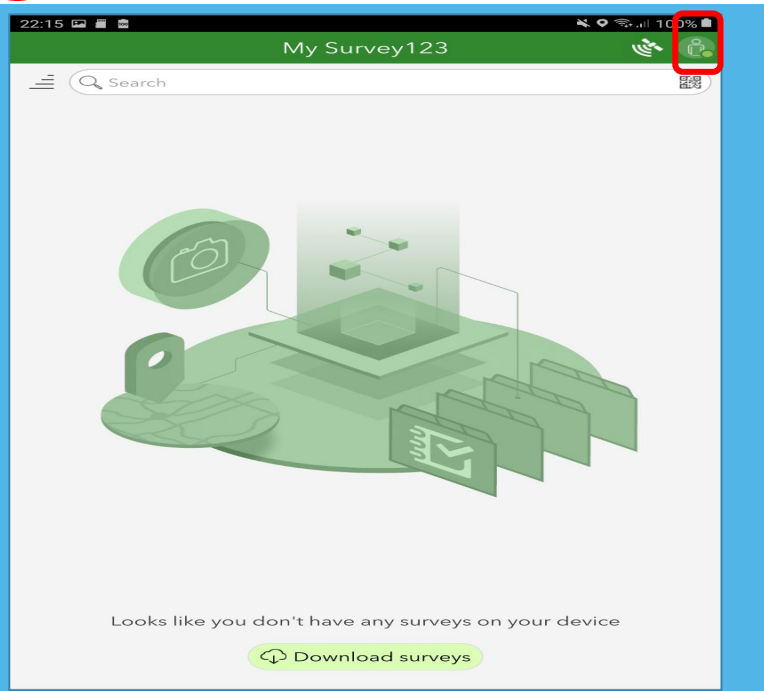


# SURVEY123 SETUP

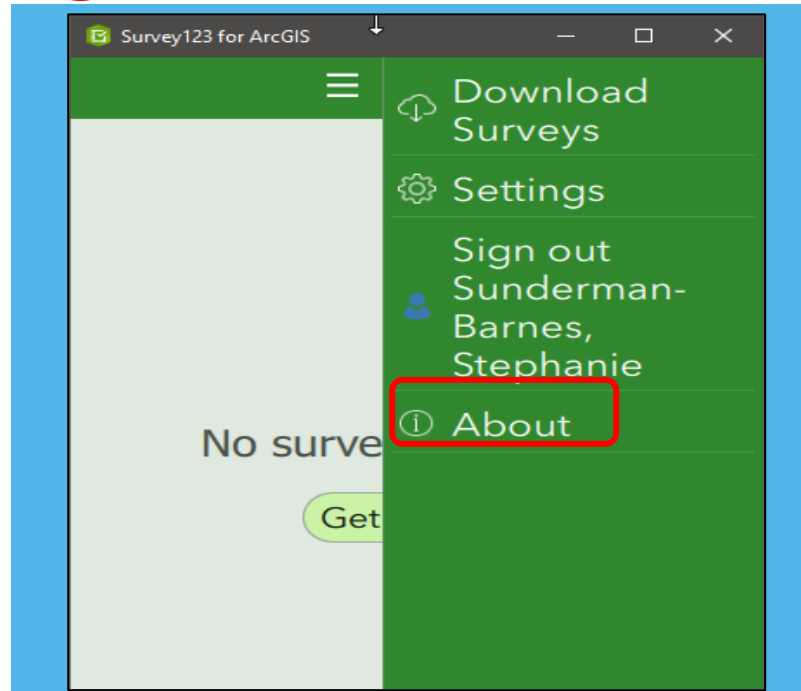
- Check Version of Survey123 App.
- Version **3.20** or later recommended.

Example shows an older version - Update Recommended.

