

OneStop Data Providers:
a “lite” guide
for uploading monitoring data to
the Environmental Monitoring
Database (EMD)

Updated August 2017

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Use this button -
() - that is found
on each slide in
the upper right
corner to return to
this page.

Note: this guide is based on
the use of MS Excel 2010.
Older versions of Excel may
vary slightly, but the content
is the same.



The Sample Templates

- There are two templates for sample upload. This will focus on the “lite” template, which has fewer columns. You can use the full template – the process is exactly the same, there are just more columns (not all of which are described in detail here).
- Even if you don’t use the template to upload, this will guide you on how to format the data so it can be uploaded by a NHDES staff member and it will give you an idea about what can be entered in these templates.



Where do I find the Templates?

- If you are a data provider, you can download them from the main screen after you login. Remember, this guide deals with the Lite template for activity data.
- If you are not a data provider, you can find the templates on our webpage here:
<http://des.nh.gov/organization/divisions/water/wmb/emd/index.htm>
- There are four templates – a station template for monitoring locations, an activity template for sampling results/data, and a “lite” version of each.
- This guide goes over the lite sampling template only.

Worksheets/Tabs

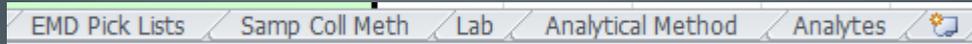
A screenshot of an Excel spreadsheet showing five worksheet tabs: "General Template Directions", "Version Changes", "Sample-Activity Template", "EMD Column Descriptions", and "EMD Pick Lists". The "General Template Directions" tab is currently selected and highlighted in a darker shade.

General Template Directions / Version Changes / Sample-Activity Template / EMD Column Descriptions / EMD Pick Lists

- There are several worksheets (tabs) in the excel document.
- “General Template Directions” provides an overview of the template.
- “Version Changes” records any changes to the template that are made. Note: this tab will update very infrequently.
- “Sample Activity-Template” is where you actually enter the data.
- “EMD Column Descriptions” describes each column and gives you an idea of what should be entered.
- “EMD Pick Lists” gives you the complete or most commonly used list of the columns where a specific value must be entered.



Worksheets/Tabs (continued)

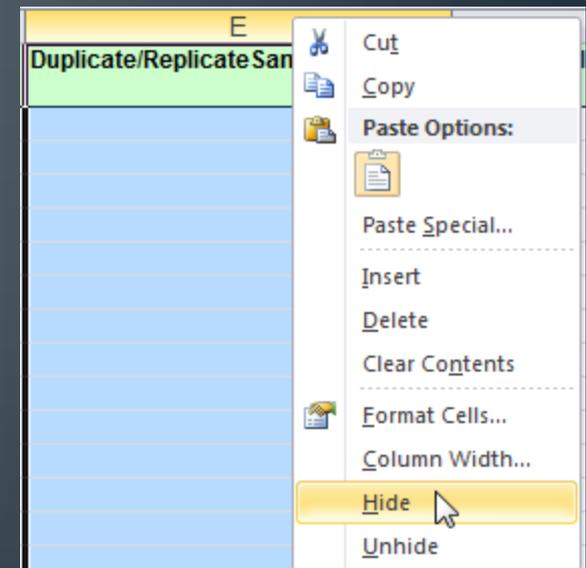


- “Sample Coll Meth” lists a few common sampling methods (this is for column F, SampleCollectionIdentifier).
- “Lab” lists some of the laboratories where samples are analyzed. You won’t need this tab if you only have field measurements (i.e. you didn’t bring any bottles to a lab).
- “Analytical Method” lists the ways the parameter could be analyzed. This is used for both field and lab samples.
 - Note: this is not a complete list of analyses.
- “Analytes” lists some possible parameter names (also known as analytes).

Sample-Activity Template

- Go to the tab that says “Sample-Activity Template”.
- Some of these columns are not required and may not even pertain to your sampling.
- You may find it helpful to first go through and hide any non-required columns that you will not be using.
- To hide a column, right click on the letter that is above the column name (in this example it’s letter E).
- Select Hide from the drop down menu.

Note: make sure you click on the letter and not the title of the column.





