

Surface Water Integrated Monitoring System (**SWIMS**),
 And the Surface Water Data Viewer (**SWDV**) Database
Basic User Guide for
Monitoring Stations and Lab Slips

April 2007 - Draft
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Introduction

The Surface Water Integrated Monitoring System (**SWIMS**) is a dynamic database which incorporates these water quality monitoring activities:

- Establish new monitoring stations or look up information and data on existing monitoring stations.
- Map precise locations of monitoring stations on a GIS hydro layer.
- Generate printed lab slips to accompany collected monitoring samples.
- Download monitoring data into a comprehensive statewide database system.
- Edit project information.
- Store related reports and photos.

The Surface Water Data Viewer database (**SWDV**) contains additional features related to monitoring station activities:

- Map the location of your monitoring station without logging in to the SWIMS system.
- Identify the latitude and longitude for your monitoring station.

This “Basic User Guide for Monitoring Stations and Lab Slips” explains how to use the features of the SWIMS and SWDV databases for monitoring station activities.

Monitoring Stations in SWIMS

SWIMS is a statewide database to store and access water quality data. Monitoring stations are identified in the database against the 1:24,000 scale hydro layer, which makes them available in maps to view, verify, and use in presentations, reports, and analyses. Appendix A shows the database relationships that create the connections between monitoring projects, stations, fieldwork events, collectors, and lab data.

The results from monitoring samples submitted to the State Lab of Hygiene with accompanying SWIMS generated lab slips are automatically linked to SWIMS monitoring station information such as:

- Project Name and Account Codes
- Collector Names and Fieldwork Events
- Waterbody Identification Codes (WBICs)
- Latitude and Longitude Location

SWIMS and the Fisheries Management Database

SWIMS monitoring stations are cross-referenced with the exact name and ID from the Fisheries Management Database so that you can search for monitoring station information in either database. SWIMS screens linked to the Fisheries Management Database include a “fish” icon link:

Link to FM	Station ID	Station Name	Fisheries Station ID	Fisheries Station Name	Station Type	WBIC	Off
	393005	MECAN RIVER - A CTH C EAST OF MONTELLO	6765	MECAN RIVER - A CTH C EAST OF MONTELLO	RIVER OR STREAM	155000ME	

Who to Contact for Help in Using the Databases

Jennifer Filbert, SWIMS Database Manager
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Lisa Helmuth, SWIMS Database Manager
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Laura Madsen, SWIMS Exchange Data Coordinator, Data Manager
Phone: 608-266-3906; Laura.Madsen@wisconsin.gov

Julia Riley, SWIMSO Outreach and Training
Phone: 608-264-9244; Julia.Riley@wisconsin.gov

Fisheries Staff should contact:

Joanna Griffin, Fisheries Database Manager
Phone: 608-264-8953; Joanna.Griffin@wisconsin.gov

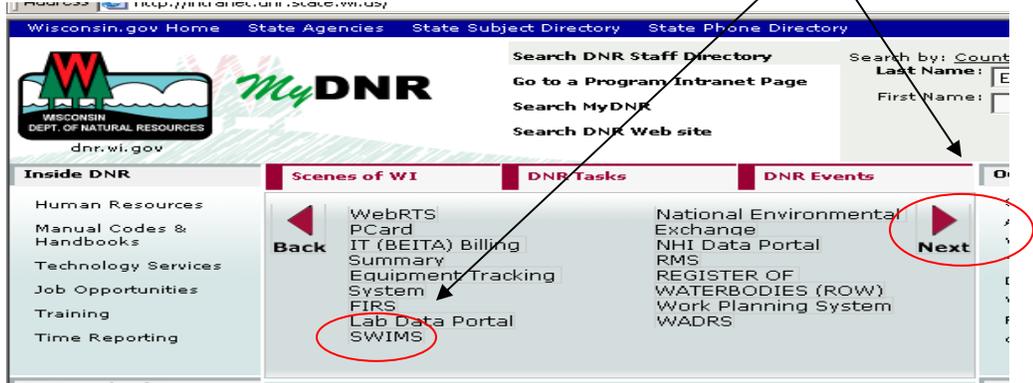
Ted Treska, Fisheries Database Support
Phone: 608-267-7659; Ted.Treska@wisconsin.gov

Pat Campfield, Fisheries Database Support
Phone: 608-266-6883; Patrick.Campfield@wisconsin.gov

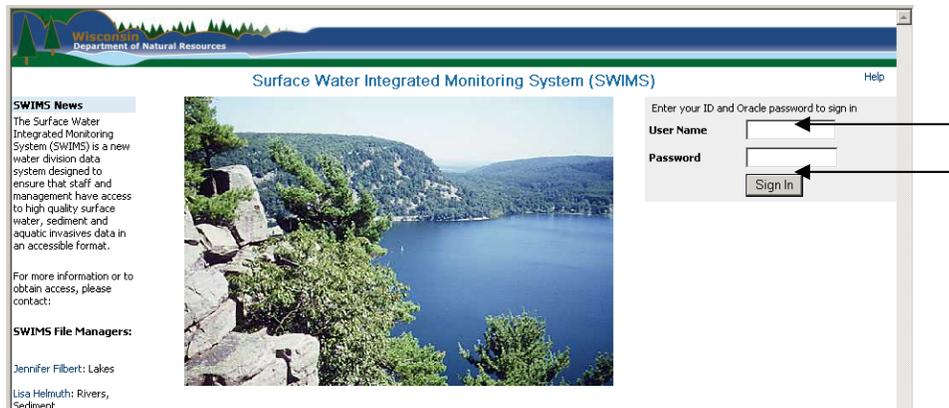
Using the Surface Water Integrated Monitoring System (SWIMS)

- **Access SWIMS**

Use Internet Explorer to access “My DNR.” Click on the “**DNR Tasks**” and then click on the “**Next**” arrow. Click on the “**SWIMS**” link to access the SWIMS database Sign In Page.



Enter your User Name and Oracle ID (the one you use for timesheets) and click the “**Sign In**” button.



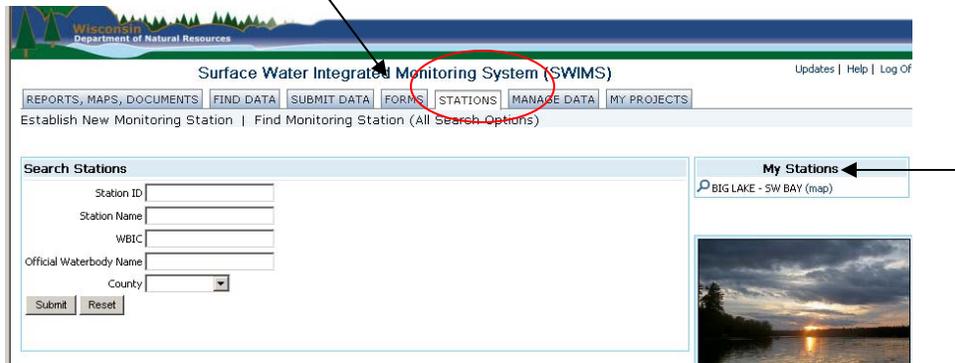
- **Find Your Monitoring Station in SWIMS**

- **Simple Searches**

Simple searches include searching by one or more of the following categories: SWIMS Station ID, SWIMS Station Name(s), WBIC – Waterbody Identification Code, Waterbody Name, and/ or County.

Step 1: Navigate to Stations

Click on the “**Stations**” tab.

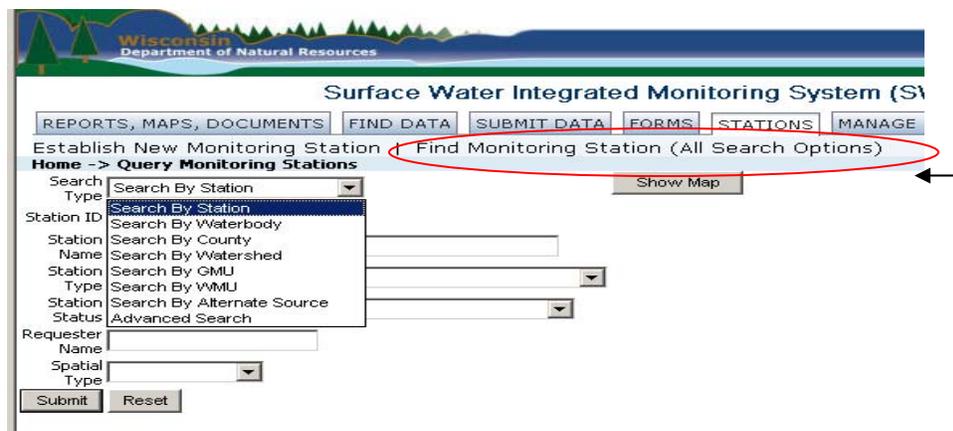


Step 2: Enter Information

Enter in a Station ID, Station Name, WBIC or Waterbody name and/or County and click “**Submit**”. Or select your station from the list under “**My Stations**.”

- **All Search Option**

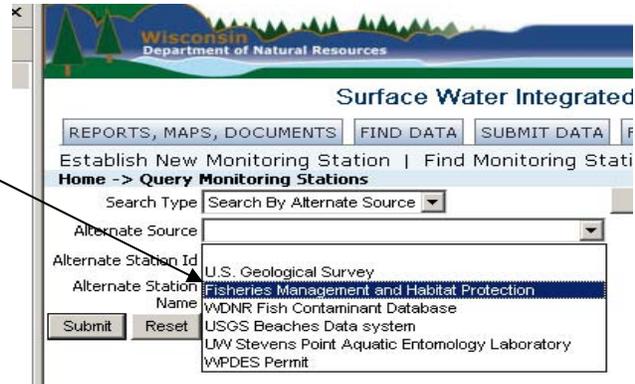
Click on the “**Find Monitoring Station (All Search Options)**” link. Click the arrow on the “**Search Type**” box for the drop-down menu. Select the type of search by: Station, Waterbody, County, Watershed, GMU, WMU, Alternate Source, or Advanced Search. Enter search information. *TIP: Find Great Lakes by Station Name. WBIC and other location information are not always available for Great Lakes stations.*



- **Alternate Source Options - Fish Monitoring Stations**

The “**Search by Alternate Source**” searches for monitoring stations in these other databases: U. S. Geological Survey, Fisheries Management, WDNR Fish Contaminant Database, USGS Beaches Data System, UW Stevens Point Aquatic Entomology Laboratory, and WPDES Permit.

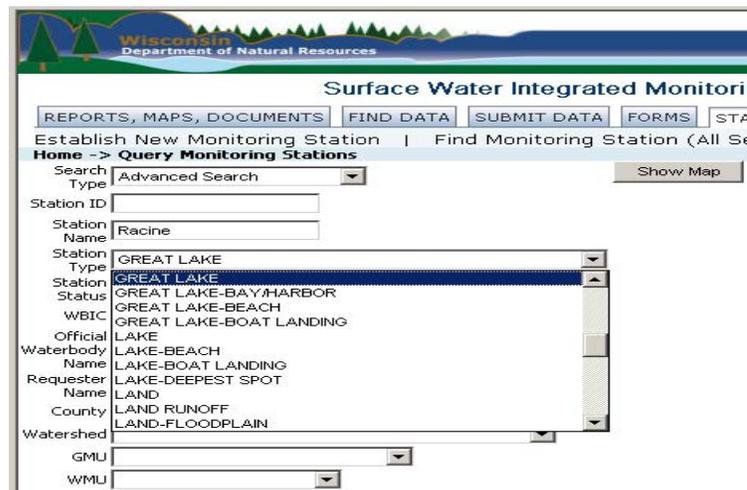
Search “**Alternate Source**” for Fish Monitoring Stations: Select the “**Fisheries Management and Habitat Protection**” option to find Fish Monitoring Stations. Type in the Alternate Station ID number of Alternate Station Name to refine your search.



- **Advanced Search Option**

Use the “**Advanced Search**”, to search by different databases, a variety of criteria, or other variables such as “**Station Type**” or “**Status**” (Active, Useable). You can use this option to create a list of monitoring stations that meet the specific search criteria you enter. Click on the “**Submit**” button once you have entered your search information.

In this example, Racine was typed in the “**Station Name**” and “**Great Lake**” was selected from the “**Station Type**” drop-down arrow list.