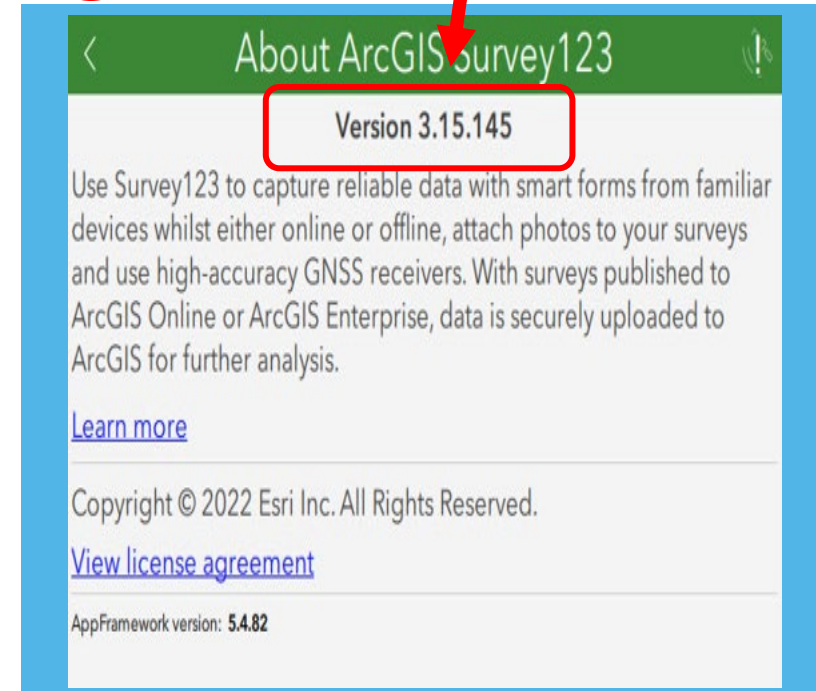
1



2



3

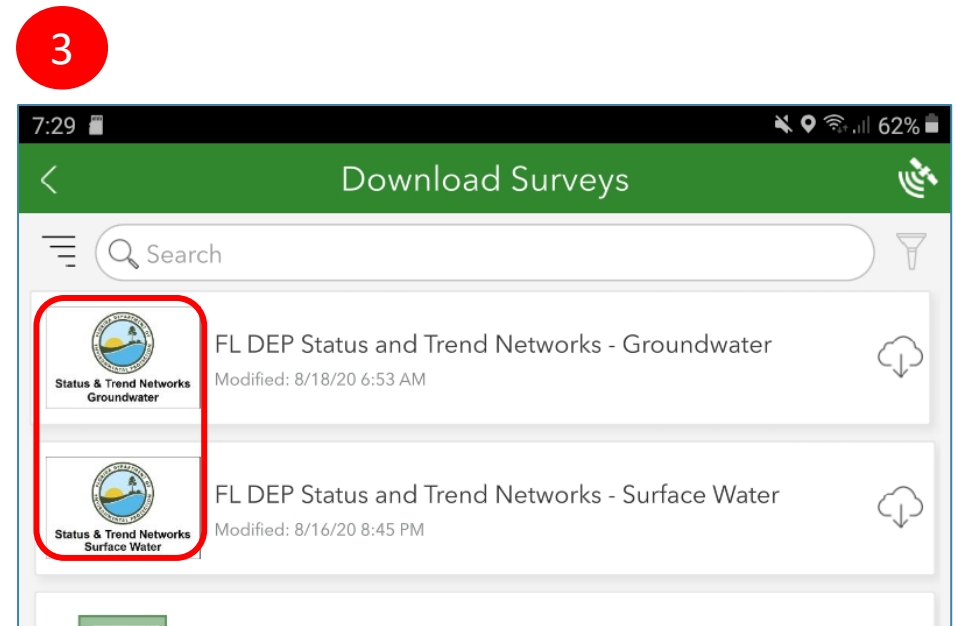
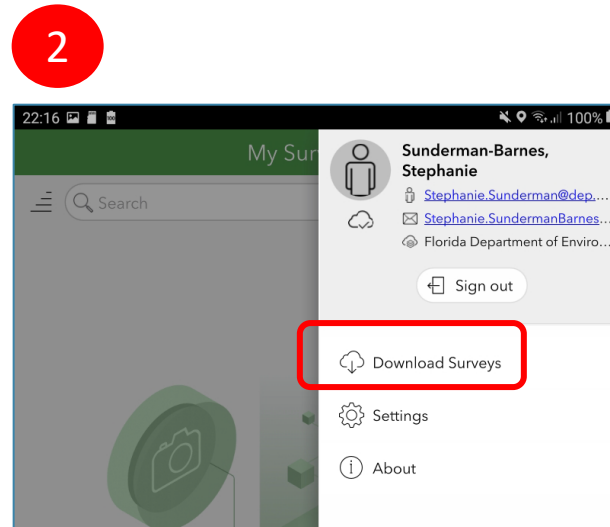
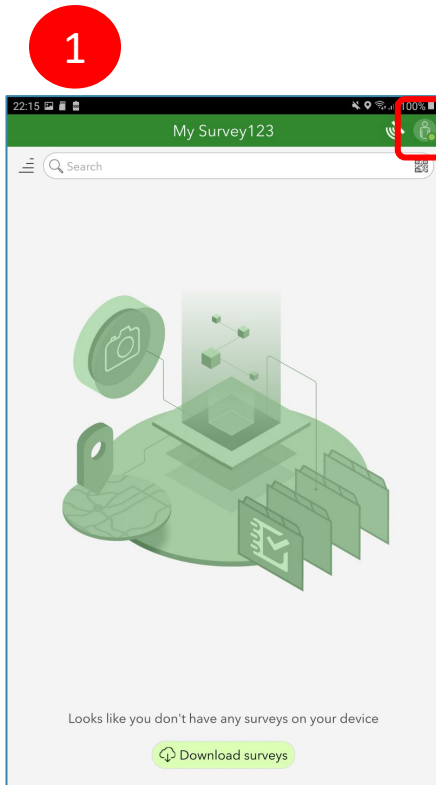




# SURVEY123 SETUP

## Download Surveys.

- “FL DEP Status and Trend Networks – Surface Water.”
- “FL DEP Status and Trend Networks – Groundwater.”

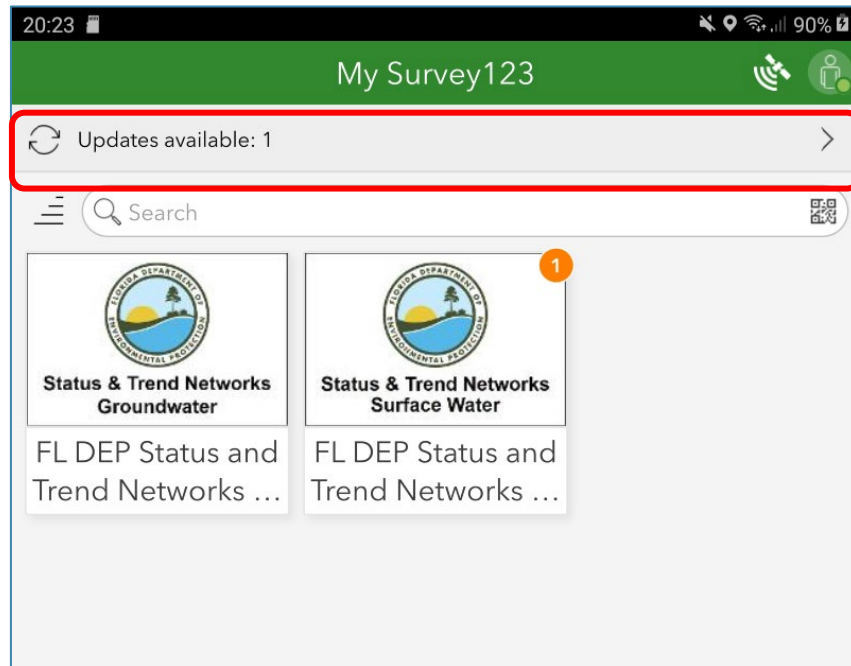




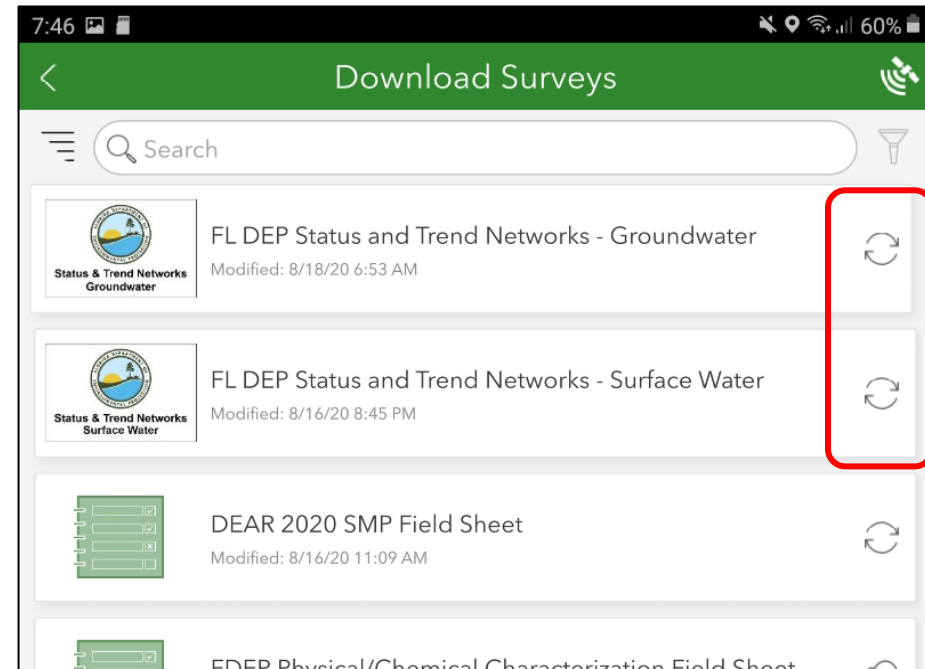


# SURVEY123 SETUP

- First day of work week – update surveys.
  - Requires data connection (Wi-Fi or cellular data signal).