Required Columns

- There are a few columns that are absolutely required and several that are really useful to have. Please always enter as much information as you can.
- Most required columns can be entered as “unknown” if you don’t have or can’t find the information.
- Over the next several slides we’ll go through each of the columns in the lite template. This information is summarized in the “EMD Column Descriptions” tab. You can skip these slides and go directly to formatting data if you want.
 - [Skip Ahead](#)

MonitoringLocationIdentifier (column A)



- Required!
- The MonitoringLocationIdentifier is also known as the Station ID. It is the official ID/code that uniquely identifies the exact location where you sampled.
- While it's not the same as the station name, generally a staff member can look it up using the station name. If you have the station coordinates, those are much better for looking up station IDs.
- Enter whatever information you have or contact a DES staff member to have them look up or create the Station IDs if the location is new.

LaboratorySampleIdentifier (column B)



- Required!
- Use the sample ID that you received from the lab. If this is a field sample (measurements and observations only) then you'll have to create an ID.
- The ID must be unique and is the same for all parameters that were taken at the same station, in the same way, and at the same time. [More on that later.](#)
- Also known as an Activity ID.
- Some people use a naming convention like this to make unique sample IDs: a prefix of 2-3 letters indicative of the project, followed by the date, followed by 1-2 numbers to differentiate samples taken on the same day.
Ex. **RV06151704**



ProjectIdentifier (column C)

- Required!
- The ProjectIdentifier is usually the same for all the results. It indicates the purpose or project the sample was taken for.
- If you don't know the ID, contact a NHDES staff member to find out.
- OR you can simply leave it blank. In this case, be sure to describe the project and (if applicable) indicate that it's a new project to the EMD.
- Some examples: VRAP, VLAP, UMMP, 2012_13PA, 401CERT, GMCGRIV, UNHLLMP, etc.

SamplePurpose (column D)



- Required!
- See the tab “EMD Pick Lists” for your options, it’s suggested that you copy and paste from this list.
- This column categorizes the sample into broad types such as routine sample, field duplicate, trip blank, etc.
- Most commonly used values are “Sample - Routine”, which is a lab sample with or without field measurements, and “Field MSR/OBS”, which is field measurements or observations only.
- For more description on what they all mean, contact a NHDES staff member.

Duplicate/ReplicateSampleIdentifier (column E)

- Conditionally required!
- You must enter something here if you took any replicate, duplicate, or split samples; that is if the SamplePurpose (column D) contains the word replicate, duplicate, or split.
- In this column you'll enter the ID of the original sample.
- For example, in row two below, column E is the same as the LaboratorySampleIdentifier (column B) of the routine sample above it. This links the two samples together – original sample, with it's replicate sample.

A	B	C	D	E
MonitoringLocationIdentifier	LaboratorySampleIdentifier	ProjectIdentifier	SamplePurpose	Duplicate/ReplicateSampleIdentifier
02-ASH	EX06041501	VRAP	Sample - Routine	
02-ASH	EX06041502	VRAP	Quality Control Sample-Field Replicate	EX06041501

SampleCollectionIdentifier (column F)



- Required!
- This one is required, but if you really don't know what it is, you can put "Unknown". HOWEVER, please only use "Unknown" if that's really the case (generally this only occurs for historical data).
- This column is the ID for the method which describes how the sample was taken. If your data is new to the EMD you might have to create one (contact a NHDES staff member to do so, **or enter a description of your sample method in this column**).
- Example method description: Sample was collected using a sterile bottle (size dependent on parameter) and scooping water into the bottle at about knee height depth. Facing upstream for rivers or in-lake for lakes.



FieldActivityStartDate (column G)

- Required!
- This is the date you took the sample.
- If you need an End Date or End Time because it is important to note how long it took to collect the sample, you have to use the full template.

FieldActivityStartTime (column H)

- Optional but extremely useful.
- This is the time you took the sample, in military time.
- It is an optional column, however, it's very important for some parameters as your data might not be used if this field is left out! For example, Dissolved Oxygen is sensitive to the time of day.



RainPrior (column I)

- Optional
- This is a Y or N field.
- If there was rain in the past three days (before sampling) enter Y for yes, otherwise enter N for no.
- If you don't know or are unsure, please leave it blank.
- Additionally, you can always add a Sample Comment (in column R) about the weather (past or current).