The Racine/Great Lake search produced this list of monitoring stations meeting the search criteria.

Link to FM	Station ID	Station Name	Fisheries Station ID	Fisheries Station Name	Station Type	WBIC	Official Waterbody Name	Station Status	Replaced Stations?	Replaced By
	523125	RACINE HARBOR - 25' OFF BEND IN N BREAKWALL	NA	NA	GREAT LAKE 20	LAKE MICHIGAN	Active, usable	No		
	523167	LAKE MICHIGAN - RACINE HARBOR	NA	NA	GREAT LAKE NA		Active, usable	No		
	523164	LAKE MICHIGAN - RACINE 10M T3/T4	NA	NA	GREAT LAKE NA		Active, usable	No		
	523163	LAKE MICHIGAN - RACINE SHALLOW T3/T4	NA	NA	GREAT LAKE 20	LAKE MICHIGAN	Active, usable	No		
	523141	RACINE HARBOR - 100' UPSTR OF 2ND BRIDGE BELOW 5TH ST YACHT CLUB	NA	NA	GREAT LAKE 2900	ROOT RIVER	Active, usable	No		
	523140	RACINE HARBOR - AT 5TH STREET YACHT CLUB LAUNCH	NA	NA	GREAT LAKE 2900	ROOT RIVER	Active, usable	No		
	523139	RACINE HARBOR - ROOT RIVER ESTUARY @ 5TH ST. YACHT CLUB	NA	NA	GREAT LAKE 2900	ROOT RIVER	Active, usable	No		

- **Verify SWIMS Monitoring Station Location**

Step 1: Search for a Monitoring Station

Search for a monitoring station using one of the search methods described above in the section: “Find Your Monitoring Station in SWIMS”.

Step 2: Select a Monitoring Station

The Search function returns you to a set of search results (stations) in the browse screen that matches your query. In this example, a station was searched by Waterbody Name: Mecan River. A list of monitoring stations matching this variable was returned. To view station details, including a map of the site, click on the magnifying glass icon. You can also use stations that do not currently have cross-referenced fisheries station information. When you use a specific SWIMS station for your fisheries work, this data is automatically updated. For example, if you use a SWIMS station with no alternate fisheries information, a cross link (as shown above) is automatically created by the process of your backfilling the station into your Fisheries Form.

Link to FM	Station ID	Station Name	Fisheries Station ID	Fisheries Station Name	Station Type	WBIC	Official Waterbody Name	Station Status	Replaced Stations?	Replaced By
	393005	MECAN RIVER - A CTH C EAST OF MONTELLO	6765	MECAN RIVER - A CTH C EAST OF MONTELLO	RIVER OR STREAM	155000	MECAN RIVER	Active, usable	No	

Step 3: Review Monitoring Station Information

The magnifying glass icon opens this screen for the detailed information on the selected monitoring station. Click on the **“Show Map”** link to view a map of the monitoring station. *NOTE: The latitude and longitude and other geographic data for the station are displayed. The WBIC code and Watershed Code are also identified.*

Surface Water Integrated Monitoring System (SWIMS)

REPORTS, MAPS, DOCUMENTS | FIND DATA | SUBMIT DATA | FORMS | STATIONS | MANAGE DATA | MY PROJECTS

Establish New Monitoring Station | Find Monitoring Station (All Search Options)

Home -> View Monitoring Station

Station ID	393005	Waterbodies	WBIC	155000	Official WaterBody Name	MECAN RIVER
Station Name	MECAN RIVER - A CTH C EAST OF MONTELLO	Watersheds	Watershed Code	UF09	Watershed Name	Mecan River
wbic	155000	Geographic Management Units	GMU Code	UF	GMU Name	Upper Fox
Official WaterBody Name	MECAN RIVER	Water Management Units	WMU Code	UF	WMU Name	Upper Fox
Station Type	RIVER OR STREAM	Hydrologic Unit Codes	HUC Code	04030201	HUC Name	
Station Status	Active, usable	Counties	County Code	39	County Name	Marquette
Requester Name		Regions	Region Code	NE	Region Name	Northeast Region
Request Date	03/11/2004					
Reviewer Name						
Monitoring Station Comments						
Storet Org Code	21WIS					
Report to EPA	Y					
Latitude	43.815056					
Longitude	-89.2054					
WTM Easting	583904.25					
WTM Northing	371638.47					
Spatial Type	POINT					
PLSS from eLT	415110422					
Watershed from eLT	UF09					
GMU from eLT	UF					
WMU from eLT	UF					
County from eLT	39					
Region from eLT	NE					
HUC from eLT	04030201					
Last Updated	2006-02-10					
Last Updated By	GIS INTERSECTION					

Back | Station Location | Station Details | Field Work Event | Projects | **Show Map**

Step 4: Review Monitoring Station Location Map

The map shows the monitoring station location in red:

Surface Water Integrated Monitoring System (SWIMS)

REPORTS, MAPS, DOCUMENTS | FIND DATA | SUBMIT DATA | FORMS | STATIONS | MANAGE DATA | MY PROJECTS

Establish New Monitoring Station | Find Monitoring Station (All Search Options)

Home -> View Monitoring Station

Station ID	393005
Station Name	MECAN RIVER - A CTH C EAST OF MONTELLO
wbic	155000
Official WaterBody Name	MECAN RIVER
Station Type	RIVER OR STREAM
Station Status	Active, usable
Requester Name	
Request Date	03/11/2004
Reviewer Name	
Monitoring Station Comments	
Storet Org Code	21WIS
Report to EPA	Y
Latitude	43.815056
Longitude	-89.2054
WTM Easting	583904.25
WTM Northing	371638.47
Spatial Type	POINT
PLSS from eLT	415110422
Watershed from eLT	UF09
GMU from eLT	UF
WMU from eLT	UF
County from eLT	39
Region from eLT	NE
HUC from eLT	04030201
Last Updated	2006-02-10
Last Updated By	GIS INTERSECTION

Back | Station Location | Station Details | Field Work Event | Projects | Download

- **Cross-Referencing the Fisheries Management Database**

Click on “**Station Details**” to see if there is a cross-referenced Fisheries Station. In this example, Mecan River at CTH C East of Montello, the SWIMS Station ID is 393005 and the Fisheries Management Station ID is 6765.

Wisconsin Department of Natural Resources
Surface Water Integrated Monitoring System (SWIMS) Updates | Help | Log Off

REPORTS, MAPS, DOCUMENTS | FIND DATA | SUBMIT DATA | FORMS | STATIONS | MANAGE DATA | MY PROJECTS

Establish New Monitoring Station | Find Monitoring Station (All Search Options)

Home -> View Monitoring Station
Station ID 393005

Station Name: MECAN RIVER - A CTH C EAST OF MONTELLO

Station ID: 393005

Station Name: MONTELLO

wbic: 155000

Official Waterbody Name: MECAN RIVER

Station Type: RIVER OR STREAM

Station Status: Active, usable

Requester Name: [Redacted]

Request Date: 03/11/2004

Reviewer Name: [Redacted]

Monitoring Station Comments: [Redacted]

Storet Org Code: 21WIS

Report to EPA: Y

Latitude: 43.815056

Longitude: -89.2054

WTM Easting: 583904.25

WTM Northing: 371638.47

Spatial Type: POINT

PLSS from eLT: 415110422

Watershed from eLT: UF09

GRU from eLT: UF

WPU from eLT: UF

County from eLT: 39

Region from eLT: NE

HUC from eLT: 04030201

Last Updated: 2006-02-10

Last Updated By: GIS INTERSECTION

Back | Station Location | **Station Details** | Field Work Event | Projects | Enable Edit

Alternate Station Identifiers			
Alternate Station ID	Alternate Station Name	Source	Comments
6765	MECAN RIVER - A CTH C EAST OF MONTELLO	Fisheries Management and Habitat Protection	...

Replaced Monitoring Station Details		
Replaced Station ID	Replaced Station Name	Comments

Replaced By Monitoring Station Details		
Replaced By Station ID	Replaced By Station Name	Comments

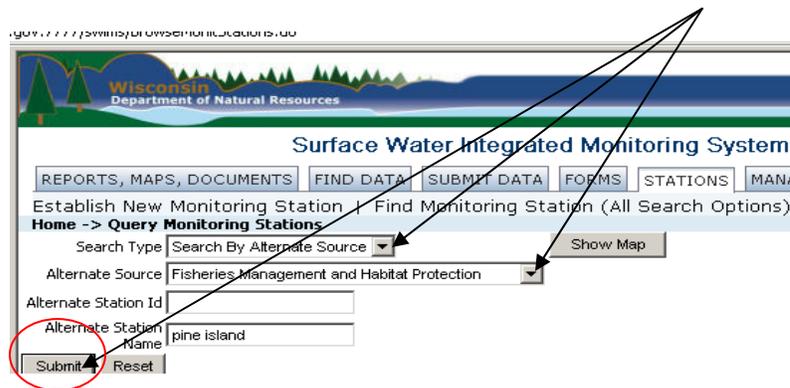
Quality Assurance Comments
Associated QA Text Old latitude and longitude: 43.815167, -89.205333, old wbic: (none). Original source, old waterbody name and site name: Spreadsheets/Access, MECAN R, A CTH C EAST OF MONTELLO

- **Use SWIMS Stations in Fisheries Forms**

SWIMS and the Fisheries Management Database are linked to allow users access from one database to the other. Follow these steps to find and use stations in SWIMS for Fish forms.

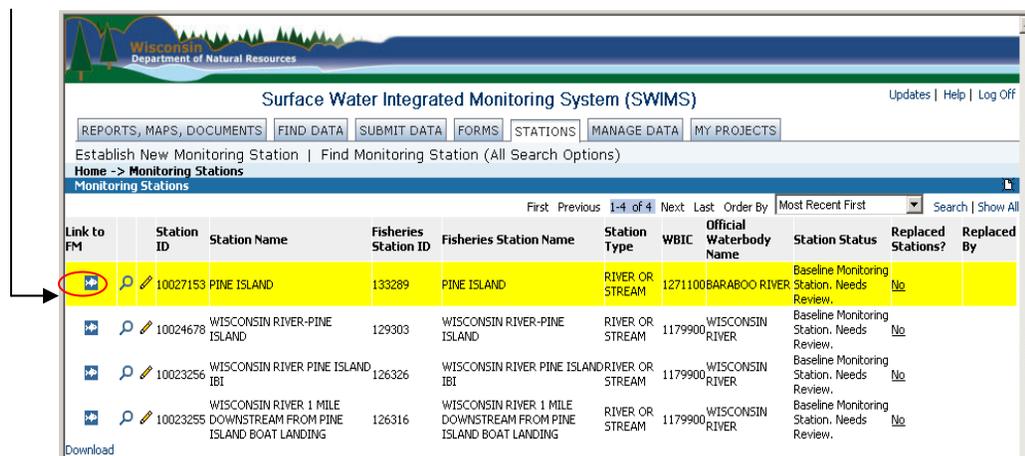
Step 1: Find Your Station

Click on the “**Search Type**” drop-down arrow and select the “**Search by Alternate Source**” option. Select the “**Fisheries Management and Habitat Protection**” option. *NOTE: If you click on the “**Fisheries Management and Habitat Protection**” option without additional information, all 12,000 stations in SWIMS with a cross-reference fisheries identifier will be returned. Type in the alternate station name or alternate station identification number to narrow your search.* Click on the “**Submit**” button.



