

**OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY
GRAB DATA SUBMITTAL PROCEDURE FOR THE 2004 303(d) LIST**

This document explains the content of the form "data form 2004 303.xls", the preferred format for submitting electronic grab water quality data. Unless a field is noted as "optional" it must be completed for the data to be reviewed. For latitude/longitude information, either fields D-J must be completed, or fields K-M must be completed.

DATA FORM

- A. ORGANIZATION:** The name of the Organization or Watershed Council submitting data.
- B. SITE DESCRIPTION (Location):** The text description of the sample site location, using USGS stream name. (*Example:* BEAR CREEK at KIRTKAND RD 0.5 mi. D/S OF JACKSON CK CONFLUENCE. Where mi. means "miles", D/S or U/S means "down or up stream").
- C. ELEVATION:** The elevation, in feet, of the sample site. The elevation is used to calculate the percent of dissolved oxygen saturation and is useful when interpreting temperature data. Elevations can be estimated from US Geological Survey (USGS) topographic maps, generally with contour intervals of 40 or 100 feet. Elevations can be estimated in the field with an altimeter calibrated at the nearest USGS benchmark or site of known elevation.
- D. LATITUDE DEGREES:** The degrees of latitude of the sample site. Determine with a GPS unit, read from USGS topographic maps, or specify other method.
- E. LAT MINUTES:** The minutes of latitude of the sample site.
- F. LAT SECONDS:** The seconds of latitude of the sample site. Record to 0.1 seconds.
- G. LONGITUDE DEGREES:** The degrees of longitude of the sample site. Determine with a GPS unit, read from USGS topographic maps, or specify other method.
- H. LONGITUDE MINUTES:** The minutes of longitude of the sample site.
- I. LONGITUDE SECONDS:** The seconds of longitude of the sample site. Record to 0.1 seconds.
- J. LL SOURCE.** The source of sample site location latitude and longitude.
Examples: GPS; USGS Topo Map, 1:100,000 or 1:24,000 (include map scale); or specify other method.
- K. LATITUDE** - In decimal degrees.

- L. LONGITUDE** - in decimal degrees.
- M. LL SOURCE.** The source of sample site location latitude and longitude.
Examples: GPS; USGS Topo Map, 1:100,000 or 1:24,000 (include map scale); or utilize the mapping software available at:
<http://www.deq.state.or.us/wq/wqlmaps/wqlmapshome.htm>
or specify other method.
- N. BASIN:** The names are based on the USGS Hydrologic Unit Codes (HUCs) third field boundaries (optional field).
- O. SUBBASIN:** The names are based on the USGS Hydrologic Unit Codes (HUCs) fourth field boundaries (optional field).
- P. RIVER MILE:** The river mile of the sample site from WRD maps or USGS 7.5 minute topographic maps. (optional)
- Q. RIVER MILE SOURCE:** The title of the USGS or WRD map from which the river mile was read. (optional)
- R. LASAR ID:** If the site has a previously assigned LASAR number from DEQ, that number should be entered here.
- S. STATION ID:** If a LASAR number has not been assigned to the site, the station identification number should be assigned by the organization collecting the data. This code must be unique for each sampling site and identical each time data is reported. *Example:* LWBC BEAR001 or 402728 2001.
- T. DATE of Collection:** The date the sample was taken in MM/DD/YYYY format.
Example: 05/31/1998.
- U. TIME of Collection:** Use the 24 hour clock and HH:MM format. *Example:* 14:35 to designate 2:35 p.m.
- V. TEMP FIELD SAMPLE RESULT:** The temperature value of the water sample reported to the nearest tenth digit. *Example:* 17.5.
- W. UNITS:** The units of the temperature data point. *Example:* °C or °F.
- X. DUPLICATES:** Temperature measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- Y. EQUIPMENT USED:** The manufacturer and model of the thermometer used.

- Z. pH:** The pH value of the water sample to the nearest 0.1 pH unit.
- AA. DUPLICATES:** pH measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AB. EQUIPMENT USED:** The manufacturer and model of the pH probe used.
- AC. DIS OXYGEN FIELD SAMPLE RESULT:** The dissolved oxygen value of the water sample in milligrams per liter (mg/L) to 0.1 mg/L.
- AD. DUPLICATES:** Dissolved oxygen measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AE. EQUIPMENT USED:** The manufacturer and model of the dissolved oxygen probe used or the methodology used (e.g Winkler titration).
- AF. SPEC. COND FIELD SAMPLE RESULT:** The specific conductance (conductivity temperature-corrected to 25 * C) of the water sample, recorded to two significant figures.
- AG. DUPLICATES:** Specific conductance measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AH. EQUIPMENT USED:** Manufacturer and model of the specific conductance meter used.
- AI. TURBIDITY:** The turbidity value of the water sample recorded in whole numbers for values less than 10 ntu, and to two significant figures for values greater than 10 ntu.
- AJ. DUPLICATES:** Turbidity measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AK. EQUIPMENT USED:** The manufacturer and model of the turbidity meter used.
- AL. SALINITY:** The salinity value of a seawater-influenced sample (measured as part per thousand, ppt).
- AM. DUPLICATES:** Duplicate quality assurance salinity measurements will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AN. EQUIPMENT USED:** The manufacturer of the salinity meter.

- AO. E. COLI:** The estimated concentration (organisms/100 mL) of *E. coli* organisms in the sample.
- AP. DUPLICATES:** E. Coli measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AQ. METHOD OF ANALYSIS:** The method of analysis as documented in the sample project's Quality Assurance Project Plan. If method used is not an EPA or DEQ approved, or Standard Method, documentation must be supplied in electronic format. Examples include Colilert[®]Quantitray[™] 2000 system or Standard Methods 9213 D.
- AR. FECAL COLIFORM:** The estimated concentration (organisms/100 mL) of fecal coliform organisms in the sample.
- AS. DUPLICATES:** Fecal coliform measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AT. METHOD OF ANALYSIS:** The method of analysis as documented in the sample project's Quality Assurance Project Plan. If method used is not an EPA or DEQ approved, or Standard Method, documentation must be supplied in electronic format.
- AU. OTHER PARAMETER:** Results for any other parameter collected in the field.
- AV. OTHER PARAMETER UNITS:** The units (i.e. mg/l, ug/L) for the parameter.
- AW. OTHER PARAMETER DUPLICATES:** Measurements of duplicate samples will be taken at a minimum of 10% of the total number of monitoring sites (1 duplicate for every 10 sites).
- AX. OTHER PARAMETER METHOD OF ANALYSIS:** : The method of analysis as documented in the sample project's Quality Assurance Project Plan. If method used is not an EPA or DEQ approved, or Standard Method, documentation must be supplied in electronic format.
- AY. RESPONSIBLE PERSON(S):** The person(s) who collected the data, with contact information (full name and phone number).
- AZ. DATA REVIEW DATE:** The date that the data was reviewed to insure accuracy and completeness of all data points.
- BA. DATA REVIEW CONTACT:** Name and contact information for the data reviewer.

BB. LAB CONTACT: If samples were analyzed by a laboratory, provide contact information (full name and phone contact).

BC. QA/QC PROTOCOL FOLLOWED: Examples include "Water Quality Monitoring Technical Guidebook, The Oregon Plan for Salmon and Watersheds, July 1999", Student Watershed Research Project Protocols, DEQ approved Quality Assurance Project Plan or other plan.

BD. QA/QC PLAN AVAILABLE: If a QA/QC plan is on file with the organization please answer yes and provide contact information (full name and phone number). Otherwise, write "no" in the box.

BE. COMMENTS: Any comments if appropriate.