



Data Submission Instructions

Getting started:

1. This template is based on EPA's template for submitting data to STORET.
2. When you open the data submission template, the document should open on the Instructions tab. This tab gives you a bunch of information about how this template is set up.
 - a. The main table describes the different tab groups
 - i. White tabs for general information,
 - ii. Orange tabs for column header information,
 - iii. Blue tabs for data entry, and
 - iv. Green tabs for allowed or domain values and look-up lists
3. For assistance, email IR.DataHelp@deq.state.or.us

White Tabs (General Information):

1. Instructions

- a. The main table is described above.
- b. The column header color guide explains what the different column header colors mean and describes how you'll know when a conditional column is required.
- c. Links to the Integrated Report web page and the email address for questions are located at the bottom of this tab.

2. Organization Details

- a. If your organization has not submitted data to DEQ before, you will need to fill out the form on the Organization Details tab.
- b. A sample form is provided on the right.
- c. This form can be submitted when submitting your data to DEQ.

3. Search

- a. The search tab provides a quick way to search some of the longer lists included in this template.
- b. You can enter all or part of the item you're looking for in the appropriate search box (leftmost cell of each search section) and the remaining boxes will automatically pull up the other necessary information.
 - i. It is important to use the values from these search boxes because certain cells, such as Characteristic Name, will only accept valid values.
- c. **Example:** if your organization collects temperature data. It is important that you specify what temperature you're measuring.
 - i. Type temp in the Characteristic Name search box.
 - ii. Hit enter.
 - iii. Then click on the down arrow attached to that search box.
 - iv. You'll see all of the options for temperature measurements.
 - v. Select the appropriate option and use this when entering your temperature data on the Results tab.

- vi. This type of characteristic (parameter) name conversion will likely require the most time to complete between searching and replacing.
- d. **Tip:** If you'll be doing a lot of searching, it may be helpful to open a second window so that you can have the search tab and the data entry tab open at the same time.
 - i. To open a second window, click View on the ribbon, then select New Window.
- e. **Potential error:** Due to some merged cells, copying and pasting directly to the data entry pages may add extra columns.
 - i. Instead, type the info into the correct data entry cells once, and then copy to the corresponding cells.

Orange Tabs (Column Header Information and Descriptions):

1. These tabs list each of the column headers on their corresponding blue, data entry tabs.
2. Additional information about the length and type of data allowed in each column is provided as well as a description of what information should be entered in each column.
3. Underlined column headers are hyperlinked to a list of the allowed values for that column.

Blue Tabs (Data Entry):

1. Projects

- a. The columns are formatted to match the restrictions listed on the orange Project Info tab we just covered.
 - i. For instance, the Project ID column is limited to 35 characters including spaces.
 - ii. If you try to enter something that doesn't match the criteria, you'll get an error.
- b. Cells that require allowed values will have a drop down arrow.
 - i. For an example, click the Approved QAPP Indicator column.
- c. If conditional (dependent) information is required based on previously entered data, the cell will become speckled red.
 - i. Select "Yes" in the Approved QAPP Indicator column.
- d. Once a project has been submitted to DEQ/AWQMS there is no need submit the information again.
- e. This worksheet is currently limited to 50 individual projects.
- f. **Tip:** If your organization collects data for multiple projects, compile and format the required information for as many as possible and upload once rather than formatting one project's information at a time.
- g. **Potential error:** If any of your projects have alternate IDs (another name through a collaborator), the alternate ID will need to be submitted as well as the primary project ID.

2. Monitoring Locations

- a. The formatting on this tab follows the rules on the Monitoring Locations Info tab.
- b. Pop-up boxes will appear with tips or formatting information on certain cells, such as latitude or source map scale.
- c. Once the information for a monitoring location has been submitted to DEQ/AWQMS, there is no need to submit it again, even if the monitoring location is sampled during multiple projects.
- d. This worksheet is currently limited to 500 monitoring locations.
- e. **Tip:** Since data for any monitoring location can be tied to any project, compile a large list of monitoring locations and format them all at once to save time in the future.