SampleEventDepthHeightMeasure (column J)



- Optional
- This column and the next several are related. They indicate the depth at which the sample was taken.
- Enter a value in this column if you took a sample at a single depth.
- Leave it blank if you took a sample at a depth range (ex. between 2 and 4 meters)
- If you took a surface sample you can estimate the depth, often 1 FT or 0.5 M (which is about elbow length).
- Note: This column is just the numeric value. Units are entered in the next column.

SampleEventDepthHeightUnit (column K)



- Conditionally Required
- If you entered a value in the column before (SampleEventDepthHeightMeasure), then you must enter a value in this one as well.
- This is the units that you used for the depth measurement: meters (m), feet (ft), etc.

SampleEventDepthAltitudeReferencePoint (column L)

- Conditionally Required
- If you entered a value in the column SampleEventDepthHeightMeasure, then you should enter a value in this one too.
- This is the reference point for measuring, such as from the surface of the water or the lake bottom. Generally it should be Surface – which means that at the water's surface the depth is 0.

SampleEventTopDepthHeightMeasure (column M)

- Optional but should be entered for samples taken at a depth range (depth composite samples).
- For example, you used a Kemmerer bottle to collect a composite sample from depths 2-4m.
- Enter here the numeric value for the topmost depth in this column. In the example above it would be 2.
- If you enter a value in this one, the next two columns are required.



SampleEventTopDepthHeightUnit (column N)

- Conditionally Required
- If you entered a value in the column before (SampleEventTopDepthHeightMeasure), then you must enter a value in this one.
- This is the units that you used – meters (m), feet (ft), etc.

SampleEventBottomDepthHeightMeasure (column O)

- Conditionally Required
- If you entered a value in the column SampleEventTopDepthHeightMeasure, then you must enter a value in this one.
- It's the numeric depth for the bottommost part of the sample. If your sample is a composite of depths 2-4, it would be 4.



SampleEventDepthZone (column P)

- Optional
- This can be entered even if you didn't enter a depth range or discrete depth.
- It's the depth zone (hypolimnion, epilimnion, midwater, bottom, upper, etc.) that your sample was taken in and is very helpful to have for lake samples.
- See the tab EMD Pick Lists for the options for depth zone.

SamplerIndividualFullName (column Q)



- Optional
- This is the name or names of everyone who took the sample. You can also enter a group name.
- The most common format is “First initial. Last name” with multiple names separated by commas.
- If you have a common name, you may want to include your full name.
- Anyone present can be included as the sampler.
- Ex. John Smith, K. Kavinsky-Perot, M. LeMonte
- Alternatively you may use a group name.
 - Ex. Volunteer Group Name, Lab Staff, UMMP staff, etc.



SampleComments (column R)

- Optional
- Anything about the entire sample that doesn't fit in another column goes here.
- It's a place to write anything that might affect the results or could be useful in interpreting the results.
- Examples:
 - Time was not recorded, however, all samples were taken before 8:30am.
 - Many geese at sample site.
 - Sample appears extremely turbid.
 - Sampled slightly more upstream than normal due to construction at normal sampling location.

BatchReceiptExceptionIndicator (column S)



- Optional
- Y/N field
- For lab samples only.
- Enter Y if there was a problem with your sample transfer – e.g. it was over hold time, not brought in on ice, etc.
- Enter N if there was no problems or leave blank for field measurements/observations.

BatchReceiptCommentText (column T)

- Optional
- Enter only if there was a problem with your sample transfer. Enter what the problem was in this column.



LaboratoryIdentifier (column U)

- Optional
- This identifies the lab where you took the samples to be analyzed.
- See the Lab tab for a list of labs and their IDs.
- OR ask NHDES staff to look up the lab ID.
- OR enter the lab's information here so NHDES staff can look it up for you or create a new lab ID if needed. A lab's website is often the best piece of information because it typically includes other information such as lab name, address, email, etc.

SampleAnalyticalMethodIdentifier (column V)

- Optional
- This is the analytical method for the specific parameter in each row. It's entered for both lab and field measurements.
- Lab samples – it should be right on the report documents, ask the lab if you don't see it.
- Field samples – it might be in the manual but it will probably take some searching. Entering the meter and model number is also helpful. Those uploading their own data will have to put meter/model info in a comment field.