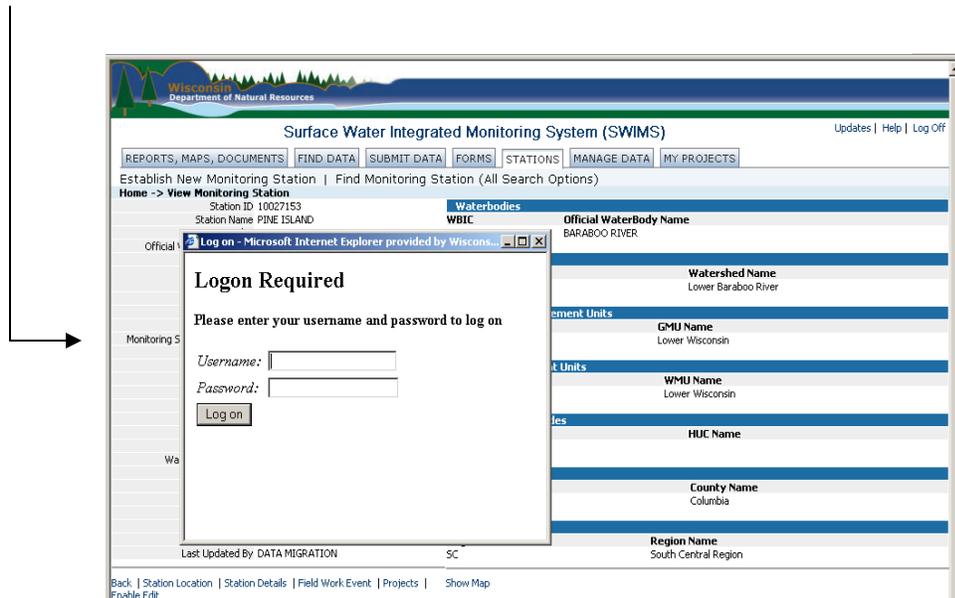
Step 2: Select Your Station

A set of stations is returned that match the alternate station name of Pine Island. The Fisheries Station ID, SWIMS Station ID, and WBIC are listed. Locate your desired station and click on the Fish symbol icon located in the left-hand column of your SWIMS monitoring Station query to backfill that station’s information into the Fish Form.



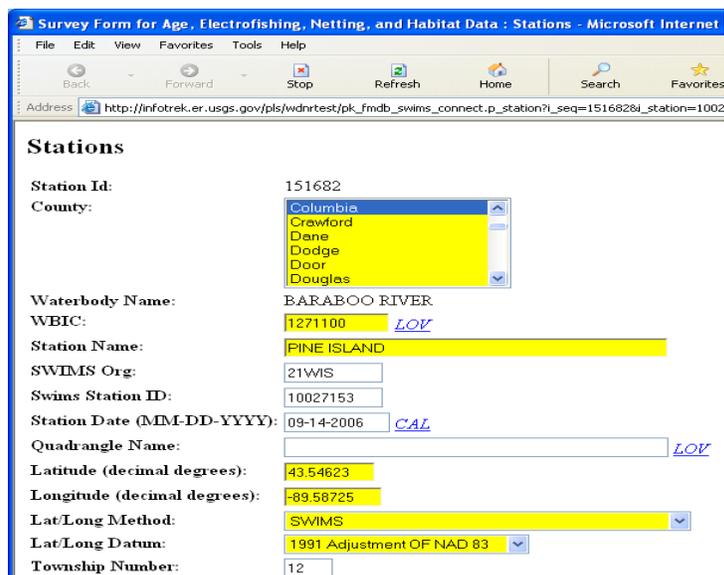
Step 3: Log into the Fisheries Management Database System

Type in your username and password in the “**Logon Required**” screen to access the Fish Management Database.



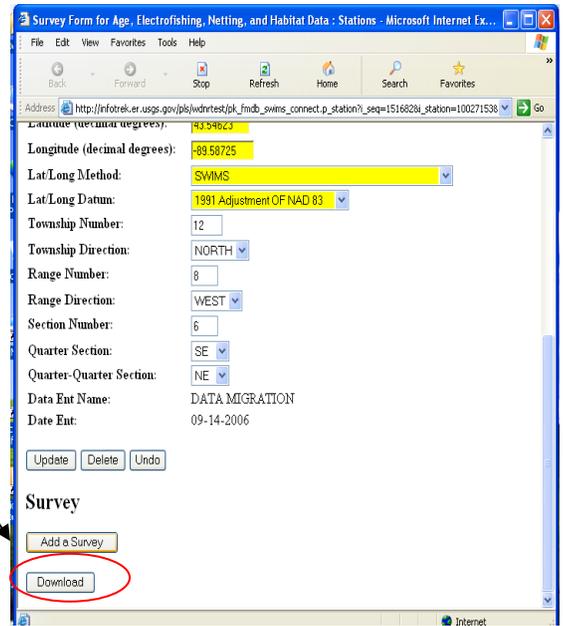
Step 4: View Your Backfilled Station Data:

When you enter monitoring station information or select a station, the information is backfilled into the Fisheries Management Database.

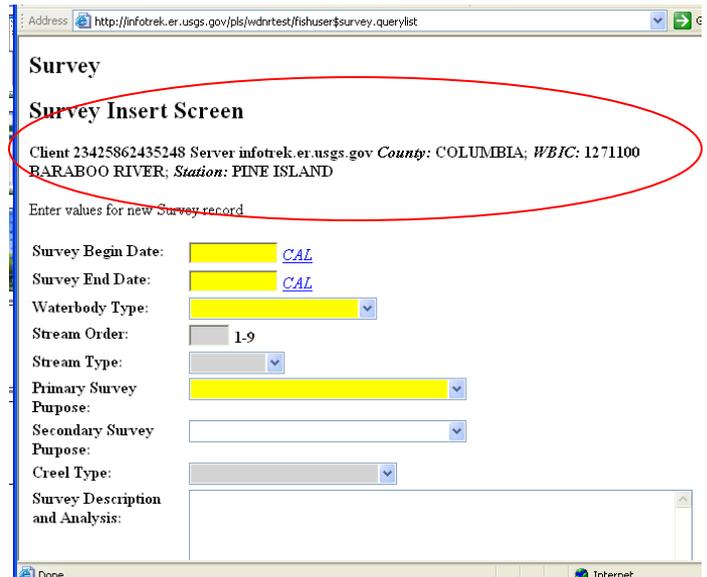


Step 5: Select Survey:

To add survey information, scroll to the bottom of the “**Stations**” screen and click on the “**Add a Survey**” button in the Fisheries Management Database system.



This example shows the survey form with the Pine Island monitoring station location.



- **Establish a New Monitoring Station with the eLT**

If you are establishing a new monitoring station for a **new project**, contact a file manager (see page 4) to add your new project information to the SWIMS database. Appendix A shows the database relationships that create the connections between monitoring projects, stations, fieldwork events, collectors and lab data.

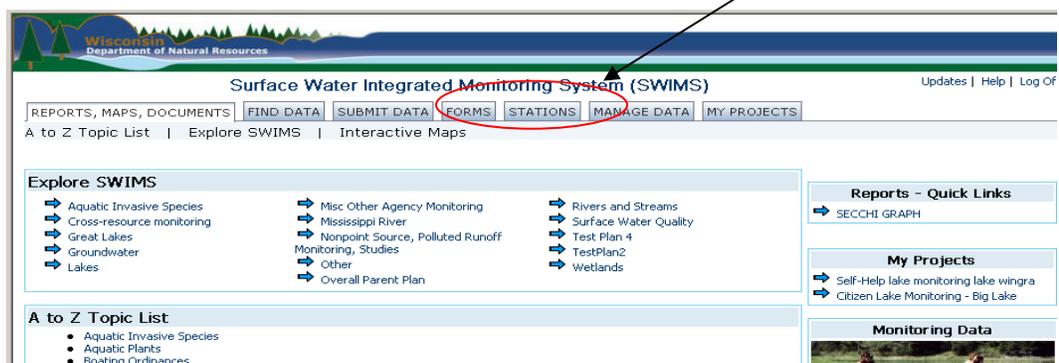
DNR Staff are strongly encouraged to use SWIMS or the SWDV to investigate if an existing station is available to use before establishing a new monitoring station location in the SWIMS database. Use the procedures described in the sections: “Verify SWIMS Monitoring Station Location” or “Using the Surface Water Data Viewer – Look Up Monitoring Stations”, to identify if an existing station is available to use as a location for your monitoring.

Establishing a new station in SWIMS requires that you have a GIS tool on your computer(the embedded locator tool (eLT). This mapping tool allows you to put a “dot” on the map where you monitored. Directions on how to use this tool are outlined below. DNR staff will be provided the eLT edit role to create monitoring stations at the point of data entry. Hands-on-training is highly recommended prior to use of the eLT to create new monitoring stations.

Latitude and longitude values must be entered into the eLT tool to establish a new monitoring station. See the directions in the section: “Using the Surface Water Data Viewer – Look Up Latitude/Longitude to Establish a New Station”, on how to obtain lat/long values.

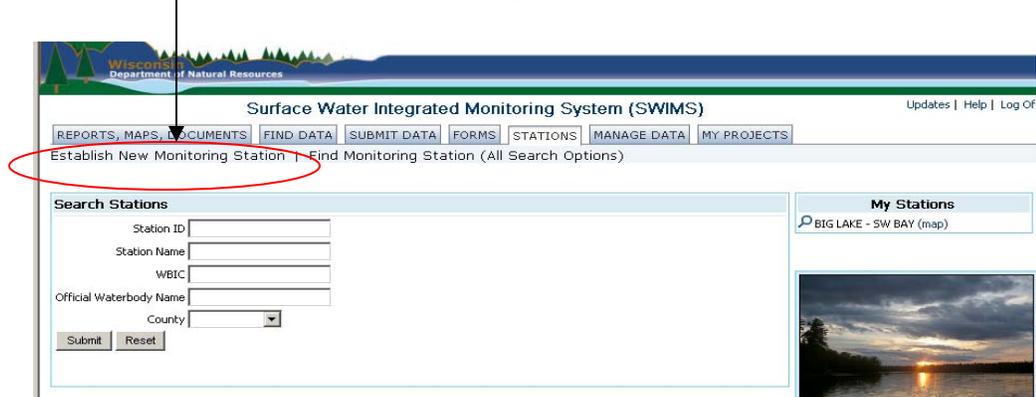
Step 1: Navigate to the Stations Pages

Click on the “**Stations**” tab on the SWIMS Home Page.



Step 2: Open “Establish New Monitoring Station” Screen

Click on the “**Establish New Monitoring Station**” link.



Step 3: Fill in Requested Information, Including Location (lat/long values)

Type in the information below in the “**Enter New Monitoring Station**” screen.

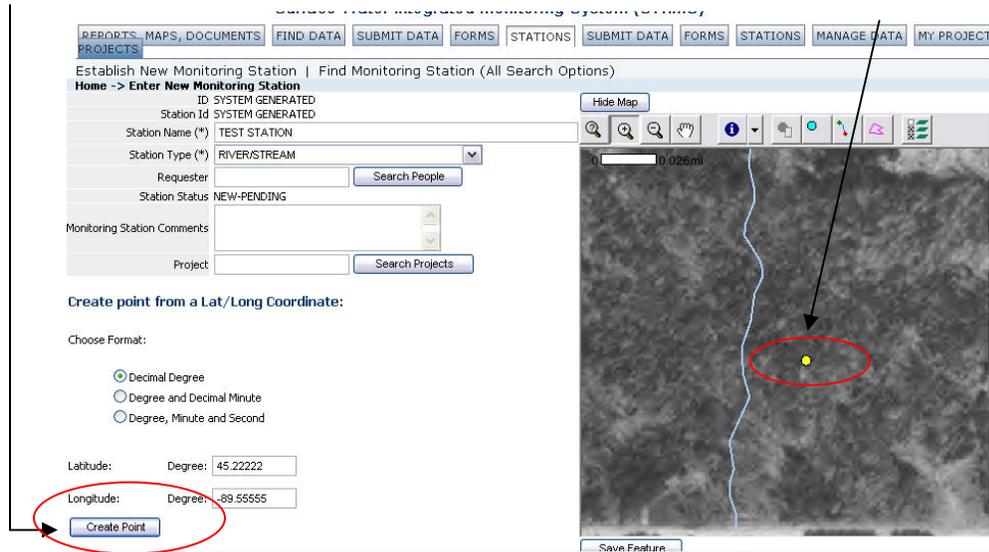
Your user name will automatically be inserted in the “**Requester**” field.

- Waterbody Name – Landmarks (i.e., Pine River At HWY B).
- Station Type (River, Lake, Flowage, Canal, etc.)
- Monitoring Station Comments: Note details regarding this station
- Project (Optional): This field will associate your station with a specific project to make searches and downloads faster and easier.
- Location data – Latitude/Longitude (see the instructions in the section: “Using the Surface Water Data Viewer – Look Up Latitude/Longitude to Establish a New Station”).