3. **Results** (Grab data submission template)
 - a. The results tab will require the most time to get in order.
 - b. The formatting on this tab follows the rules from the Results Info tab as well as for the pop-up boxes and red speckling in cells if they are required based on previously entered data.
 - c. If you're entering results associated with a project or monitoring location included in this template, the name will be available in the appropriate column's dropdown menu. If entering results for existing projects and monitoring locations, you'll need to enter a Project ID and Monitoring Location ID on the appropriate tab first.
 - d. Alternate Project IDs are available in case a project is conducted with another agency.
 - i. If this is the case, please include as much information as possible on the Alternate Project ID on the Projects tab.
 - e. Activity End Date and Activity End Time will autofill if left blank.
 - i. If you have specific end dates and times, enter them over the autofilled values.
 - f. The template calculates the Activity ID column, so this column is locked.
 - g. You can determine if Method Speciation or Result Sample Fraction will be required for your Characteristic or Analyte using the Search tab.
 - h. This worksheet is currently limited to 10,000 results.
 - i. **Tips:**
 - i. Match as much of your data to the formats in the template before entering. This will allow you to copy and paste large chunks of data at once.
 - ii. Create a conversion list of your analytes and the accepted characteristic names from the template for easy "Find and Replace".
 - iii. If the drop down in the Characteristic Name column only shows a very short list. Go back to the Search tab and clear the Characteristic Name search box. The two lists are tied together, but we're working on a way to fix that.
 - j. **Moving Forward:** Many labs have the ability to export analytical reports using the approved STORET/WQX/AWQMS characteristic names. Contact your lab to see if they can and save yourself some time.
4. **Results** (Continuous data submission template)
 - a. The formatting on this tab follows the rules from the Results Info tab as well as for the pop-up boxes and red speckling in cells if they are required based on previously entered data.
 - b. If you're entering results associated with a monitoring location included in this template, the name will be available in the appropriate column's dropdown menu. If not, you'll need to enter a Monitoring Location ID on the appropriate tab first.
 - c. Equipment ID # can refer to the make and model or an organization specific ID number.
5. **Audit Data** (Continuous data submission template only)
 - a. The formatting on this tab follows the rules from the Results Info tab as well as for the pop-up boxes and red speckling in cells if they are required based on previously entered data.
 - b. If you're entering results associated with a project or monitoring location included in this template, the name will be available in the appropriate column's dropdown menu. If entering results for a project and monitoring location already in AWQMS, all you'll need to enter is a Project ID and Monitoring Location ID on the appropriate tab first.

- c. Alternate Project IDs are available in case a project is conducted with another agency.
 - i. If this is the case, please include as much information as possible on the Alternate Project ID on the Projects tab.
- d. The template calculates the Activity ID column, so this column is locked.

Green Tabs (Allowed Values and Look-up Lists):

1. The green tabs contain the valid values for the different information, data entry, and search tabs.
2. These tabs are currently locked.
3. If you feel that another value needs to be added to one of the lists, please email IR.DataHelp@deq.state.or.us

Submitting Your Data:

1. Once you've entered all of your data, the template can be saved to DEQ's data submission portal.
 - a. www.oregon.gov/deq/wq/Pages/2018-Integrated-Report.aspx
2. The submission form is at the bottom of the page.
3. You'll be asked to provide some general information to help us track who is submitting what and submit a verification form assuring all project plans and methods were followed.
4. You can submit up to five documents at one time.
5. Please use the naming convention of OrganizationName_ProjectName_daterange when submitting data
 - a. For example, DEQ_DEQAmbient_10012010-09312011.xlsx
6. For other documents, such as QAPPs or project plans, use the naming convention of OrganizationName_ProjectName_DocumentType.
 - a. For example, DEQ_DEQAmbient_QAPP.pdf
 - b. QAPPs or project plans are only need to be submitted once.
 - i. If a QAPP covers more than one project, please submit it with each project, so we can track the projects accurately.
7. You will receive email confirmation that your submission was successful once a DEQ employee can verify the submission.