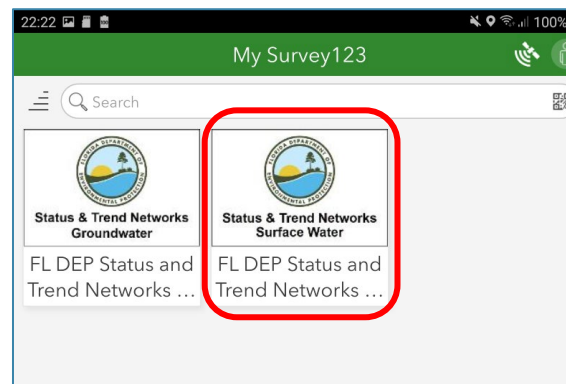
OR





# SURVEY123 SETUP

- Collect Data.
  - Complete one survey response for each site visit.
  - A single survey response documents:
    - Owner/contact Info (Status Only).
    - Field data.
    - Water samples.
    - Field/equipment blanks.
    - Photos.
    - Micro Land Use (groundwater only).
    - Sediment samples (surface water only).
    - Bioassessment samples (Stream Condition Index (SCI), algal) (surface water only).
  - Status & Trend survey does not include bioassessment details – use paper bioassessment field sheets (i.e., Habitat Assessment, Phys-Chem Sheet).





# SURVEY123 DETAILS

- Collect Data
  - Please be patient while survey loads (typically 1-2 min).
  - Red asterisk indicates required fields.
  - Choices for Station/RQ/Equipment ID/Field Staff are loaded after selecting monitoring network, collection agency and project name.
  - Please be patient when responding to these questions. Click answer selection button once and wait for associated info. to load.

A screenshot of the Survey123 for ArcGIS mobile application interface. The title bar shows "Survey123 for ArcGIS" and "FL DEP Status and Trend Networks - Surface Water". The form contains several fields: "Data Collection Date: \*" with a calendar icon and the date "Tuesday, September 29, 2020"; "Time Zone: \*" with radio buttons for "ETZ" and "CTZ"; "Project Information" section with "Monitoring Network: \*" and radio buttons for "STATUS" and "TREND"; and "Collection Agency: \*" with a dropdown menu. A green checkmark is visible in the bottom right corner.

Survey123 for ArcGIS

FL DEP Status and Trend Networks -  
Surface Water

Data Collection Date: \*

Default is today's date. Remember to change date if entering data from a previous sampling event.

Tuesday, September 29, 2020

Time Zone: \*

Time zone used for all times entered at this station.

ETZ  CTZ

▼ Project Information

Monitoring Network: \*

STATUS  TREND

Collection Agency: \*

Corresponding 4-digit agency code will appear on field sheets.



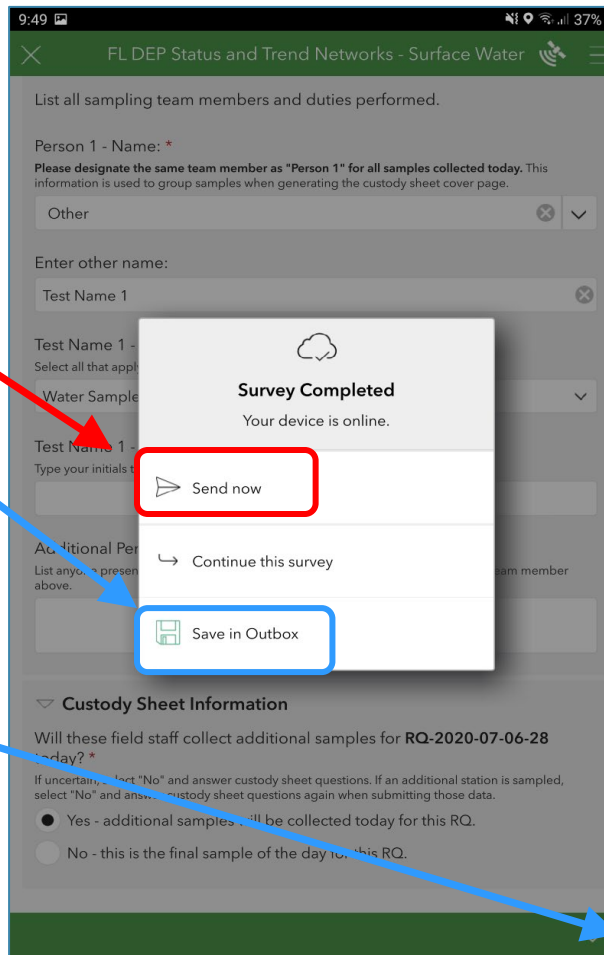
# SURVEY123 DETAILS

- Each survey includes many quality assurance (QA checks).



# SURVEY123 DETAILS


- When response is complete.
  - **Preferred - Send Now** (requires data connection).
  - Alternate - **Save In Outbox.**
    - If no data connection available.
    - Edits anticipated (e.g., field data qualifiers) / additional review needed.
    - Remember to check outbox at end of each day. Send all responses after reviewing.





# FIELD AND CUSTODY SHEETS

- DEP staff: files auto saved to SharePoint "Field Documentation/Sheets\_To\_Be\_Processed/Status\_and\_Trend\_Networks."
- Non-DEP: files emailed to person identified as "Field Staff 1."


**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
 STATUS & TREND NETWORKS FIELD SHEET - SURFACE WATER  
 Effective: October 2020

Collection Agency: 8025      Project Name: Z1LL2005      Date: 06/29/2020  
 Trend Network Station Name: \_\_\_\_\_  
 OR Status Network Random ID: Z1-LL-14100  
 Waterbody Name: LAKE TALQUIN      RQ-2020-05-04-31  
 Waterbody Type: LARGE LAKE

Sampling Team Member Names	Field Measurements	Sample Collection	Documentation	Sample	Field/Equip.	Blank Collection	Sediment Sample	Bioassessment	Data Collection	Signatures or Initials
Jason Storrs										
Cody Jhonson	X	X	X	X	X					

Additional Personnel / Visitors On-site: \_\_\_\_\_  
 Weather Conditions: Cloudy  
 Photos Taken: NO (Required for all Status stations. Required annually for all Trend stations.)