A screenshot of the 'Enter New Monitoring Station' form in the SWIMS system. The form includes fields for Station ID (SYSTEM GENERATED), Station Name (*), Station Type (*), Requester, Station Status (NEW-PENDING), Monitoring Station Comments, and Project. There are search buttons for 'Search People' and 'Search Projects'. Below the form is a section for 'Create point from a Lat/Long Coordinate:' with radio buttons for 'Decimal Degree', 'Degree and Decimal Minute', and 'Degree, Minute and Second'. There are also fields for 'Latitude:' and 'Longitude:' and a 'Create Point' button.

Step 4: Create Monitoring Station Location Point

Click on the “**Create Point**” button. A yellow dot marks the location of the new monitoring station. If the location is not correct, follow the editing instructions in the section: “Edit a Monitoring Station Location with the eLT.” In this example, the yellow dot is not located on the stream and needs editing to move it to the proper location. If the feature is connected properly to the hydro layer, click on the “**Save Feature**” button. If you do not get a map, see “Appendix B: Embedded Locator Tool (eLT) Troubleshooting Tips.”



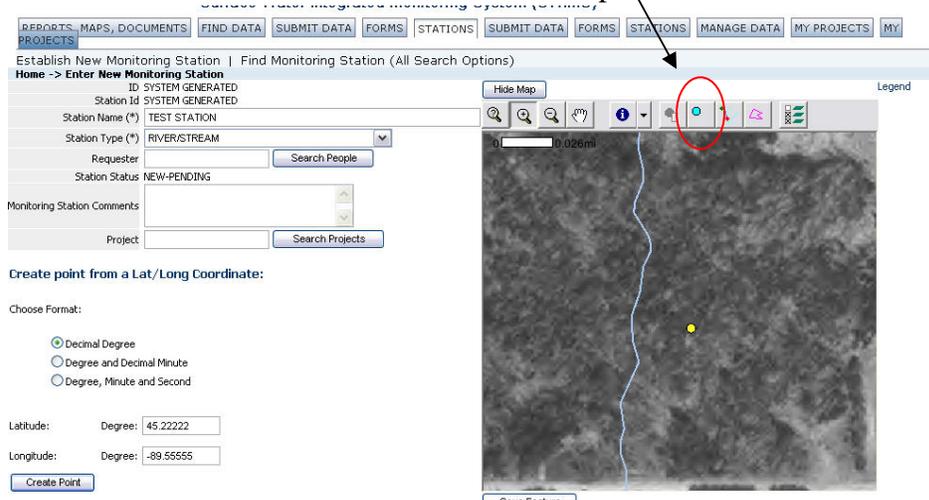
- **Edit a Monitoring Station Location with the eLT**

You may need to edit the monitoring station location if the station point you created did not connect to the hydro layer or there is no Waterbody Identification Code (WBIC) noted.

- **Connect Location to the Hydro Layer**

Step 1: Connect the Monitoring Station Location to the Hydro Layer

If the yellow dot is not the accurate location of the new monitoring station, click the blue dot on the tool bar above the map.



Step 2: Snap Location to Hydro Layer

Select the “**Digitize Point (snap to 24K Hydro)**” option. The WBIC information will be linked to the station. Then click on the “**Create Point**” button.

REPORTS MAPS DOCUMENTS FIND DATA SUBMIT DATA FORMS STATIONS SUBMIT DATA FORMS STATIONS MANAGE DATA MY PROJECTS MY PROJECTS

Establish New Monitoring Station | Find Monitoring Station (All Search Options)

Home -> Enter New Monitoring Station

ID SYSTEM GENERATED
Station Id SYSTEM GENERATED

Station Name (*) TEST STATION

Station Type (*) RIVER/STREAM

Requester Search People

Station Status NEW-PENDING

Monitoring Station Comments

Project Search Projects

Create point from a Lat/Long Coordinate:

Choose Format:

Decimal Degree
 Degree and Decimal Minute
 Degree, Minute and Second

Latitude: Degree: 45.22222

Longitude: Degree: -89.55555

Create Point

Points

Digitize Point (not on a 24K Hydro Waterbody) Close

Digitize Point (snap to 24K Hydro) Advanced...

Digitize Point and Reference to 24K Hydro Advanced...

Create Point

Save Feature

Step 3: Move Location

Click your cursor on the stream where you sampled (a purple dot will appear). The screen will then show a yellow dot where the purple dot was. Click on the “**Save Feature**” button. Wait a few minutes and the monitoring station information will be updated with the correct latitude and longitude values, county, WBIC, etc. Review the station information. If there is a “**NA**” in the “**wbic**” field, follow the steps below to connect the WBIC information to the location.

REPORTS MAPS DOCUMENTS FIND DATA SUBMIT DATA FORMS STATIONS SUBMIT DATA FORMS STATIONS MANAGE DATA MY PROJECTS MY PROJECTS

Establish New Monitoring Station | Find Monitoring Station (All Search Options)

Home -> Enter New Monitoring Station

ID SYSTEM GENERATED
Station Id SYSTEM GENERATED

Station Name (*) TEST STATION

Station Type (*) RIVER/STREAM

Requester Search People

Station Status NEW-PENDING

Monitoring Station Comments

Project Search Projects

Create point from a Lat/Long Coordinate:

Choose Format:

Decimal Degree
 Degree and Decimal Minute
 Degree, Minute and Second

Latitude: Degree: 45.22222

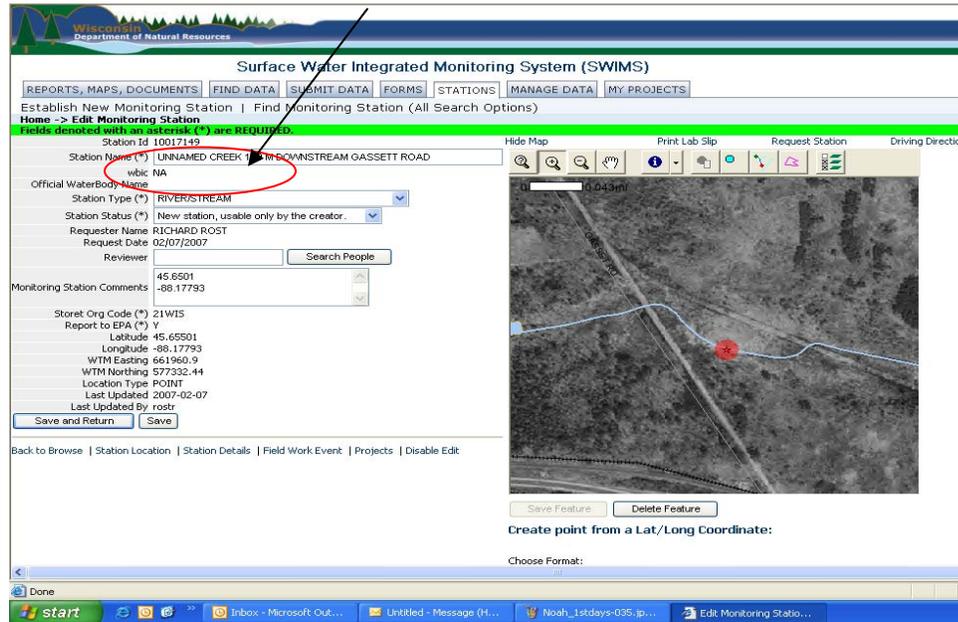
Longitude: Degree: -89.55555

Create Point

Save Feature

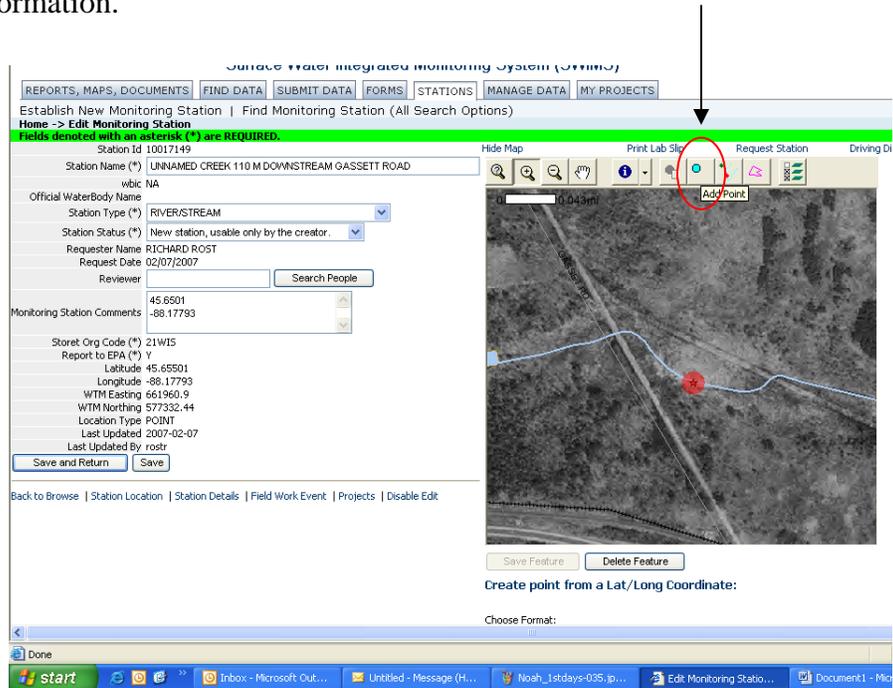
○ **Connect WBIC Information to the Location**

If there is no Waterbody Identification Code (WBIC) identified in the “**Enter New Monitoring Station**” screen after you create your monitoring point, you will need to follow these additional steps.



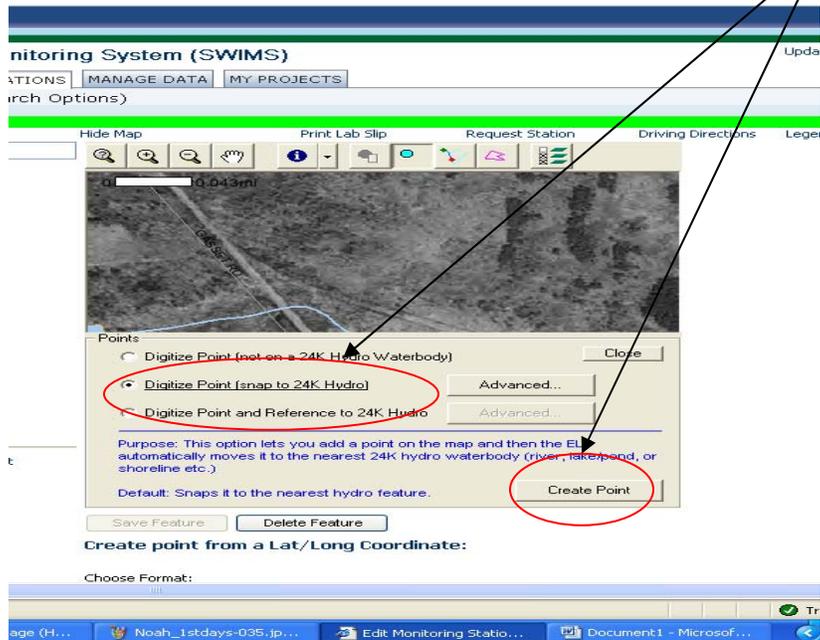
Step 1: Edit Station Info

Click on the blue point to edit your monitoring station location information.