SampleAnalyticalMethodIdentifierContextID (column W)

- Optional
- This is the source of the SampleAnalyticalMethodIdentifier. Ex. USEPA, NHDES, ASTM



AnalysisMatrix (column X)

- Required!
- This is the medium of the sample.
- Almost always this will be Water (any kind of water sample including surface water and drinking water).
- Other options are Air, Soil, Sediment, and a few others for biological samples and waste.



SubstanceIdentifier (column Y)

- Optional
- If you use CAS Numbers, enter them here.
- If you aren't familiar with them skip this column and the next one, and use SubstanceName instead.

SubstanceCodeContext (column Z)

- Conditionally Required
- If you enter a value in the column above you must enter this column.
- For CAS # just enter "CAS" in all the rows you've entered something in the SubstanceIdentifier column.

SubstanceName (column AA)

- Required!
- This is the name of the parameter.
- Example: Dissolved Oxygen, Specific Conductance, Phosphorus as P, etc.
- Unless you entered something in the two previous columns (Substance Identifier and Substance Code Context) this is required. It's good practice to enter values here anyway because the import program will verify that the CAS# matches the parameter (analyte) name.
- Note: there are many different ways to refer to the same parameter but the EMD only accepts one way.

ResultMeasureQualifierCode (column AB)



- Optional
- This field is generally not entered.
- It is the LAB qualifier code (U, B, etc.) so if you don't get a qualifier code from the lab, don't enter anything here.
- This is not a less than, greater than, equals sign qualifier code. You should only enter letters here.
- Numeric qualifiers (<>=~) go in the next column.

ResultMeasureValue (column AC)



- Required!
- This is your result, whether it is text or numeric.
- Enter any less than, greater than, etc. qualifiers here as part of this value. In this case, do not use any spaces.
- Note that all fields not marked as numeric by excel will be uploaded as text. So if you mix text and numbers or format the field as text it will upload as text.
- Examples of entries: 5, <3, ~7, result not measured, tide was low, water was greenish-brown, 5 seagulls observed, foul odor, etc.



ResultMeasureUnit (column AD)

- Conditionally Required!
- This is required if your result is numeric, otherwise leave blank.
- If your result is numeric enter the units that were used here.
- Note that the EMD has a defined list of acceptable values for units. For example, feet must be entered as FT and pH units must be entered as NONE.



ResultValueTypeName (column AE)

- Required!
- This is always required and is entered as Actual, Estimated, or Calculated.
- If it's a lab sample, use what the lab indicates if available.
- If this is a field sample, it's usually actual (if you took the result as listed by the meter for example).
- Actual: The value is the actual value reported by the instrument or the method used.
- Calculated: The value is derived, either as a result of the method used, or as the result of a mathematical computation.
- Estimated: The value is the approximate value of what is measured or analyzed.

ResultBasisName (column AF)

- Optional!
- This field is for partitioned samples, usually the lab will tell you.
- Say that you are measuring only the dissolved chloride - dissolved is the basis name because you are just measuring one portion of the complete sample.
- This is particularly important for certain lab samples, like those that are measuring volatiles. Check with the lab if you're unsure.
- For general water quality sampling (particularly if you do field sampling only), you might never use this column.

RDLMeasureValue (column AG)

- Optional!
- This field is for the Reporting Detection Level (RDL).
- Some labs or field instruments will list the lowest possible number at which the parameter can be accurately determined.
- This is an optional field, so if you don't know it you don't have to add it.
- **HOWEVER** – if you enter any value as Not Detected or less than RDL, that result is not very useful without the RDL itself.



RDLMeasureUnit (column AH)

- Conditionally Required!
- If you entered a value in the column previous (for RDLMeasureValue), then you must enter a value in this column too.
- This column is the unit for the Reporting Detection Level that you entered in the previous column.
- Make sure the unit matches the one you entered in Result Measure Unit (column AD) if you entered a value there – that way it's not confusing to compare the two numbers.