Water Level: NORMAL	Flow: N/A	Tide: N/A
---------------------	-----------	-----------

QA/QC Blank Collected at this station? FIELD BLANK  
 QA/QC Blank Field ID: QA/QC BLANK SW 3      Collection Time (24 hr): 13:10 ETZ  
 Van Dorn Equip. ID / Name: \_\_\_\_\_      Cleaning: \_\_\_\_\_  
 Bioassessment Data Collected:  None     HA     SCI     RPS     LVS     LVI

Sediment Sample Collected: YES      Sed. Collection Time (24hr): 13:55 ETZ Sed. Collection Depth (m) (total water depth): 1.2      Number of Grabs (minimum 3): 4 Sed. Collection Interval: Top 3-5 cm Sed. Collection Area Description: Northeast quadrant Sed. Collection Device: Ekman Grab      Device ID: Ekman1 Dominant Sed. Type (select one): CLAY / SILT Sediment Odors (select one): NORMAL Sediment Color: Dark brown Sediment Sample Comments: _____
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Lab Page 1 of 3

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
 Status & Trend Networks - Chain of Custody Form - October 2020 version

Date Collected: 06/29/2020      Collected By (Agency Code): 8025  
 Customer: AMBIENT      Sampler Names: Jason Storrs, Cody Jhonson  
 RQ-2020-05-04-31      Lab Project ID: STATUS  
 Project Name: Z1LL2005      # Coolers Shipped: 1      Shipping Method: Hand Delivered

**Instructions:** Please return the original of this form to the lab along with sample inventory portion of field sheet for each station sampled.  
 Load digital labels into fields below for all samples & blanks submitted under this RQ for this collection date.  
 Email completed documentation to: lab.receiving@floridadep.gov.  
 OR Print completed documentation and place in zipper bag taped to inside lid of cooler.

Site Location	Field ID
802520050301000	QA/QC BLANK SW 3

Relinquished By Signature: \_\_\_\_\_      Date: 06/30/2020      Time: 8:30 ETZ  
 Relinquished By: Jason Storrs

**THIS SECTION IS TO BE COMPLETED BY THE LABORATORY**

Received/ Inspected By: \_\_\_\_\_      Date: \_\_\_\_\_      Time: \_\_\_\_\_ ETZ



# FIELD AND CUSTODY SHEETS

- Field Sheet name: ProjectName\_FieldID\_CollectionDate.
- Custody Sheet name: RQ\_CollectionDate\_FieldStaff1.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STATUS & TREND NETWORKS FIELD SHEET - SURFACE WATER  
Effective: October 2020

Collection Agency: 8025 Project Name: Z1LL2005 Date: 06/29/2020  
Trend Network Station Name: OR Status Network Random ID: Z1-LL-14100  
Waterbody Name: LAKE TALQUIN RQ: 2020-05-04-31  
Waterbody Type: LARGE LAKE

Sampling Team Member Names	Field Measurements	Water Sample Collection	Preservation	Field / Equip. Calibration	Field / Equip. Sample Collection	Blank Collection	Signatures or Initials
Jason Storts	X	X	X	X	X		
Cody Jhanson	X	X	X	X	X		

Additional Personnel / Visitors On-site: \_\_\_\_\_  
Weather Conditions: Cloudy  
Photos Taken: NO (Required for all Status stations. Required annually for all Trend stations.)

Water Level: NORMAL Flow: N/A Tide: N/A  
QA/QC Blank Collected at this station? FIELD BLANK  
QA/QC Blank Field ID: QA/QC BLANK SW 3 Collection Time (24 hr): 13:10 ETZ  
Van Dorn Equip. ID / Name: \_\_\_\_\_ Cleaning: \_\_\_\_\_  
Bioassessment Data Collected:  None  HA  SCI  RPS  LVS  LVI

Sediment Sample Collected: YES Sed. Collection Time (24hr): 13:55 ETZ  
Sed. Collection Depth (m) (total water depth): 1.2 Number of Grabs (minimum 3): 4  
Sed. Collection Interval: Top 3-5 cm  
Sed. Collection Area Description: Northeast quadrant  
Sed. Collection Device: Ekman Grab Device ID: Ekman1  
Dominant Sed. Type (select one): CLAY / SILT  
Sediment Odors (select one): NORMAL  
Sediment Color: Dark brown  
Sediment Sample Comments: \_\_\_\_\_

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Status & Trend Networks - Chain of Custody Form - October 2020 version

Date Collected: 06/29/2020 Collected By (Agency Code): 8025  
Customer: AMBIENT Sampler Names: Jason Storts, Cody Jhanson  
RQ: Lab Project ID: STATUS  
RQ: 2020-05-04-31  
Project Name: Z1LL2005 # Coolers Shipped: 1 Shipping Method: Hand Delivered

**Instructions:** Please return the original of this form to the lab along with sample inventory portion of field sheet for each station sampled.  
Load digital labels into fields below for all samples & blanks submitted under this RQ for this collection date.  
Email completed documentation to: lab.receiving@floridadep.gov.  
OR Print completed documentation and place in zipper bag taped to inside lid of cooler.

Site Location	Field ID
Z1-LL-14100	Z1-LL-14100
802520050301000	QA/QC BLANK SW 3

Relinquished By Signature: \_\_\_\_\_ Date: 06/30/2020 Time: 8:30 ETZ  
Relinquished By: Jason Storts

THIS SECTION IS TO BE COMPLETED BY THE LABORATORY

Received/ Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ ETZ

- The Custody Sheet groups samples by RQ, collection date and name of first field staff member.
- The **same person** must be listed first for all samples collected on a single day.



# REVIEW AND SIGN

- Retrieve Field Sheet(s) and Custody Sheet(s).
- Review and use comment tools in One Drive or Adobe Reader to make corrections.
- After last sample each day, use signature tool to sign Custody Sheet cover page.
- If collecting samples from multiple RQs on same day, a separate Custody Sheet is needed for each RQ.

✓ Fill & Sign

|Ab ✓ X • - ○

Lab Page 1 of 3

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Status & Trend Networks - Chain of Custody Form - October 2020 version

Date Collected: 06/29/2020 Collected By (Agency Code): 8025  
Customer: AMBIENT Sampler Names: Jason Storrs, Cody Jhonson

RQ- Lab Project ID: STATUS  
RQ-2020-05-04-31

Project Name: Z1LL2005 # Coolers Shipped: 1 Shipping Method: Hand Delivered

**Instructions:** Please return the original of this form to the lab along with sample inventory portion of field sheet for each station sampled.  
Load digital labels into fields below for all samples & blanks submitted under this RQ for this collection date.  
Email completed documentation to: lab.receiving@floridadep.gov.  
OR Print completed documentation and place in zipper bag taped to inside lid of cooler.

Site Location	Field ID
Z1-LL-14100	Z1-LL-14100
802520050301000	QA/QC BLANK SW 3

Relinquished By Signature: Test Signature Date: 06/30/2020 Time: 8:30 ETZ  
Relinquished By: Jason Storrs





# DETAILS – FINAL STEPS

- Email Custody Sheet to [lab.receiving@floridadep.gov](mailto:lab.receiving@floridadep.gov).
  - Email subject = Custody Sheet File Name.
  - If samples collected from multiple RQs in a single day, a new custody sheet is produced for each RQ and a new email is needed for each RQ.
- Transfer Field Sheets and Custody Sheets to a more permanent storage space.
  - If edits or signatures were added, remember to transfer the edited version.



# TROUBLESHOOTING

Q: What if I do not receive a Field Sheet email after I submit a survey response?

A: These data are not lost. Data are saved in the ArcGIS Online feature layer.

- Contact Stephanie Sunderman-Barnes with request to rerun process that generates Field Sheets/Custody Sheets.