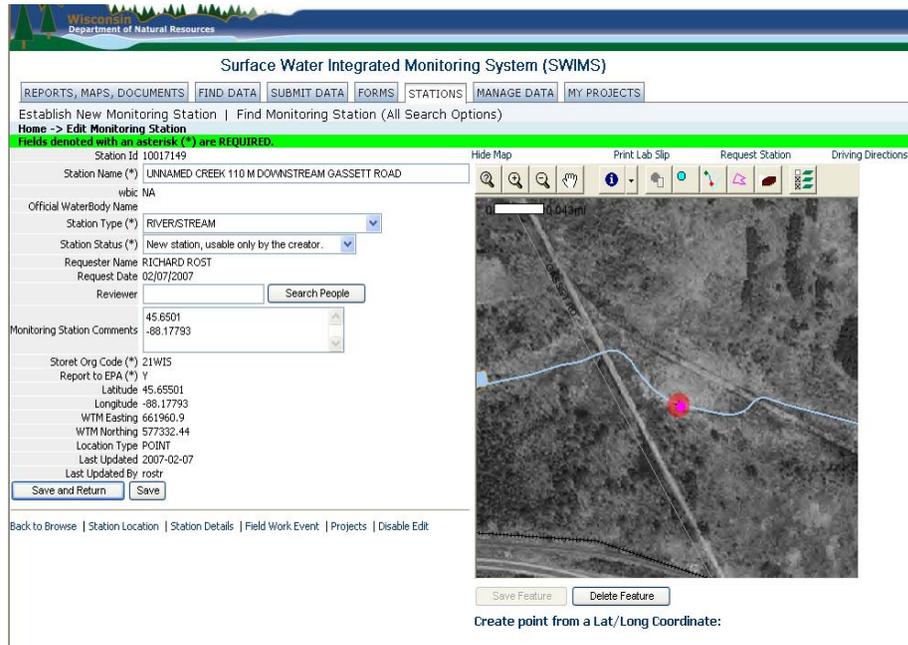
Step 2: Create Point

Select the “**Digitize Point (snap to 24K Hydro)**” option. Click the “**Create Point**” button. The directions will disappear and then you can “redigitize” your point.



Step 3: Re-Intersect Hydro Layer

Click on the existing monitoring station point to place a pink dot on top of it and re-intersect the hydro layer where the WBICs are stored. The spatial location point should connect with the waterbody data.



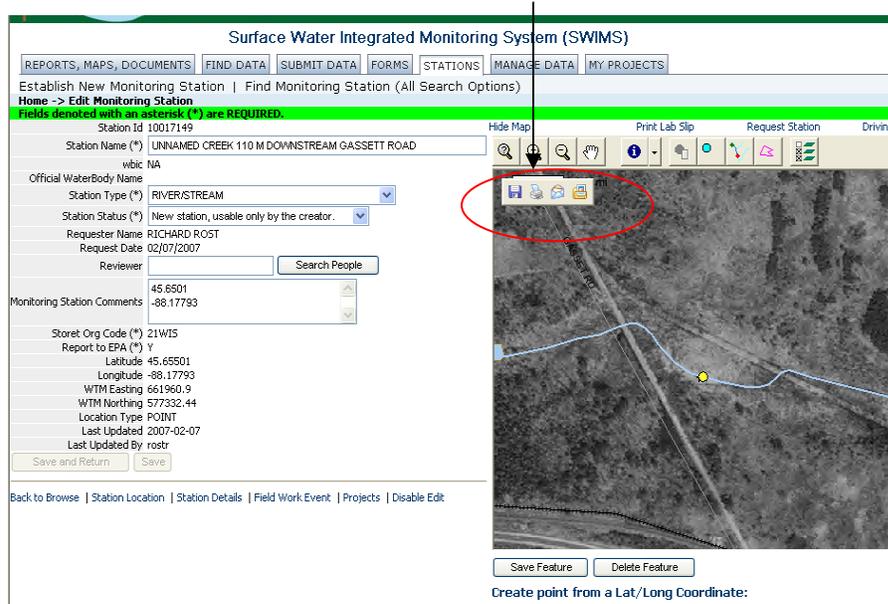
The screenshot shows the 'Surface Water Integrated Monitoring System (SWIMS)' interface. The left sidebar contains a form for editing a monitoring station with the following details:

- Station Id: 10017149
- Station Name (*): UNNAMED CREEK 110 M DOWNSTREAM GASSETT ROAD
- wbic: NA
- Official WaterBody Name: RIVER/STREAM
- Station Type (*): RIVER/STREAM
- Station Status (*): New station, usable only by the creator.
- Requester Name: RICHARD ROST
- Request Date: 02/07/2007
- Monitoring Station Comments: 45.6501, -88.17793
- Storet Org Code (*): 21W15
- Report to EPA (*): Y
- Latitude: 45.65501
- Longitude: -88.17793
- WTM Easting: 661960.9
- WTM Northing: 577332.44
- Location Type: POINT
- Last Updated: 2007-02-07
- Last Updated By: rostr

The map on the right shows an aerial view of a creek with a pink dot placed on the existing station point. Below the map are buttons for 'Save Feature' and 'Delete Feature'. A note at the bottom reads 'Create point from a Lat/Long Coordinate:'.

Step 4: Save Feature

Your “redigitized” monitoring station point should appear as a yellow dot. Click on the “**Save Feature**” button. Click on one of the tool bar icons in the upper left-hand corner of the map to save the map on your computer’s hard drive, email, or print the map.



This screenshot is similar to the previous one, but the station point on the map is now a yellow dot. A red circle highlights the 'Save Feature' button in the map toolbar. The form on the left is identical to the previous screenshot. The 'Save Feature' button is located at the bottom of the map area. A note at the bottom reads 'Create point from a Lat/Long Coordinate:'.

Step 5: Verify WBIC

The page now shows the WBIC information.

Station Id	1001749
Station Name (*)	UNNAMED CREEK 110 M DOWNSTREAM GASSETT ROAD
wbic	620200
Official Waterbody Name	UNNAMED
Station Type (*)	RIVER/STREAM
Station Status (*)	New station, usable only by the creator.
Requester Name	RICHARD ROST
Request Date	02/07/2007

- **Use the Lab Slip Generator**

The Lab Slip Generator feature of SWIMS creates pre-printed forms to accompany monitoring samples submitted for analyses to the Wisconsin State Laboratory of Hygiene. The pre-printed forms identify the project name, collectors, lab account code, monitoring station id, and other important information. Features of the Lab Slip Generator include:

- Links sample data to monitoring stations with GIS location identifiers
- Automatic charge back of laboratory services to lab account codes
- Automatic entry of data results from the State Laboratory of Hygiene into the SWIMS data system
- Tracks fieldwork events at project monitoring stations

- **Select a Form**

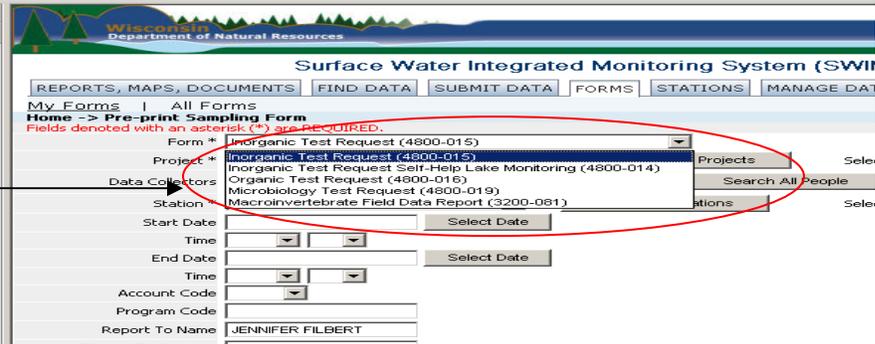
Step 1: Choose the Lab Slip Link

Click on the “Forms” tab, then the “Generate a Lab Slip” link.

Form Name	Description
GENERATE A LAB SLIP	Inorganic, Organic, etc.
SECCHI ONLY FORM	Form 3200-99

Step 2: Select a Form

Click on the “**Form***” drop-down arrow, and select the form you wish to use.



The screenshot shows the SWIMS web interface. At the top, there is a navigation bar with tabs for 'REPORTS, MAPS, DOCUMENTS', 'FIND DATA', 'SUBMIT DATA', 'FORMS', 'STATIONS', and 'MANAGE DATA'. Below this, there is a 'My Forms' section with a 'Pre-print Sampling Form' selected. A red circle highlights the 'Form *' dropdown menu, which is open and shows a list of forms. The forms listed are: 'Inorganic Test Request (4800-015)', 'Inorganic Test Request Self-Help Lake Monitoring (4800-014)', 'Organic Test Request (4800-016)', 'Microbiology Test Request (4800-019)', and 'Macroinvertebrate Field Data Report (3200-081)'. Below the dropdown menu, there are fields for 'Project *', 'Station *', 'Start Date', 'End Date', 'Account Code', 'Program Code', and 'Report To Name' (JENNIFER FILBERT). There are also buttons for 'Select Date' and 'Search All People'.

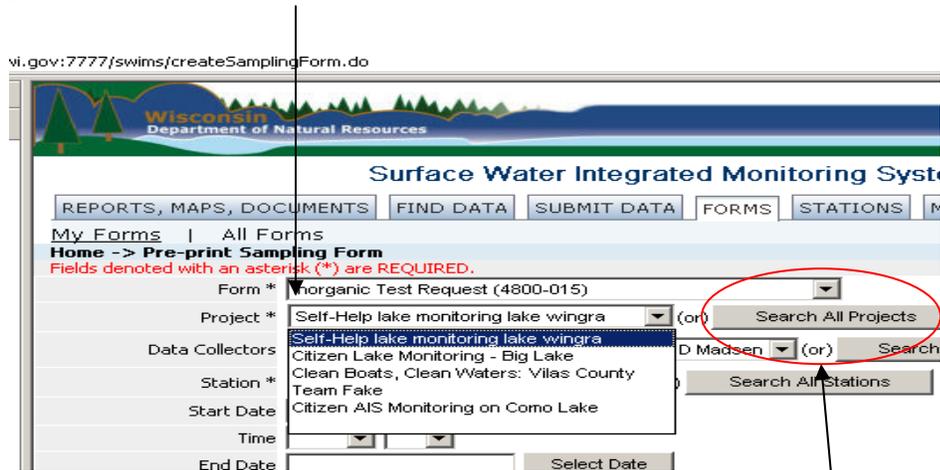
○ Select a Project

Matching the correct project name to your lab sample is a very important step in the Lab Slip Generation process. Your lab data will eventually be stored in the SWIMS database under this project name. Project names may be listed generally as “parent” projects, such as regional projects, with subgroup “child” projects, such as more locally-named projects. Lab data should be linked to subgroup “child” projects whenever possible because it gives the most specific description of why the data was collected.

NOTE: If you want to create a lab slip for a new project, contact a file manager (see page 4) to set up your project information in SWIMS. Appendix A shows the database relationships that create the connections between monitoring projects, stations, fieldwork events, collectors, and lab data.

Step 1: Select a Project

Click on the “**Project***” drop-down arrow. Projects in the SWIMS database that identify you as a collector are listed. Click on the project that corresponds to the most specific location of the monitoring samples you’ve collected. If you do not see your project listed, you can search for your project (see Step 2 below).

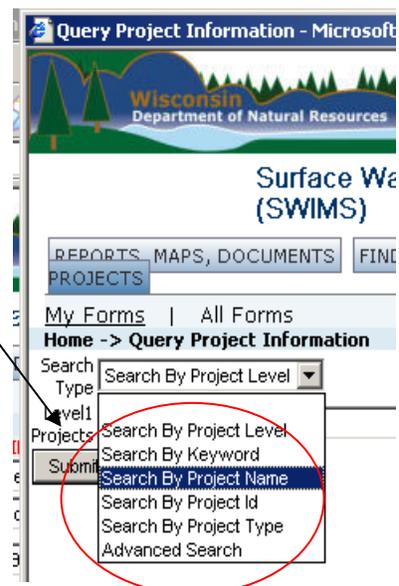


Step 2: Search for a Project

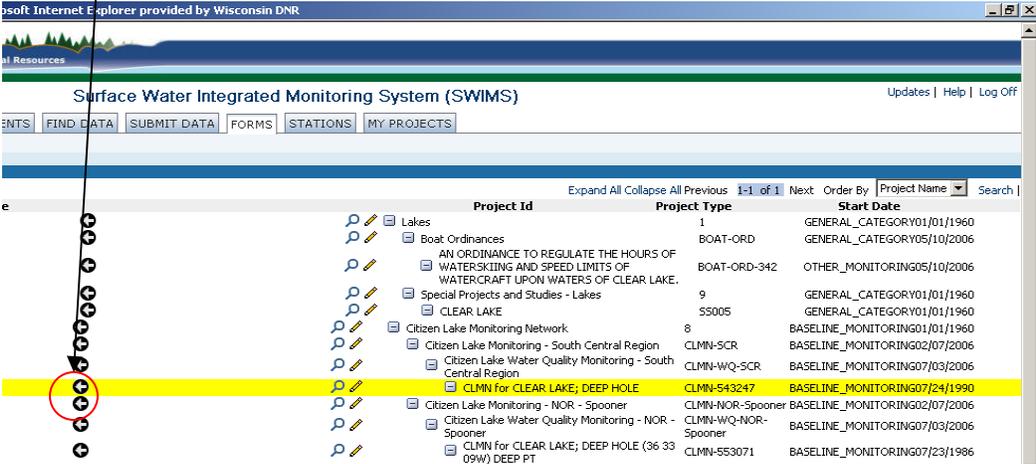
If you do not see your project in the “**Project***” drop-down arrow list, click on the “**Search All Projects**” button.