Substance Analysis Comments (column AI)



- Optional!
- This field is for any comments you might have on each specific result.
- For example, note if the Dissolved Oxygen meter was being odd or wouldn't calibrate or if the E. Coli bottle may have been contaminated in the field.
- You can use this field also to track the result/parameter name in case it's not the same as the official EMD name.
- For example – the EMD uses Specific Conductance but you might just call it Conductivity. In the EMD Conductivity is a completely different parameter! Tracking the original name in the comment column helps keep the data organized.

SubstanceUpperControlLimit (column AJ)



- Optional!
- This field is similar to the Reporting Detection Level column except that it is the upper limit of a detection level instead of the lower limit.
- An example of when it might be used is for E. Coli measurements – sometimes there are so many that it's impossible to count them. In these cases the result is often entered as above upper limit, too numerous to count, or something similar.
- If you know the upper limit (approximate is OK for this one), it's good to enter in these specific cases. However, sometimes it's just not known and that's okay too.

StatisticalBaseCode (column AK)



- Optional!
- This field is the statistical type (if one was used).
- For example if the result represents the average of several measurements, you would put MEAN in this column.
- See the EMD Pick Lists tab for more options.
- In most cases – where just one sample was taken and the result recorded – this field is not used.

StatisticalSampleSize (column AL)



- Conditionally Required!
- This field is only required if the previous column (StatisticalBaseCode) is entered.
- This field represents the number of results that were used to get to the final average, median, etc.
- For example, if you took 5 results and kept the mean value for your final result then your StatisticalBaseCode is MEAN and your StatisticalSampleSize is 5.

ResultStatus (column AM)

- Optional!
- This field is for your use. How it's used varies by project and many programs choose to leave it blank.
- Enter either a N or Y to indicate whether or not the result passed the quality control protocols associated with your project.
- Some projects require replicates and statistical checks on the differences, other projects just use it to indicate that the data was reviewed by multiple people.
- Some projects just leave it blank and let data users decide the validity of each result for themselves.
- This field is also known as the valid flag.



Entering Data

- It may be helpful to format the data into the template style and then copy it over all at once to the template itself.
- Most data is originally formatted in rows and columns, or may not have a consistent format at all – that’s why we have to rearrange and add information to make sure the data is uploaded properly.
- To be uploaded to the EMD it must be entered in a consistent, row format (each row represents a single result).
- The next slide will show an example, but in general every row is a separate result. These results are linked together as one sample or activity by using an activity/sample ID.



Example of Data in Rows and Columns

Station	Date	pH	Temperature
CulvertA	5/12/15	5.5	27.0 deg C
RiverLeft	5/12/15	6.2	25.7 deg C
AtBridge	5/12/15	6.4	18 deg C

Data must be One Row for Each Result

Station	Date	Parameter	Results	Units	Activity/Sample ID
CulvertA	5/12/15	pH	5.5	None	CulvertA-Sample 1
CulvertA	5/12/15	Temperature	27.0	Deg C	CulvertA-Sample 1
RiverLeft	5/12/15	pH	6.2	None	RiverLeft-Sample 1
RiverLeft	5/12/15	Temperature	25.7	Deg C	RiverLeft-Sample 1
AtBridge	5/12/15	pH	6.4	None	AtBridge-Sample 1
AtBridge	5/12/15	Temperature	18	Deg C	AtBridge-Sample 1



Tips on the Activity ID

- Don't make the Activity/Sample ID too long!
- Try not to use too much punctuation (such as: . , _ - /)
- An easy way to keep it short (but unique) is to use the date of sample.
- Usually the date is prefixed by some identifying letters – maybe WQ for water quality, or CRS for Cold River Samples.
- The date is then followed by a number that makes each sample unique, even if you took more than one sample in a day.
- So instead of CulvertA-Sample1 we could use WQ05121501
- For RiverLeft-Sample1 we could use WQ05121502
- For AtBridge-Sample1 we could use WQ05121503



Tips on the Activity ID

- Using this format, we can create a lot of activity IDs very easily.
- Just make sure that you don't repeat a number! Each number must be unique for that sample/activity.
- It will help to organize your data by date first and then assign the numbers.