# TROUBLESHOOTING

Q: What if I get to a field site and the tablet or phone is not working?

A: Keep paper copies of most recent versions S&T Field Sheet and Custody Sheet in vehicle.

- Complete paper forms – use barcode labels on forms.
- Make a copy or photo of completed forms for your records.
- Assemble custody sheet packet.
- Place custody sheet packet in Ziploc bag taped inside lid of cooler.  
**DO NOT email lab scanned forms completed on paper.**
- After returning to the office, enter data into Survey123 Field App.



# TROUBLESHOOTING

Q: What if I notice an error after I have submitted a survey response? (Error discovered same day.)

A: Use “copy sent data to a new survey” in Survey123 sent items folder.



# TROUBLESHOOTING

Q: What if I notice an error after I have submitted a survey response? (Error discovered days later.)

A: Make corrections on field sheets and custody sheets (use single line strikethrough and initials).

- Request Survey123 data corrections by contacting Data Management staff. Include a copy of corrected documents in request email.



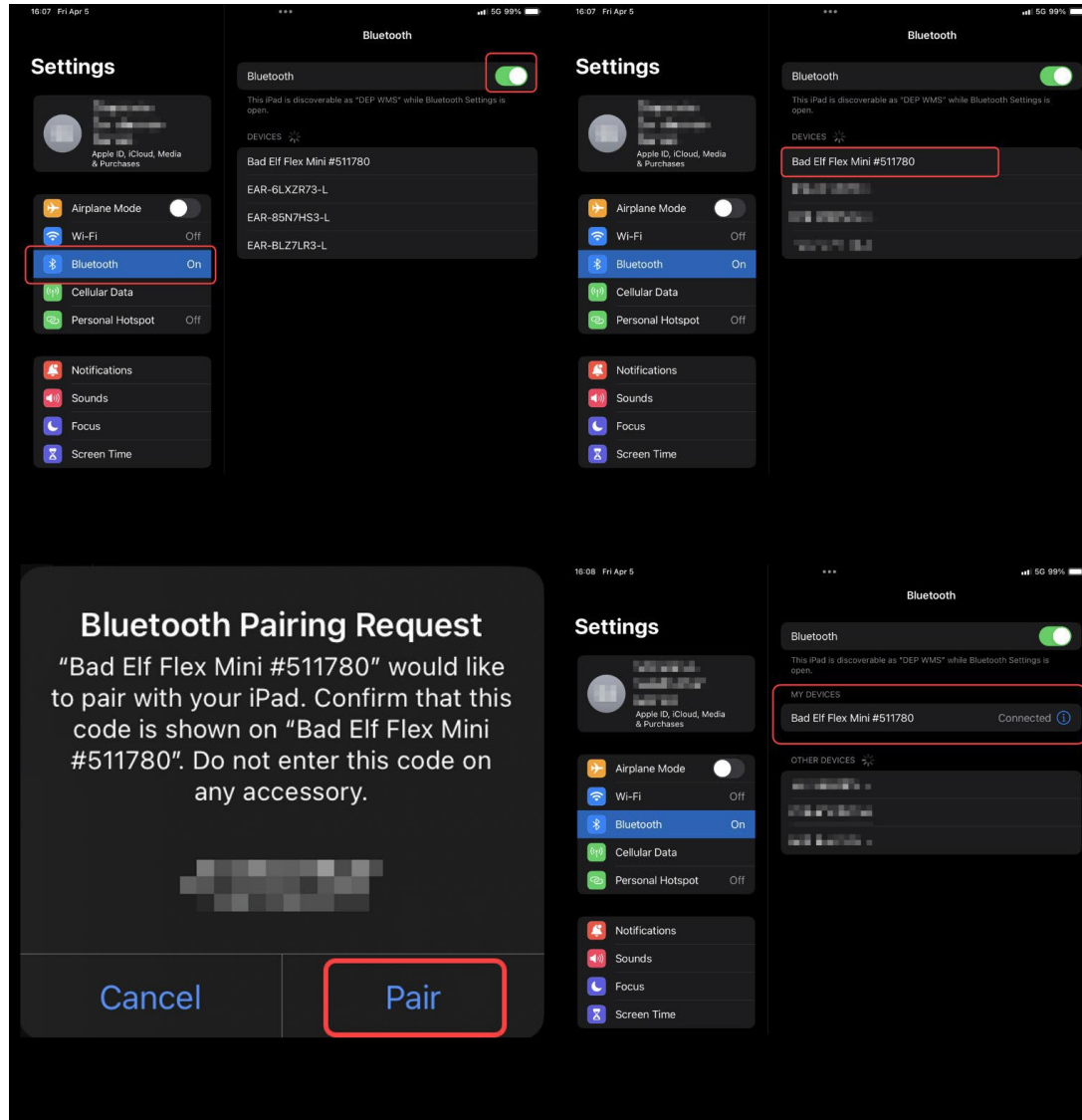
# GPS DATA COLLECTION USING THE BAD ELF GNSS UNIT

- No more Trimble Files.
- Station information is now populated in Survey123, including contact information and any locational data collected by the Bad Elf during the sampling event.
- User Manual Location:
  - [https://publicfiles.dep.state.fl.us/DEAR/DEARweb/WMS/Reports\\_Docs\\_SOPs/Standard%20Operating%20Procedures/GPS%20Manual/WMS-GPSBasicsManual.pdf](https://publicfiles.dep.state.fl.us/DEAR/DEARweb/WMS/Reports_Docs_SOPs/Standard%20Operating%20Procedures/GPS%20Manual/WMS-GPSBasicsManual.pdf)