Step 3: Choose Your Query Search Type

Click on a search category and type in the requested information. Click on the “**Submit**” button.

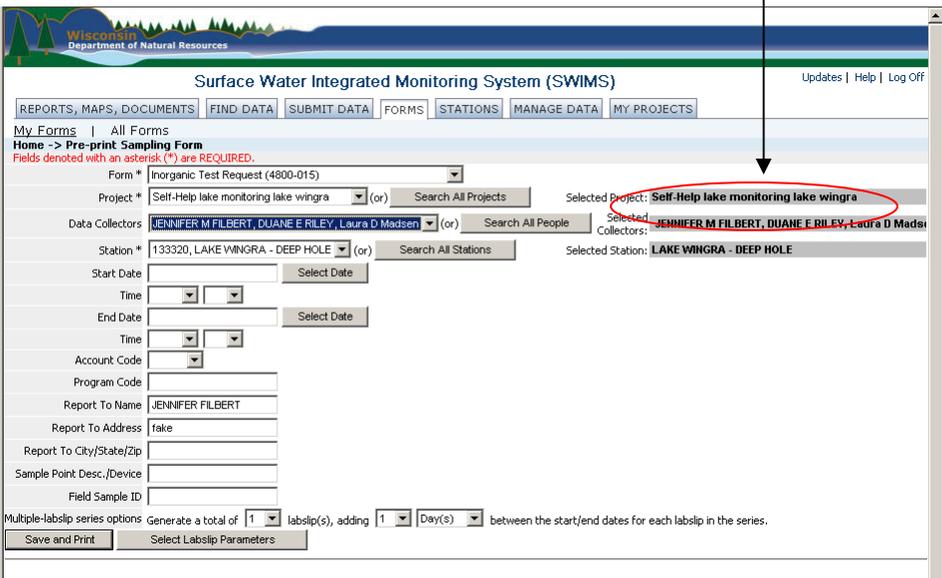


In this example, Clear Lake was entered as the project name. Scroll down the listing and select the subgroup project name. Use the black “back arrow” icon to select and return.



Step 4: Verify Project Name

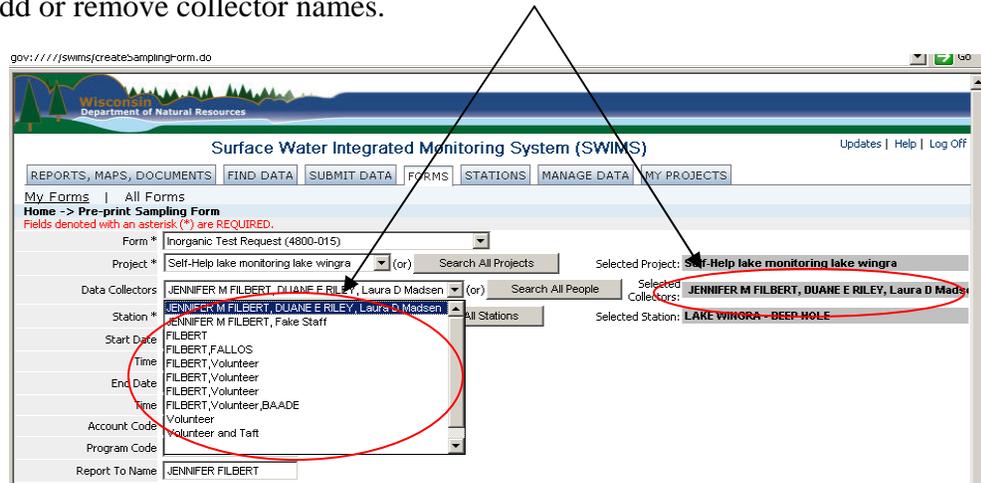
Verify that the correct project has been selected that matches the waterbody associated with your monitoring samples. The project name is listed in the right-hand column. If your project is not listed, contact a file manager (see page 4) to have your project entered into the SWIMS database.



- **Select the Sample Data Collectors**

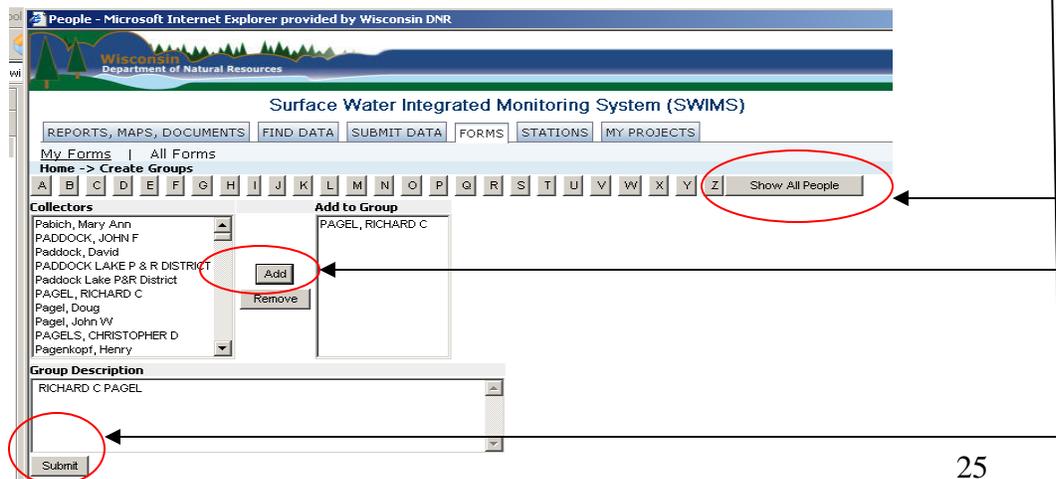
Step 1: View and Select Collectors

Click on the **“Data Collectors”** drop-down arrow list to view and select the collectors for the monitoring sample. The selected collectors are listed in the right-hand column. If there are collectors which need to be added, follow Step 2 below. You can also contact a file manager (see page 4) to have them add or remove collector names.



Step 2: Search All People

Click on the **“Search All People”** button in the **“Pre-Print Sampling Form”** screen (see previous example). The **“Create Groups”** screen will appear. The people listed under the project will automatically appear under **“Collectors”**. If there is someone else you need to add that is in the database, but not listed under the project, click on the **“Show All People”** button to obtain an alphabetical list of all collectors in the SWIMS database. Use the scroll bar to move up and down the list, or click on the letter of the alphabet to move to that part of the alphabet. Click on the collector name you want to add to highlight it, then click on the **“Add”** button. Use the **“Remove”** button to remove collectors from the **“Add to Group”** box. Once you have added all the collector names that collected the monitoring samples, click on the **“Submit”** button.

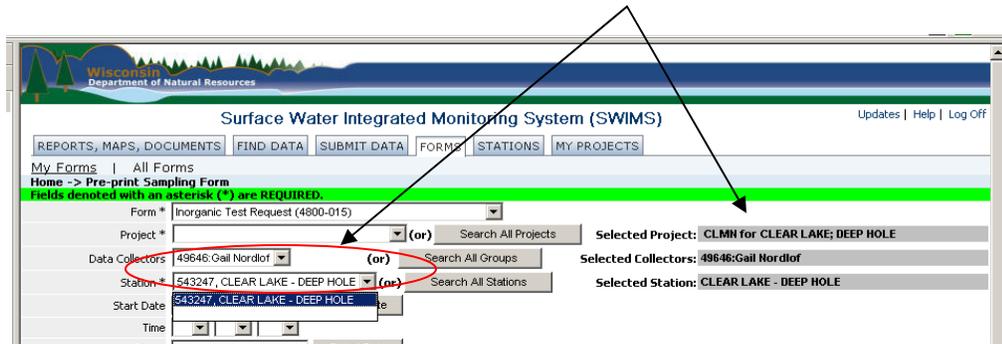


- **Select the Monitoring Station**

*NOTE: If your samples are for a new monitoring station, you have edit permissions, and training on how to use the embedded Locator Tool (eLT), follow the steps listed in the section: “Establish a New Monitoring Station with the eLT”. If you don’t have eLT training or just need help, contact one of the file managers (see page 4) for assistance in establishing the new monitoring station. You may also use the request form on the “**Stations**” page to request establishing a station if you don’t have the eLT training.*

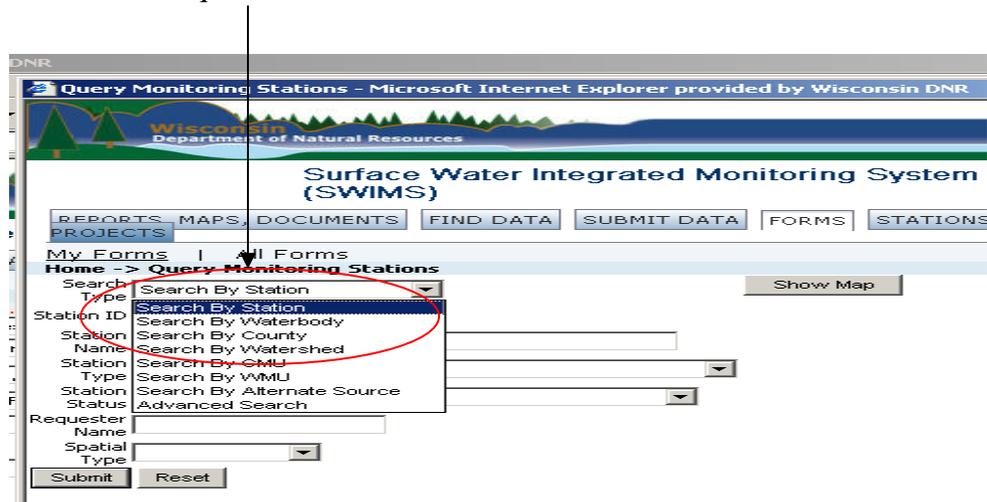
Step 1: Review Monitoring Station Name

Click on the “**Station***” drop-down arrow to review the monitoring stations associated with the project. Click on the monitoring station for the collected sample(s). The selected monitoring station name will appear in the right-hand column. If the correct monitoring station isn’t listed, follow Step 2 below.



Step 2: Search All Stations

Click on the “**Search All Stations**” button in the “**Pre-print Sampling Form**” Screen. The “**Query Monitoring Stations**” screen will appear. Click on the “**Search**” drop-down arrow and click on a search option. Type in the information requested.



- **Select the Account Code**

Use the “**Account Code**” drop-down arrow to select the proper account number to charge the monitoring sampling analyses to. If the project’s account code is not listed, contact one of the file managers (see page 4) to add this information to your project’s database.

- **Enter the Program Code**

The program code is WT, FH, etc. *NOTE: The “**Report to Name**” information should be generated by the database based upon the user who signed into SWIMS. If this information is not filled in, contact a file manager to add this information to the project database.*

- **Enter the Field Sample Id**

Enter the field sample ID.

- **Select the Number of Lab Slips**

Enter the number of lab slips you want to generate. If you anticipate multiple fieldwork events for a project, you can print out multiple lab slip forms in one batch and keep them for your use as you need them – remember to keep the date and time fields blank so you can fill this information by hand later to submit with the monitoring samples for laboratory analysis. It is important to generate individual lab slips (rather than photocopying one to use for multiple events), because each lab slip has a unique, SWIMS-generated ID that corresponds to one fieldwork event.