Station	Date	Parameter	Results	Units	Activity/Sample ID
CulvertA	5/12/15	pH	5.5	None	WQ <u>05121501</u>
CulvertA	5/12/15	Temperature	27.0	Deg C	WQ <u>05121501</u>
RiverLeft	5/12/15	pH	6.2	None	WQ <u>05121502</u>
RiverLeft	5/12/15	Temperature	25.7	Deg C	WQ <u>05121502</u>
AtBridge	5/12/15	pH	6.4	None	WQ <u>05121503</u>
AtBridge	5/12/15	Temperature	18	Deg C	WQ <u>05121503</u>

Activity ID

- Instead of the date you could organize the data by station and create your activity ID that way instead.
- This might look like the following:

Station	Date	Parameter	Results	Units	Activity/Sample ID
CulvertA	5/12/15	pH	5.5	None	WQC <u>CULA</u> 01
CulvertA	5/12/15	Temperature	27.0	Deg C	WQC <u>CULA</u> 01
CulvertA	6/17/15	pH	5.7	None	WQC <u>CULA</u> 02
CulvertA	6/17/15	Temperature	28.2	Deg C	WQC <u>CULA</u> 02
CulvertA	7/09/15	pH	5.4	None	WQC <u>CULA</u> 03
CulvertA	7/09/15	Temperature	28.5	Deg C	WQC <u>CULA</u> 03

- We just don't want the IDs to get too long (or confusing)!



Wait, so what is a sample anyway?

- How can you tell what results/parameters should be grouped together by the same Activity ID?
- A general guide for what constitutes a sample is where it was taken, when it was taken, and how it was taken.
- A sample is a group of results/parameters that were:
 - Collected from the same location and at the same depth
 - Collected at the same date and time
 - Collected using the same sample collection methods (more on those in the next slide)

Note: replicates, duplicates, or split samples are always a separate activity. Even though they are taken at the same place, time, method – we need them to be their own activity so we can compare the two sets of results.



Sample Collection Method

- The sample collection method is how you collected the sample. Don't confuse it with how you analyzed the results.
- The sample collection method refers to how you got the water (sediment, taxon, product) in the first place.
- For example, you drop a bucket on a rope from a bridge and get the water sample. Or you take the water sample directly from the stream or use your equipment directly in the stream.
- Note that field measurements (pH, temperature, etc.) that you measure in the field can be in the same activity/sample as lab samples (e. coli, chloride, etc.) that you return to a lab in a bottle. It all depends on how you got the sample originally.
- [Jump to Sample Collection Method Column Description](#)



Back to Formatting that Data!

- If you have lab data, copy that into the template first.
- If there's field data also, enter that right after the lab data results before you enter the sample information.
- Do one station/sample at a time – work slowly until you get used to the process.
- It's easiest to work starting with the results section (in the template this means working from right to left).
- The results section is roughly from columns S to AM.
- Enter each result and it's related information in those columns (the RDL, the units, any comments, etc.) – it's best to copy and paste the information if possible.



Entering Data

- Enter the LaboratorySampleIdentifier (that's the activity/sample ID discussed earlier) into the first row.
 - You should have entered just one station/sample at this time.
- Avoid using spaces, periods (.), or any special characters other than a hyphen (-) in creating identifiers of any kind. Sometimes (but not always) they cause problems with the database upload program.



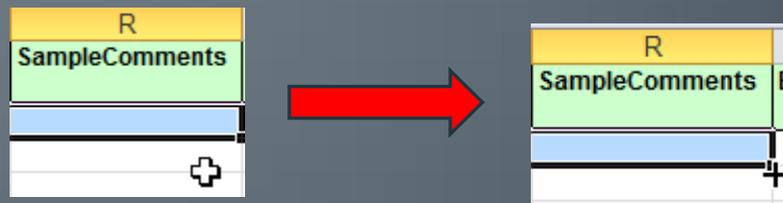
Entering Data (continued)

- Enter the rest of the activity information for this particular sample (just enter the first row).
- Activity information is roughly columns A through R.
- If there's a column you don't know, you can leave it blank (even if it's required). You will be asked about it later.
- If you don't know the exact ID for a column but can enter a description – do that! It will help the NHDES staff member to look up the value.