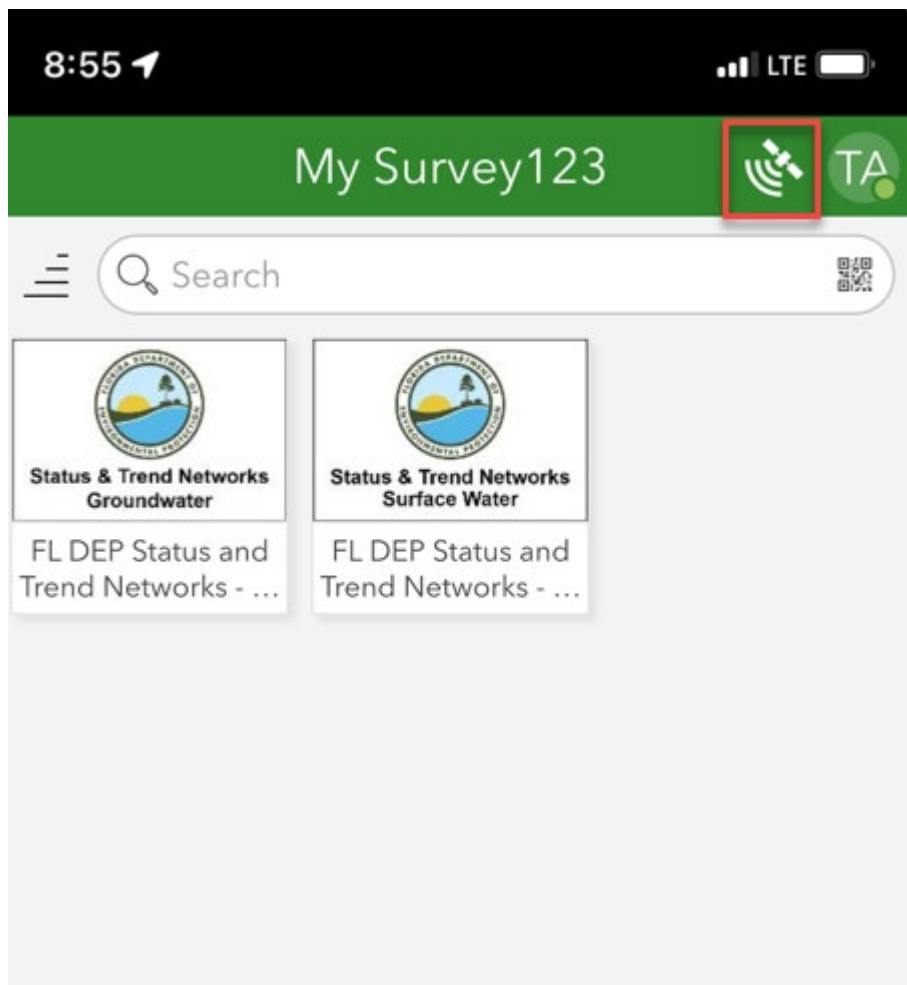
# CONNECTING THE BAD ELF TO A DEVICE



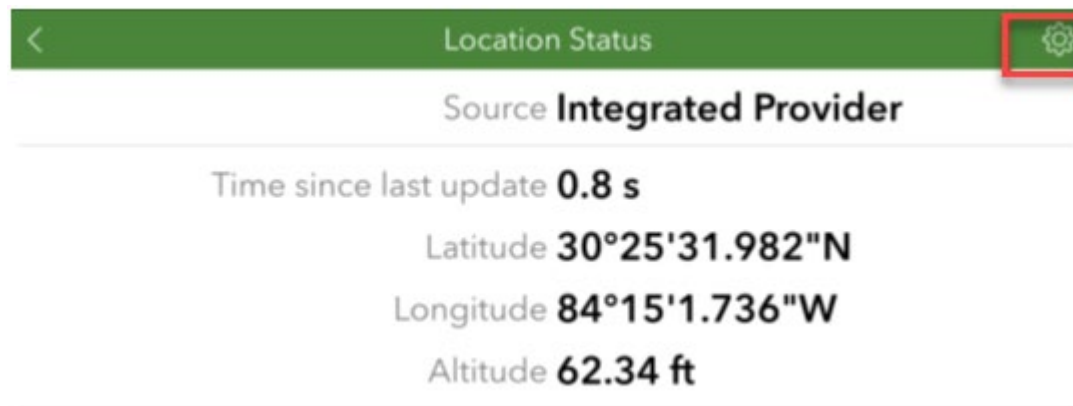
- Connects to Survey123 on your field device via Bluetooth.
- Must be paired before Survey123 can record GPS coordinates.



# CONNECTING BAD ELF TO SURVEY123



- Open Survey123 application and select the satellite icon in the top right corner.
- Check the source under location status. If it shows Integrated Provider, click the settings icon in the top right.

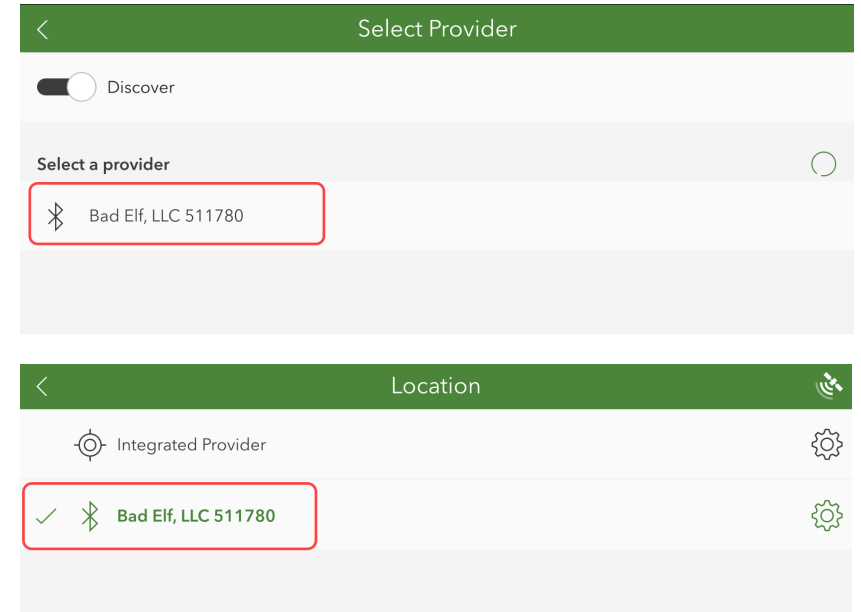
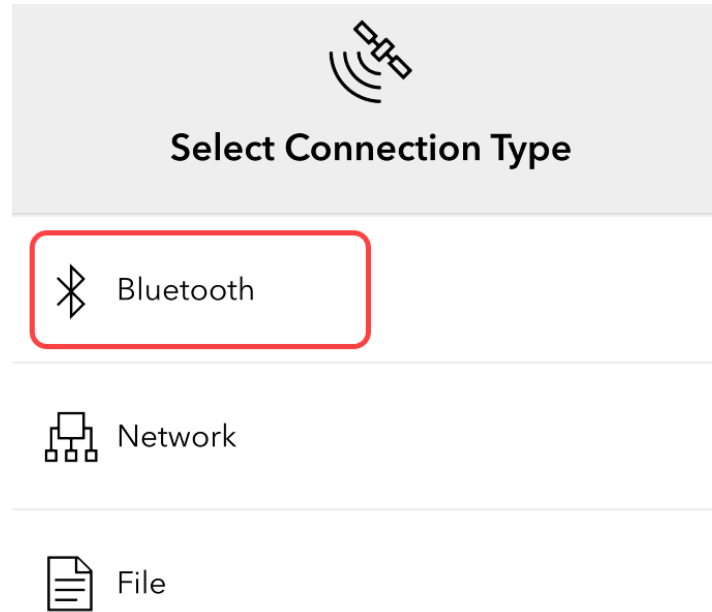
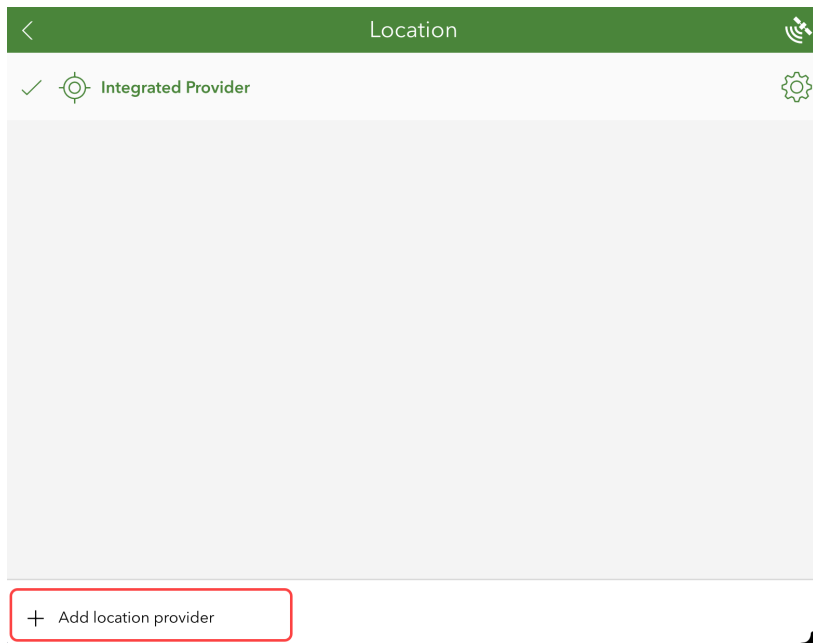