Report To City/State/Zip MADISON, WI 53702

Sample Point Desc./Device

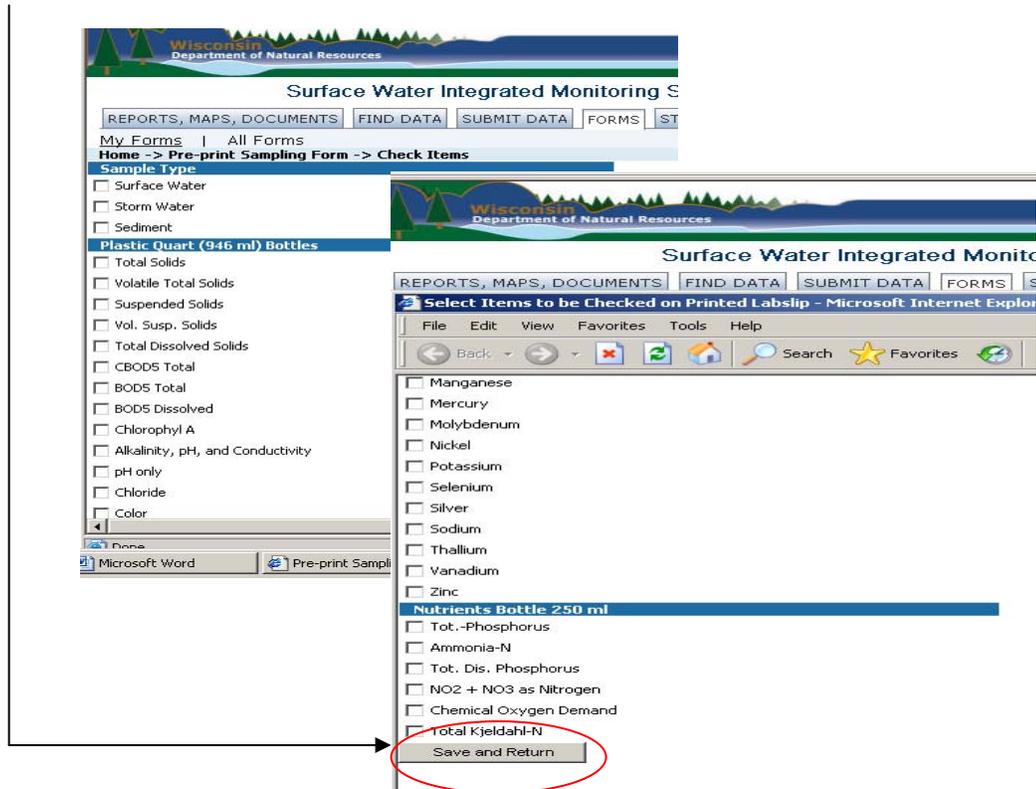
Field Sample ID

Multiple-labslip series options Generate a total of 1 labslip(s), adding 1 Day(s) between the start/end dates for each labslip in the series.

Save and Print Select Labslip Parameters

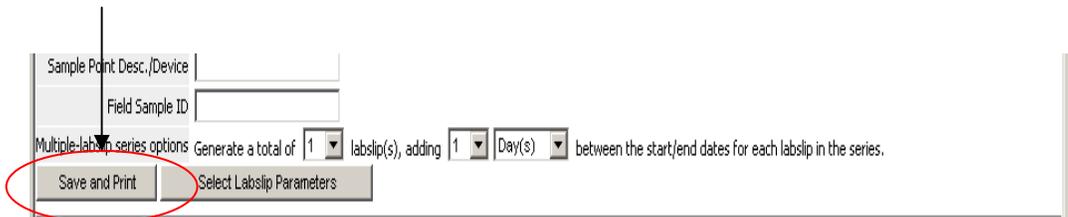
- **Select Lab Slip Parameters**

Click on the “**Select Labslip Parameters**” button in the “**Pre-print Sampling Form**” screen and the “**Check Items**” list screen will appear. Use the checkboxes to identify the monitoring sample type and types of laboratory analyses to be performed for each sample. Click on the “**Save and Return**” button at the bottom of the list.



- **Save and Print**

Click on the “**Save and Print**” button at the bottom of the “**Pre-print Sampling Form**” to print out your lab slips.



• Retrieve and Move Sampling Data in Worktables

Sometimes the lab results for the monitoring samples you collected and submitted to the State Lab of Hygiene don't get connected to your project. If you did not assign a SWIMS Station ID (formerly STORET Station ID) to a lab slip when you took a sample in the field, then your data will not automatically be returned to SWIMS from the State Lab of Hygiene. Instead, your sampling data is placed in worktables in the Lab Data Entry System (LDES).

Data in a LDES worktable is essentially unavailable electronically until it can be migrated and connected to a fieldwork event in the SWIMS data system (i.e., station assignment must occur). It is the collector's responsibility to retrieve the data from the LDES worktables, assign a SWIMS Station ID to it, and migrate the data to SWIMS. Since collectors are now assigning SWIMS Station IDs to all lab slips, the need to retrieve and move data from LDES worktables should diminish over time. However, there may be the occasion where you tend to an emergency spill and don't have time to establish a station until later. Until you get a SWIMS Station ID assigned to your submitted data, lab results will be held in a LDES worktable.

The following set of instructions will help you through how to use SWIMS to retrieve your lost or missing sampling data in the LDES worktables. You are strongly encouraged to do a search with your name as the collector so that you can retrieve and migrate all your outstanding sampling data that is currently stranded in the LDES worktables. You may be surprised at how many results you get! The data records go back to 1986!

○ Retrieve Data in Worktables

Step 1: Search for Data with Problems

Click on the **"Manage Data"** tab, then click on the **"Worktable Data (Fieldwork With Problems)"** link.

The screenshot shows the SWIMS web interface. At the top, it says 'Wisconsin Department of Natural Resources' and 'Surface Water Integrated Monitoring System (SWIMS)'. There are navigation tabs: 'REPORTS, MAPS, DOCUMENTS', 'FIND DATA', 'SUBMIT DATA', 'FORMS', 'STATIONS', 'MANAGE DATA', and 'MY PROJECTS'. The 'MANAGE DATA' tab is selected and circled in red. Below the tabs, there are several sections: 'Monitoring Data (Fieldwork Events)', 'Resources of Interest', 'People', 'Worktable Data (Fieldwork With Problems)', 'Monitoring Stations', and 'Projects'. The 'Worktable Data (Fieldwork With Problems)' link is circled in red. A red arrow points from the 'MANAGE DATA' tab to this link. On the right side, there is a photo of a river labeled 'Swan Creek' and a 'Run Administrative Reports' section with a dropdown menu set to 'Monitoring Data'.

Step 2: Search for Existing Fieldwork Data in LDES Worktables

You can search for lab sample data that is stored in LDES worktables by one or more of the following: Start and/or End Date, Collector Name, Report To Name, Account #, Lab Sample ID, Program Code, Source Code, ID#, ID Point #, Second ID #, Field #, Sample Description, and/or Location Description. The more information you enter for your search, the more refined the results you will receive.

Search by Collector Name:

When searching by collector name, enter the collector's last name between % symbols, (for example: %Janssen%). SWIMS will retrieve a complete list of fieldwork data in LDES worktables that is associated with anyone listed as a collector by the name of Janssen to include instances where there is more than one collector listed in the database.

Search by Lab Sample ID:

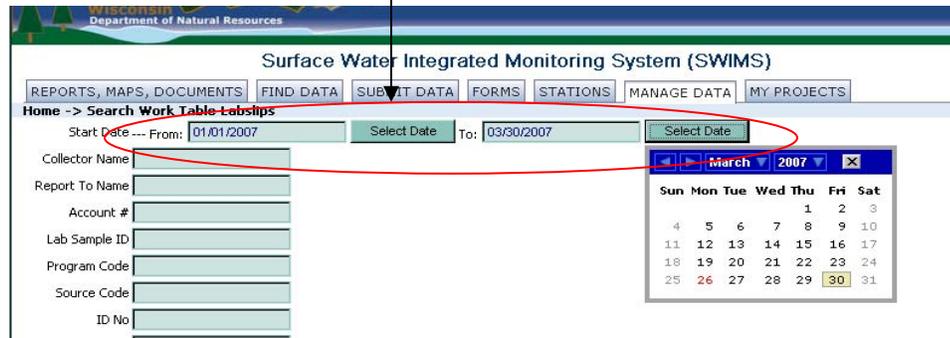
If you are searching for a specific lab slip, enter the lab slip ID number in the “**Lab Sample ID**” field and click on the “**Submit**” button.

The screenshot shows the SWIMS search interface. The search form includes fields for Start Date, Collector Name, Report To Name, Account #, Lab Sample ID (containing 'IK032076'), Program Code, Source Code, ID No, ID Point No, Second ID No, Field No, Sample Description, and Location Description. The 'Submit' and 'Reset' buttons are at the bottom of the form. Below the form is a table of search results.

Sample/Labslip ID	Lab ID	Collection Date/Time (Start)	Collector	Report To	Account #	ID No	ID Point No	Second ID No	Field No	Project #	Station ID	Station Name
IK032076	11313379006	26/2000 10:00 AM	JANSSEN	SCOTT SZYMANSKI	LM006				SS1	LPL68		

Search by Date:

You can search by the sampling date to retrieve all data from a specific time period. Click on the “**Select Date**” buttons to help you pick start and end dates on a calendar.



The above search resulted in a listing of 51 lab samples collected between 01/01/2007 and 03/30/2007.

The screenshot shows the 'Work Table Labslips' results page. The table lists 51 lab samples with columns for Sample/Labslip ID, Lab ID, Collection Date/Time (Start), Collector, Report To, Account #, ID No, ID Point No, Second ID No, Field No, Project #, and Station ID. The sample IR015073 is highlighted in yellow. A red circle highlights the pencil icon next to the sample IR044020.

Sample/Labslip ID	Lab ID	Collection Date/Time (Start)	Collector	Report To	Account #	ID No	ID Point No	Second ID No	Field No	Project #	Station ID
IR014486	11313379001/09/2007 11:15 AM	USGS	BILL ROSE	G5038					S-3		
IR014539	11313379001/16/2007 10:30 AM	GORMAN	SESINM	LM013			280400		1	LPL1059	
IR014540	11313379001/16/2007 10:45 AM	GORMAN	SESINM	LM013			280400		2	LPL1059	
TR000212	11313379001/30/2007 12:00 AM	UNKNOWN COLLECTOR	DIANE SCHOENEMANN	AZ001							
BR038756	11313379001/31/2007 01:10 PM	DANIELLE FUCHS	KOPERC	WT082			1289800		5B81		
IR015073	11313379001/31/2007 01:10 PM	FUCHS	KOPERC	WT082			1289800		5B81		
BR038826	11313379002/01/2007 01:15 PM	HAZUGA	HAZUGM	WT082			1427400		BEF4		
IR015090	11313379002/01/2007 01:15 PM	HAZUGA	HAZUGM	WT082			1427400		BEF4		
IR015096	11313379002/01/2007 04:20 PM	AMRHEIN	AMRHEJ	RR009						ARGYLE-1	
IR015789	11313379002/16/2007 01:30 PM	FERGUSON	BOSCHT	WT042			16300		1		
IR015881	11313379002/20/2007 10:11 AM	HAZUGA	HAZUGM	WT082			1506800		SR7		
BR041414	11313379002/20/2007 10:11 AM	HAZUGA	HAZUGM	WT082		MISC	1506800		SR7		MISC
IR016178	11313379002/24/2007 09:00 AM	MAGER	LISKAR	WT042						DCRA-022A	
IR016180	11313379002/24/2007 09:30 AM	MAGER	LISKAR	WT042						DCRA-602A	
IR016182	11313379002/24/2007 10:00 AM	MAGER	LISKAR	WT042						DCRA-603A	
IR016179	11313379002/25/2007 09:30 AM	MAGER	LISKAR	WT042						DCRA-022B	
IR016181	11313379002/25/2007 09:30 AM	MAGER	LISKAR	WT042						DCRA-602B	
IR016183	11313379002/25/2007 10:10 AM	MAGER	LISKAR	WT042						DCRA-603B	
IR016841	11313379003/08/2007 03:45 PM	USGS	DAVID GRACZYK	NP013		053789				BOW-5	053789
BR043977	11313379003/11/2007 05:00 PM	LISKA	AMRHEJ	WT074						S33	
BR043619	11313379003/11/2007 05:45 PM	CAIN	AMRHEJ	RR009						S-2	
IR016807	11313379003/11/2007 05:45 PM	CAIN	AMRHEJ	RR009						S-2	
BR043620	11313379003/11/2007 06:00 PM	CAIN	AMRHEJ	RR009						S-37	
IR016806	11313379003/11/2007 06:00 PM	CAIN	AMRHEJ	RR009						S-37	
IR044020	11313379003/12/2007 10:29 AM	USGS	BILL SELBTG/USGS	NP013						SHOP 27L	

