

## ***Guidance for Submittal of Surface Water Data / Information for Development of the Clean Water Act Section 305(b) Water Quality Report and Section 303(d) List of Impaired Waters***

The New Hampshire Department of Environmental Services (NHDES) encourages anyone who has surface water data/information to submit it to NHDES electronically at any time. The information you provide can help NHDES identify waters:

- that are meeting designated uses such as fishing or swimming (i.e. waters in good condition);
- that are not supporting their designated uses (i.e. impaired waters); and
- which require additional monitoring/investigation before a final assessment can be made.

Your information may be used to help prepare surface water quality assessments as required by Sections 305(b) and 303(d) of the Clean Water Act (CWA). Section 305(b) requires each state to prepare a water quality inventory of its surface waters every two years. Section 303(d) requires states to prepare a List of “water quality limited” surface waters, those which do not meet state water quality standards, commonly called the “303(d) List.” Water bodies on this List require the development of comprehensive water quality studies, also known as Total Maximum Daily Load (TMDL) studies, to help guide restoration efforts.

NHDES is interested in all types of surface water quality or quantity data/information, regardless of whether it suggests that the waterbody is in good or poor condition.

To increase the chances that your data will be considered in the assessment process, NHDES recommends that it be submitted electronically and in a format that may be easily loaded into the Environmental Monitoring Database (EMD). The EMD is a database developed by NHDES to store all types of environmental data and metadata (i.e., information on how it was collected) regardless of who collected the data (see the [EMD webpage](#)). Once in the EMD the data can be analyzed and, with the help of automation, assessed more rapidly, which is necessary due to the large quantity of data that must be analyzed. Other benefits of including your data in the EMD include:

- The EMD is Web Enabled, which means that your datasets are publically available. Data is accessible upon request and through NHDES’ [EMD Monitoring Database](#) website.
- NHDES can work with your group to upload your data to EPA’s Water Quality Exchange (WQX).
- Your data will help to improve water quality planning and restoration.

### ***WHAT TO SUBMIT***

The utility of data/information depends largely on the quality and completeness of the submission. In general, scientifically sound and defensible evidence is needed to determine if a waterbody meets water quality standards. Lesser quality data is still useful as it provides a preliminary sense of water quality that can be used for planning purposes and to guide future monitoring efforts/investigations.

For electronic data submittals, the base information is the same as outlined below for paper submissions except that it is not necessary to fill out the paper form.



9/9/2019

If you have surface water data/information and intend on submitting paper data, please complete the attached "Surface Water Data/Information Submittal Form" and submit it, along with any other supporting documentation, to NHDES.

For all submitted datasets it is requested that the applicable Site Specific Project Plan (SSPP), Standard Operating Procedures (SOPs), and/or Quality Assurance Project Plan (QAPP) be submitted as described below in "HOW TO SEND DATA TO NHDES."

If all information requested on the form is already provided in another document, please reference and submit a copy of the document. If possible, it is preferred that data be sent electronically (i.e., Direct submission to the EMD, Excel spreadsheet, MS Word documents, GIS layers, etc.).

If you are part of a Volunteer Lake Assessment Program (VLAP) or Volunteer River Assessment Program (VRAP) group, your submitted field datasheets are entered into the EMD after QA/QC by department staff. No additional submission is necessary unless you have datasets that have not been submitted to your department contact.

### ***HOW TO SEND DATA TO NHDES***

For electronic submittals, contact NHDES via email. NHDES staff will guide you through the process of how to submit your data for inclusion in the EMD. For paper submittals, please complete the attached "Surface Water Data/Information Submittal Form" and submit it, along with any supporting documentation, to NHDES by email, fax, or mail at the addresses shown below. If you are requesting an EMD electronic submittal PIN for data please note that in your request.

#### **For submittal of data files to the EMD**

By Email: [EMD@des.nh.gov](mailto:EMD@des.nh.gov) or visit the [EMD website](#)

#### **For submittal of paper files, GIS layers, MS Word documents, etc.**

By mail: Matthew Wood  
New Hampshire Department of Environmental Services  
Watershed Management Bureau  
29 Hazen Drive  
P.O. Box 95  
Concord, New Hampshire 03302-0095

By fax: Water Quality Data  
(603) 271-7894

By Email: [WQData@des.nh.gov](mailto:WQData@des.nh.gov) or visit the [Surface Water Quality Assessment website](#)

**QUESTIONS?** Please contact

#### **For EMD Data Submittals**

Melanie Cofrin  
(603) 271-8803  
[Melanie.Cofrin@des.nh.gov](mailto:Melanie.Cofrin@des.nh.gov)

#### **For All Other Submittals**

Matthew Wood  
(603) 271-8868  
[Matthew.Wood@des.nh.gov](mailto:Matthew.Wood@des.nh.gov)



# Surface Water Data / Information Submittal Form

## Watershed Management Bureau



Voluntary

For NHDES Use:	AU:	Record #:
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Please fill in all blank boxes below and attach any supporting documentation or information. The more complete your submittal, the more useful it will be in our surface water assessment. Thank you.

<b>Today's Date:</b>		
<b><u>CONTACT INFORMATION</u></b>		
<b>Your Name:</b>	<b>Organization:</b>	
<b>Phone Number:</b>	<b>Email:</b>	
<b>P.O. Box or Street:</b>	<b>City or Town:</b>	
<b>State:</b>	<b>ZIP Code:</b>	
<b>LOCATION WHERE SURFACE WATER DATA / INFORMATION WAS COLLECTED</b>		
<b>Name of Waterbody:</b>		
<b>City or Town:</b>		
<b>Description of, and a plan or sketch showing, the area of interest or concern, including sampling locations, if applicable. If included in another document, please reference and submit the document.</b>		
<b>Is a plan or sketch attached?</b>		
<b>Directions to the site(s):</b>		
<b>SURFACE WATER DATA / INFORMATION</b>		
<b>Actual data or information including dates and time of collection, measurement results, pictures, etc. If included in another document, please reference and submit the document.</b>		
<b>Summary of what you think the data or information indicates about water quality. If summarized in another document, please reference and submit the document.</b>		
<b>Documentation of sampling and quality assurance methods used in collecting, analyzing and reporting data. If included in another document, please reference and submit the document.</b>		
<b>HOW TO SUBMIT SURFACE WATER DATA / INFORMATION TO NHDES</b>		
<b>By Fax</b>	<b>By Email</b>	<b>By Mail</b>
Water Quality Data (603) 271-7894	<a href="mailto:wqdata@des.state.nh.us">wqdata@des.state.nh.us</a> or visit our website at <a href="http://www.des.state.nh.us/wmb/swqa">www.des.state.nh.us/wmb/swqa</a>	Water Quality Data NHDES Watershed Management Bureau P.O. Box 95 29 Hazen Drive Concord, NH 03302-0095

(603) 271-3503  
 PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)