# CONNECTING THE BAD ELF TO SURVEY123

- Select + Add location provider at the bottom of the location screen and select Bluetooth as the connection type.
- If the Bad Elf is connected to the device, it should appear on the Select Provider screen. Select this option. If you do not see the Bad Elf as an option, verify that it is still connected to the mobile device via Bluetooth.





# REVIEWING EXISTING STATION INFORMATION

- If you can procure more recent or additional data specific to the station, please inform your project manager of any updates needed. For example:
  - A well that was previously classified as confined is determined to be unconfined.
  - You affix a FLUWID tag to a well and later find out it already has one associated that has been removed.
  - The well or property owner has changed.
  - Even small updates such as misspellings.
- These conflicts and questions should be routed through your project manager for discussion and resolution.



# REVIEWING EXISTING STATION INFORMATION

Florida Department of Environmental Protection

A-Z Index Forms News Events Contact Us

About DEP How Do I Divisions Air Lands  
Parks & Rec Waste Water

GWIS  
Div of Environmental Assessment and Restoration

Home Help Logged in as ADAMS\_TL

## Hello, Thomas Adams

Welcome to the Oracle Generalized Water Information System (OGWIS) Database Utilities Web Application.

This application is used to maintain the OGWIS database. Users include the staff working for the Watershed Monitoring and Data Management Section of the Florida Department of Environmental Protection (FDEP), the Florida Water Management Districts, and County Agencies.

GWIS — 1.0.35

Florida Department of Environmental Protection — For Business Issues or for Technical Assistance, call Service Desk (850) 245-7555 or Contact Us via email

Some content provided in alternative formats. The following icons link to free Reader/Viewer software:  
PDF: | Word: | Excel: |

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- Review existing station information in the Generalized Watershed Information System (GWIS) Database Utilities application.  
<https://prodapps.dep.state.fl.us/gwis/>
- Notify project manager of updates needed.
- DEP employees - use network username and password if prompted.
  - Request access to make updates to information through Thomas Adams.



# SEARCH FOR STATIONS TO REVIEW

## Existing Station

Station ID:

Station Name:

Status Random Site ID:

Water Resource:

Waterbody Name:

County:

Agency Maintaining Info:

Hydrologic Unit Name:

Florida Unique Well ID:

[Reset Form](#)

[View Results](#)

[CSV](#)



# HAS THE STATION BEEN SAMPLED?

**Selection Criteria:**

**Status Random Site ID = Z2-UA-17002;**

CSV

Data not found!

Station ID	Station Name	County	WMD	District	Waterbody Type	Water Resource	Waterbody Name	FLUWID	Randon Sample Location
------------	--------------	--------	-----	----------	----------------	----------------	----------------	--------	------------------------

**Selection Criteria:**

**Status Random Site ID = Z1-CA-17003;**

CSV

Station ID	Station Name	County	WMD	District	Waterbody Type	Water Resource	Waterbody Name	FLUWID	Randon Sample Location
4298	295122084395101	FRANKLIN	NORTHWEST FLORIDA WMD	NORTHWEST DISTRICT	AQUIFER	CONFINED AQUIFER	FLORIDAN AQUIFER SYSTEM	AAJ6761	Z1-CA-17003



# STATION IDENTIFER AND OWNER INFORMATION

## Ground Water Station Update for # 4298

Changes to any information not editable in this form should be routed through the Project Manager and Database Manager.

### Identifier

STATION ID: 4298  
STORET ID: 295122084395101  
RANDOM SAMPLE LOCATION ID: Z1-CA-17003  
FL UNIQUE WELL ID: AAJ6761

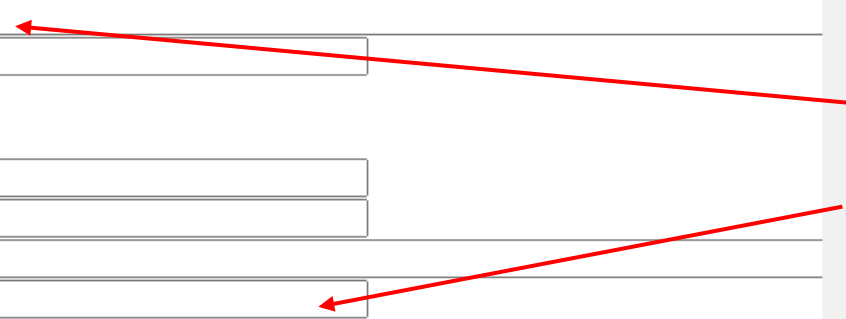
STATION NAME: 295122084395101  
STATION DESCRIPTION:

### Owner

OWNER NAME:  
PROPERTY OWNER: MARK DANIELS  
MAIL ADDRESS: 112 NE AVE D  
CITY: CARABELLE  
STATE: FL  
ZIP: 32322

TELEPHONE:  
SECONDARY TELEPHONE:  
EMAIL:  
CONTACT NAME:  
CONTACT AGENCY:

We need a physical address even if contact/owners want results via email.





