INSTRUCTIONS FOR COMPLETING THE MONITORING SITE SPREADSHEET

General Instructions:

- The blank worksheet can be found at: http://dnr.wi.gov/org/water/dwg/monitoring/index.htm
- If you have questions while completing the form or if you do not have Microsoft Excel, please contact Carol McCurry at Carol.McCurry@wi.gov or (608)267-2449.
- Please use Excel to complete the spreadsheet. Validation is used to help ensure that the data is formatted correctly for our database. This will, hopefully, allow us to accept the data without further work on your part. Therefore, please DO NOT copy and paste data, as the validation will not run properly.
- The workbook has 2 sheets. Both must be completed. Complete the tab called "Sites" first. Complete the tab called "Site Usage" second.
- Fill in every field that is applicable. The only columns that *may not* be applicable are the "Tier", "Max Residence", "EP/Source ID" and "Zone" columns. All others must be filled in.
- On the "Site Usage" tab, use a separate line for each type of monitoring, even if it is the same site being used for multiple purposes.
- After completing it, save the file as an Excel spreadsheet **(2003 version or earlier)** and e-mail it to: samples.drinkingwater@wi.gov for uploading into our database.

Instructions for "Sites" Tab:

This tab will list every monitoring site one time only, no matter how many different monitoring usages it has. Each record will be considered one site based on the unique combination of the "Point Address" and "Point Desc" fields. For example, if samples are collected from both the teacher's lounge and the first floor water fountain at a school, even though the street address is the same, those are individual monitoring sites and should be entered separately. Likewise, in the same example, even though the same water fountain may be used for both Bacti and Lead & Copper sampling, that is one site and should be listed just once on this sheet, since the address and description are the same.

PWS ID – Enter the 8-digit public water system's PWS ID.

PWS NAME – Enter the name of the public water system.

NAME AND PHONE NUMBER OF PERSON COMPLETING FORM – Enter the name and phone number of the person who is completing the form in case we have questions.

Check here if your water system has fewer than 5 sites available for monitoring water – If your system is small and there are not at least 5 sites where monitoring could occur (e.g., a park with just one handpump and 2 restrooms), place an "X" in the cell after this statement (cell D4).

Mon Point ID – Indicate a unique ID to reference this site. (A site is a unique combination of the "Point Address" and "Point Desc" fields. See examples in bold at the beginning of this instruction box.) Each ID can only appear once on this sheet. The ID can be a combination of letters and numbers no longer than 20 characters. The only 2 special characters that can be used are an underscore or a hyphen.

Point Address – Indicate the street address where the monitoring point exists. If there is not a street address (e.g., it is at a wellhouse), indicate just the street name. If the water system serves multiple civil divisions, please include the community name as part of the address. For example, a system serves both the communities of Adams and Friendship – the address should indicate which community it's in, such as "123 Main Street, Friendship".

Point Desc – List a description of the tap you will collect the sample from. For example, "well tap before treatment", "well tap after treatment", "hose bibb", "laundry tap", etc.

Zone (for Bacti samples only) – This field applies to systems who have multiple pressure zones. Enter a code which designates the zone that this monitoring point is in. The code can be a combination of letters and numbers no longer than 10 characters. The only 2 special characters that can be used are an underscore or a hyphen. For example, "A", "PZ-1", "PZ_2", etc. Under the upcoming groundwater rule, the number of triggered bacti samples can be reduced to points within the same zone rather than the entire distribution system. This field will be critical in determining where triggered monitoring must occur.

Instructions for “Site Usage” Tab:

This tab will list every site that you filled in on the “Sites” tab AT LEAST ONE TIME. For each different type of monitoring (e.g., Bacti, DBP, SOC, Rad, etc.) list EVERY possible monitoring point. That means the “Mon Point ID” may be used multiple times on this tab. Remember to include records for all sampling which may be required, such as raw water sampling, even though it may not occur on a routine basis.

PWS ID – Enter the 8-digit public water system’s PWS ID.

PWS NAME – Enter the name of the public water system.

Mon Point ID – Enter the unique ID you assigned to the monitoring point on the “Sites” tab. The ID can appear multiple times on this tab (once for each different type of monitoring), and must already exist on the “Sites” tab. An arrow will appear when you place your cursor in that column. Use the arrow to select from the list of sites you previously entered on the “Sites” tab. Note that the list may appear blank until you scroll up to find your selection.

Monitoring Site Usage – Enter the type of sampling to be done at that site. An arrow will appear when you place your cursor in that column. Use the arrow to select the correct usage from the list so that it is in the correct format.

Source – Enter the source of the water that will be sampled at that site. An arrow will appear when you place your cursor in that column. Use the arrow to select the correct source from the list so that it is in the correct format. The options are either “D” if the sample will be taken within the Distribution System, “E” if the sample will be taken at an Entry Point to the Distribution System (after the point any treatment is applied), or “W” if the sample will be taken from the Well (before the point where any treatment is applied).

Begin Date of Site Usage – Indicate the date this became a monitoring site. If it has been used for several years and you are unsure, enter 01/01/1960. If you know the year but are not sure of the exact date, use January 1 of that year. Enter dates in the format mm/dd/yyyy.

EP/Source ID (if applicable) - If this monitoring site matches an Entry Point/Source ID already assigned to a well/entry point for your system, indicate the Entry Point/Source ID it is located at. The ID will be a number between 1 and 999 and will not contain any letters. If the site is NOT at a well/entry point, but elsewhere within the distribution system, leave blank.

Tier (PbCu only) – If you selected “PBCU” in the Monitoring Site Usage column, you <u>must</u> indicate the Tier which this site qualifies for under the Lead & Copper monitoring rule. An arrow will appear when you place your cursor in that column. Use the arrow to select the correct tier from the list so that it is in the correct format. Leave blank if this record is not for a site used for Lead & Copper monitoring.

Max Residence? (DBP only) – If this site is being used for Disinfection/Disinfection Byproduct monitoring (i.e., you selected “DBP” in the Monitoring Site Usage column) and this site is representative of the maximum residence time in the system, use the drop-down arrow to select “DBP_MAX_RES_TIME”. If you selected “DBP” in the Monitoring Site Usage column and leave this column blank, the site will be assumed to be representative of at least the average residence time in the system, and representative of the entire system in regards to number of people served, different sources of water and different treatment methods. If you did NOT select “DBP” in the Monitoring Site Usage column, this cell must be blank.