Filling in Activity Information

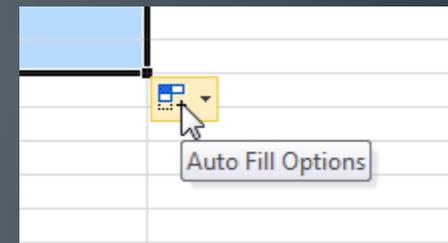
- For each LaboratorySampleIdentifier (column F) the activity columns must all be the same (all of the columns A through R).
- Copying down the columns helps to make this easy!
- Highlight the information you just added starting at column A and going through column R. This should be just one row.
- Carefully position your cursor on the bottom right corner of the last cell block (that would be in column R) so that the plus sign goes from the white one to a black one.



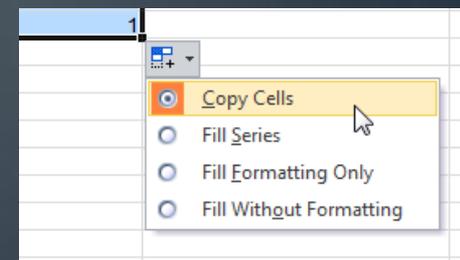
- Then click and hold with your mouse. Drag down for as many rows as you have results entered.
- **Don't click anywhere else yet!** See next slide.

Before You Click Anywhere Else!

- You should now have a highlighted section repeating your activity data for as many rows that you have results in that sample.
- In the bottom right corner of this highlighted section there should be a box. This is Excel's Auto Fill Options. Click the box.



- Make sure that you select **Copy Cells**.
- The Fill Series option (which Excel chooses) will distort your data and miscopy it!





Repeat

- Repeat entering the data one station at a time until all the samples have been entered.
- Click [here](#) to go back to the slide that starts the explanation for entering data.
- Once you get the feel for copying data, you can do multiple stations at once. Just be careful and make sure that everything aligns. A miscopied row can distort the data that uploads and generally isn't the type of error the upload program will find.

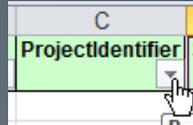


Review

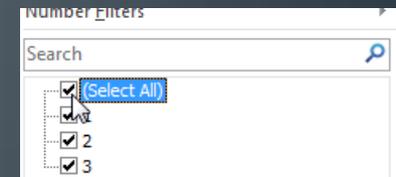
- You've been hard at work with this data formatting but don't let that stop you from reviewing your data before submitting it!
- You might want to give yourself some time first to look away from the spreadsheet and do something else.
- One of the best tools to review your data is the Filter tool. You might have a shortcut (depending on the version of Excel that you have). It's usually found under the Data menu.
- Some Excel versions use the keyboard shortcut Ctrl+Shift+L
- Click on any of the top row cells (the ones in green) and then click Filter.

Filter Continued

- To use the Filter tool click the down arrow next to the column name.



- You can look at the dropdown menu to see a list of all the unique values that are entered in that column.
- Right now everything should be checked – click on one to uncheck it or click on “Select All” to uncheck all of them.



- There is a lot you can do with filters so try clicking on different things and look at the data.



Filter Continued

- Try filtering for one Parameter/Analyte/Substance Name.
- Check that:
 - All the results are in a range that makes sense. For example, PH should probably be somewhere between 5 and 8 for typical waterbodies.
 - The result units make sense. Generally they should all be the same for a single parameter.
 - Look at the activity IDs. Generally each will be listed only once because for each sample you measure a parameter (like PH) one time.



Submit

- Send your template to the project manager or your NHDES contact.
- They will help fill in any missing information or make clarifications if needed.
- Then they will run the template through the upload program and see if it returns any errors.
- If it doesn't have errors – they will upload it to the database.
- After it's in the database, it can take up to a week to be posted online.

What can you do now?

- Now that it's in the database, your data:
 - can be included in assessments of waterbodies,
 - is visible to NHDES staff as well as the public,
 - can be uploaded to the national data warehouse (if you request it to be),
 - NHDES staff can write reports to view and analyze your data,
 - is displayed on a public-facing data map,
 - is backed up daily so the information won't be lost in the case of computer failure.
- Talk to your NHDES staff contact to see what we can do to make your data more useful to you and others!



Contact Information

- If you get stuck or just can't find how to do something, please contact us for help!
- Contact your NHDES project manager (if you have one) for specific questions regarding what should be sampled/submitted.

For technical help on the template or the upload process contact:

Melanie Cofrin

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If at all possible, please include a screenshot of the error you are having and/or a copy of the template!