# STATION LOCATION INFORMATION

## Ground Water Station Update for # 4298

### Lat/Long

LATITUDE: 29° 51' 22.363"  
LONGITUDE: 84° 39' 50.458"  
LOCATION METHOD: DGPS  
LOCATIONAL DATUM: WGS84

### Geographic

COUNTY: FRANKLIN  
WATER MGMT DISTRICT: NORTHWEST FLORIDA WMD  
DEP DISTRICT OFFICE: NORTHWEST DISTRICT  
TMDL BASIN: APALACHICOLA - CHIPOLA  
REPORTING UNIT: ZONE 1

### Hydro

WATER BODY NAME:   
WATER RESOURCE:   
HYDROLOGIC UNIT NAME:   
SUBAQUIFER:   
GRID CELL: 20725  
TOP OF AQUIFER:   
BOTTOM OF AQUIFER:



# HYDROLOGIC/WELL INFORMATION

## Ground Water Station Update for # 4298

### Hydro II

DRILL DATE: mm 06 dd 09 yyyy 1988

WELL STATUS: NON-FLOWING, ACTIVELY PUMPED

WELL TYPE: PRIVATE DRINKING WATER WELL

CONSTRUCTION METHOD:

LIFT TYPE:

TOTAL DEPTH: 120

CASING DEPTH: 98

SCREEN BEGIN DEPTH: 98

SCREEN END DEPTH: 120

### Hydro III

FINISH:

SCREEN MATERIAL:

SCREEN DIAMETER:

CASING MATERIAL: STEEL

CASING DIAMETER: 4

LAND SURFACE ELEVATION:





# PROJECT INFORMATION

## Ground Water Station Update for # 4298

### Project Info

SAMPLED TV:

SAMPLED WQAS:

SAMPLED BACKGROUND:

SAMPLED VISA:

SAMPLED HRSPWS:

SAMPLED STATUS:

DATA SOURCE:

AGENCY:

### Comments

COMMENTS:

Save

Reset

Show Map



# STATION COMMENTS

## Comments

### COMMENTS:

L. Miller 9/29/20: Land Surface Elevation retrieved from Digital Map Model By A. Woeber (Topographic Map Interpolation). Measuring point elevation calculated as LSE + Stickup.

Save

Reset

Show Map



# NEW STATIONS BUTTONS

It is rare to create a new station through the GWIS application and should only be done by project managers.

The screenshot displays the user interface of the Oracle Generalized Water Information System (OGWIS) Database Utilities Web Application. On the left is a dark navigation sidebar with the following items: Home, Recon Tracking, Existing Station, New SW Station, and New GW Station. A red arrow points to the "New GW Station" option. The main content area is light gray and contains a welcome message for "Thomas Adams". A red arrow points to the first line of the welcome message.

**Hello, Thomas Adams**

Welcome to the Oracle Generalized Water Information System (OGWIS) Database Utilities Web Application.

This application is used to maintain the OGWIS database. Users include the staff working for the Watershed Monitoring and Data Management Section of the Florida Department of Environmental Protection (FDEP), the Florida Water Management Districts, and County Agencies.

Specific instructions concerning the use of this application are found in the Watershed Monitoring and Data Management Section's document Data Management Protocols Version 2.

If you have questions concerning the general use of the application, please contact your FDEP Project Manager.



# GWIS DATABASE UTILITIES

When using the GWIS Database Utilities, please be sure to check all the information you have available and note:

- We may contact you for information that was not required but we need.
- Owner/contact information are input directly into the Survey123 app. If insufficient owner/contact information has been provided, we will reach out to you.



# GWIS DATABASE UTILITES RECON TRACKING

Home

Recon Tracking

Existing Station

New SW Station

New GW Station

## Recon Tracking

Resource Type:

Reporting Unit:

Reporting Cycle:

Site Location Range:  -

**Leave empty to return all records if creating an export file.**  
**If creating a map for more than one site, limit range to less than 140 sites.**



# RECON TRACKING RESULTS

Recon Tracking Results						
<i>Selection Criteria:</i> Resource Type = CONFINED AQUIFER; Reporting Unit = Zone 1; Reporting Cycle = 17;						
					<a href="#">Show Map</a>	<a href="#">CSV</a>
RANDOM SAMPLE LOCATION	LATITUDE	LONGITUDE	SAMPLEABLE	STATION ID		
Z1-CA-17001	30° 25' 19.023"	87° 11' 6.002"	NO			
Z1-CA-17002	30° 39' 19.96"	85° 47' 6.12"	NO			
Z1-CA-17003	29° 51' 22"	84° 39' 51"	YES	4298		
Z1-CA-17004	30° 43' 51.51"	85° 20' 34.96"	NO			
Z1-CA-17005	30° 56' .809"	86° 5' 34.84"	NO			
Z1-CA-17006	30° 26' 30.183"	85° 57' 43.925"	NO			
Z1-CA-17007	30° 35' 31"	84° 48' 45"	NO	4352		
Z1-CA-17008	30° 24' 00"	84° 21' 17"	YES	7004		



# PROJECT DATA REVIEW

## Project Managers' Tasks

- Review Status station data in Database Utilities after import from Survey123.
- Review merged field and lab data for completeness and accuracy.
- Provide final approval of data for public release.



# PROJECT DATA REVIEW

## Station Comments

- Station Comment – Any information that is relevant to the station itself, not just one particular sampling event.
  - Physical attributes of the station such as the presence of a water softener at a well or an obstruction on a river.
  - Location information to aid in future navigation to the site.
  - Access information such as the need to get a gate key prior to sampling or the location of a nearby boat ramp.





# PROJECT DATA REVIEW

## Sample Comments

- Sample Comment – Any information that is relevant to the sampling of a station on that particular date.
  - Weather conditions that could affect results (e.g., heavy rain, dust).
  - Unusual conditions at the site (e.g., homeless camp, heavy bird population) that could affect results.
  - Bottom measurements not collected (e.g., Too Shallow to Collect Bottom Measurements or Water Current Too Fast To Collect Bottom Measurements).
  - Reasons why specific analytes (e.g., sediments) not collected.



# PROJECT DATA REVIEW

## Result Comments

- Result Comment – Any information that is relevant to a particular analyte or group of analytes collected at the site.
  - YSI malfunctioning.
  - Container or lid cracked.
  - Extra  $\frac{1}{2}$  vial of  $\text{H}_2\text{SO}_4$  added to nutrient sample to achieve  $\text{pH} < 2$ .



# PROJECT DATA REVIEW

## Common Data Correction Requests - General

- For J-qualified field measurements:
  - Spell out CCV – Continuing Calibration Verification.
  - State the reason for the J-qualifier (i.e., did the calibration fail, was it not quantitatively bracketed or some other reason).
    - Dissolved Oxygen Instrument Failed Continuing Calibration Verification.
    - Specific Conductance Not Quantitatively Bracketed During Continuing Calibration Verification.
  - Survey123 requires comments and has common comments spelled out.



# PROJECT DATA REVIEW

## Common Data Correction Requests - Surface Water

- If Secchi is S-qualified, comment should be Secchi Visible On Bottom. Do not use the abbreviation VOB.
- If waterbody is  $< 1.5$  m deep, include the sample comment 'Too Shallow To Collect Bottom Field Measurements'.
  - Note: this comment should be entered as a PRIMARY **sample** comment and a **result** comment for PRIMARY Total Depth in Survey123.
- Please do not change standard comments. Other comments can be added if needed.



# PROJECT DATA REVIEW

## Reviewing Your Data Entry

- Status and Trend Networks — review the custody and field sheets generated by Survey123 files BEFORE sending to WMS project manager.
- Notify your project manager of any corrections needed to electronic data and make corrections in electronic files.
- Please reach out to your project manager if you have any questions about the process.



# THANK YOU

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