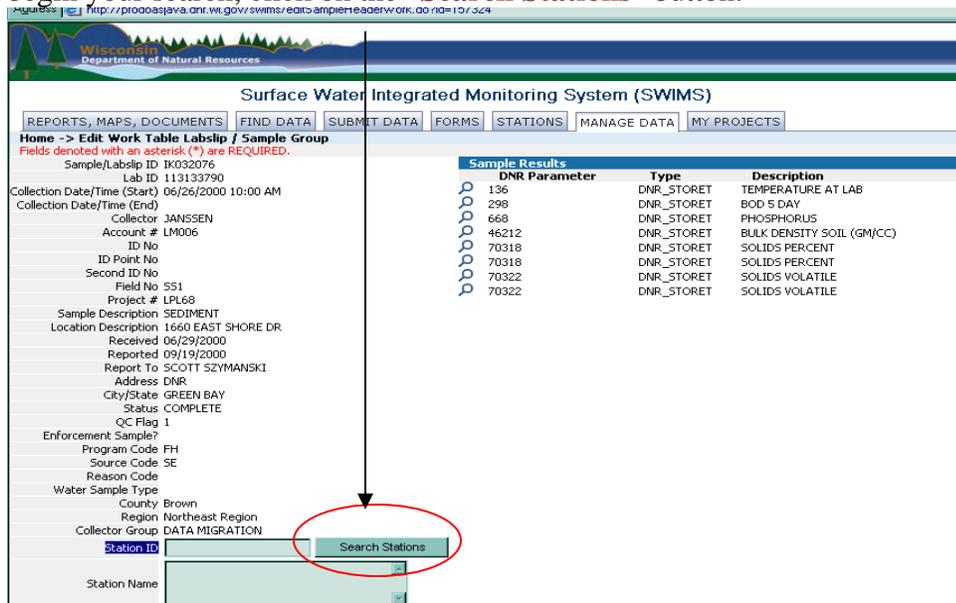
Step 3: View/Edit Sample Results

Click on the “pencil” icon to view (and later edit) sampling data from a fieldwork event in the “**Edit Work Table Labslips**” page.

- **Move Data in Worktables**

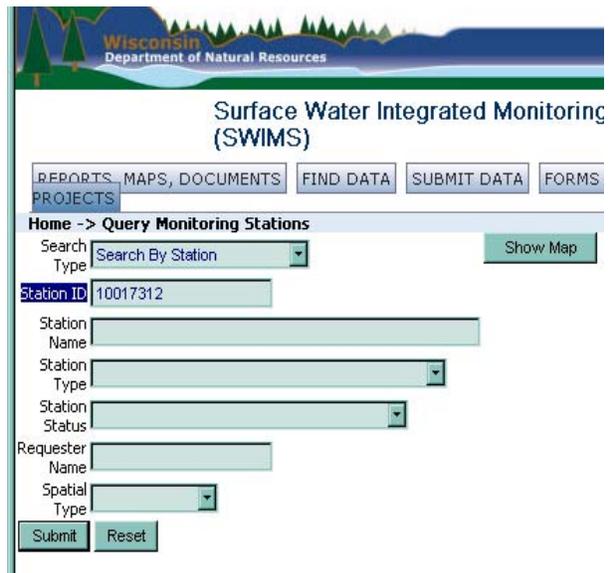
Step 1: Search for the Monitoring Station

Notice that in the “**Edit Work Table Labslip/Sample Group**” screen example below, the sample results show the lab slip ID, collector name, account #, and project information, but not the monitoring station ID number. This data is in an LDES worktable (and not yet linked to a monitoring station ID in SWIMS) because either the station ID that was entered for the fieldwork event is not a valid SWIMS station ID, or the station ID field on the lab slip was left blank. Either way, in order to process your data and migrate it into SWIMS, you must assign a SWIMS station ID to your fieldwork event. To begin your search, click on the “**Search Stations**” button.



Step 2: Enter Search Information

Follow the steps outlined in the section: “Find Your Monitoring Station in SWIMS” to search for the correct station for your data. Remember that you can search by Station ID (quickest way), Station Name, WBIC, Waterbody Name, County, or Alternate Source ID in addition to other search options. Choose the method you want to use to search, enter the information, and click on the “**Submit**” button.



Step 3: Select Station

When you have found the station, select it by clicking on the black “back arrow” icon.

1. Wisconsin Department of Natural Resources

2. Surface Water Integrated Monitoring System (SWIMS) Updates | Help | Log Off

3. REPORTS, MAPS, DOCUMENTS FIND DATA SUBMIT DATA FORMS STATIONS MANAGE DATA MY PROJECTS

4. Home -> Monitoring Stations

5. Monitoring Stations

	Station ID	Station Name	Station Type	WBIC	Official Waterbody Name	Station Status	Replaced Stations?	Replaced By
Download	10017312	1660 EAST SHORE DR -- 2	LAKE-BEACH	117800	BAY BEACH LAGOONS	New station, usable only by the creator.	No	

Select and Return

Step 4: Save and Process From Work to Live Tables

The station ID you chose now shows up in the Station ID field, and its name shows up in the Station Name field. You can now click on the “Save and Process From Work to Live” button.

Address: http://prpdosjava.dnr.wi.gov/swims/ediSampleHeader/Work.do?id=157324

Fields denoted with an asterisk (*) are REQUIRED.

Sample/Lab ID: IK032076

Lab ID: 113133790

Collection Date/Time (Start): 06/26/2000 10:00 AM

Collection Date/Time (End):

Collector: JANSSEN

Account #: LM006

ID No:

ID Point No:

Second ID No:

Field No: 551

Project #: LPL68

Sample Description: SEDIMENT

Location Description: 1660 EAST SHORE DR

Received: 06/29/2000

Reported: 09/19/2000

Report To: SCOTT SZYMANSKI

Address: DNR

City/State: GREEN BAY

Status: COMPLETE

QC Flag: 1

Enforcement Sample?

Program Code: FH

Source Code: SE

Reason Code:

Water Sample Type:

County: Brown

Region: Northeast Region

Collector Group: DATA MIGRATION

Station ID: 10017312 Search Stations

Station Name: 1660 EAST SHORE DR -- 2

Processing Status: NO STATION

Save and Process From Work to Live Save

Disable Edit

DNR Parameter	Type	Description	Result	Units
136	DNR_STORET	TEMPERATURE AT LAB	ICED	C
298	DNR_STORET	BOD 5 DAY	*377	MG/KG
668	DNR_STORET	PHOSPHORUS	404.	MG/KG
46212	DNR_STORET	BULK DENSITY SOIL (GM/CC)	0.950	GDRY/CCWET
70318	DNR_STORET	SOLIDS PERCENT	40.2	%
70318	DNR_STORET	SOLIDS PERCENT	53.2	%
70322	DNR_STORET	SOLIDS VOLATILE	**	%
70322	DNR_STORET	SOLIDS VOLATILE	2.9	%

Step 5: Review Sampling Data

Congratulations! Your sampling data has successfully been assigned to a monitoring station in SWIMS. You can review the lab slip information and sampling data results on the “**View Fieldwork Event**” screen.

The screenshot shows the 'View Fieldwork Event' page in the Surface Water Integrated Monitoring System (SWIMS). The page is divided into two main sections: event details on the left and lab results on the right.

Event Details:

- Fieldwork Start: 06/26/2000 10:00 AM
- Fieldwork End: [Blank]
- Project(s): LAKE MGT PLANNING FY00
- Data Collectors: DATA MIGRATION
- Fieldwork Event Status: COMPLETE
- Field Sample ID: S51
- Station Org: 21WIS
- Station ID: 10017312
- Station Name: 1660 EAST SHORE DR -- 2
- Station Type: LAKE
- WBIC: NA
- Waterbody Name: [Blank]
- Field Description: SEDIMENT
- Report To: SCOTT SZYMANSKI
- Report to EPA? Y
- Comments: SEDIMENT
- Labslip Account #: LM006

Lab Results:

L		R		DNR Parameter	Type	Description	Result	Units	Present/Absent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	136	DNR_STORET TEMPERATURE AT LAB	ICED	C		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	298	DNR_STORET BOD 5 DAY		*377	MG/KG	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	668	DNR_STORET PHOSPHORUS		404.	MG/KG	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46212	DNR_STORET BULK DENSITY SOIL (GM/CC)		0.950	GDRY/CCWET	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70318	DNR_STORET SOLIDS PERCENT		40.2	%	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70318	DNR_STORET SOLIDS PERCENT		53.2	%	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70322	DNR_STORET SOLIDS VOLATILE		**	%	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70322	DNR_STORET SOLIDS VOLATILE		2.9	%	

Navigation links: Back to Browse | Vertical Measurement(s) | Fieldwork Location | Results | Projects | Labslips | Enable Edit | Download

Security notice: Currently, you are logged in. For security purposes, you will be logged off automatically after 15 minutes of inactivity, or you can log out now.

o Verify Fieldwork Event Information

Step 1: Search for Fieldwork Event

To verify that the lab sampling data is now connected with the correct station, click on the “**Find Data**” tab. Click on the “**Monitoring Data (Fieldwork Event)**” link. Enter your search information and click the “**Submit**” button.

The screenshot shows the 'Find Data' search interface in the SWIMS. The 'Find Data' tab is selected, and the 'Monitoring Data (Fieldwork Events)' link is circled in red. Below the search form, there are sections for 'Resources of Interest' and 'Find:'.

Search Form:

- Search Type: Search By Station
- Station ID: 10017312
- Primary Station Name: [Blank]
- Station Type: [Blank]
- Buttons: Submit, Reset

Resources of Interest:

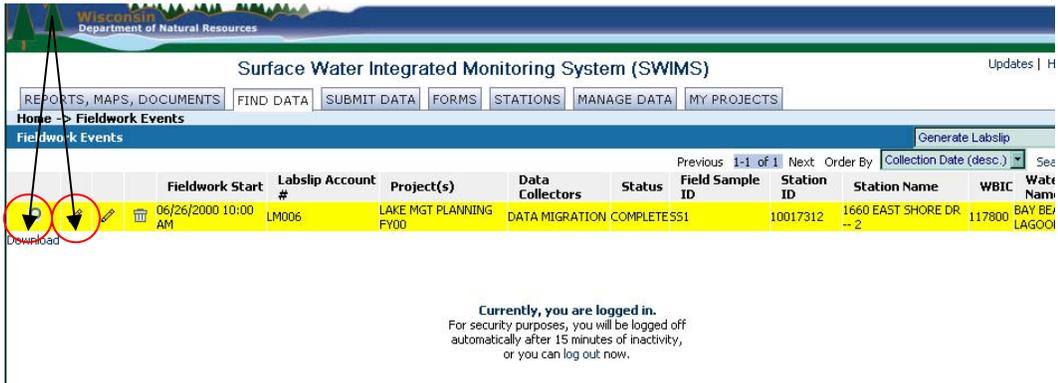
- Critical Habi
- Eurasian W.
- Lake Grant
- NPS Grant 1
- Upland prot
- High Quality
- Sediment Ir
- Sturgeon W
- Walleye Wz
- Wild Rice W
- Zebra Muss

Find:

- People: Find People in the database.
- Worktable Data (Fieldwork With Problems): Search monitoring data from the State Lab of Hygiene and from other labs that is in our Work Tables. This is often due to a lack of a monitoring station (on the lab slip).
- Monitoring Stations: Search and select a monitoring station.
- Projects: Projects describe the "why" behind monitoring data, a resource

Step 2: Select Fieldwork Event

Click on the “**magnifying glass**” icon (or the first “**pencil**” icon) to select the fieldwork event.



Surface Water Integrated Monitoring System (SWIMS) Updates | H

REPORTS, MAPS, DOCUMENTS FIND DATA SUBMIT DATA FORMS STATIONS MANAGE DATA MY PROJECTS

Home -> Fieldwork Events Generate Labslip

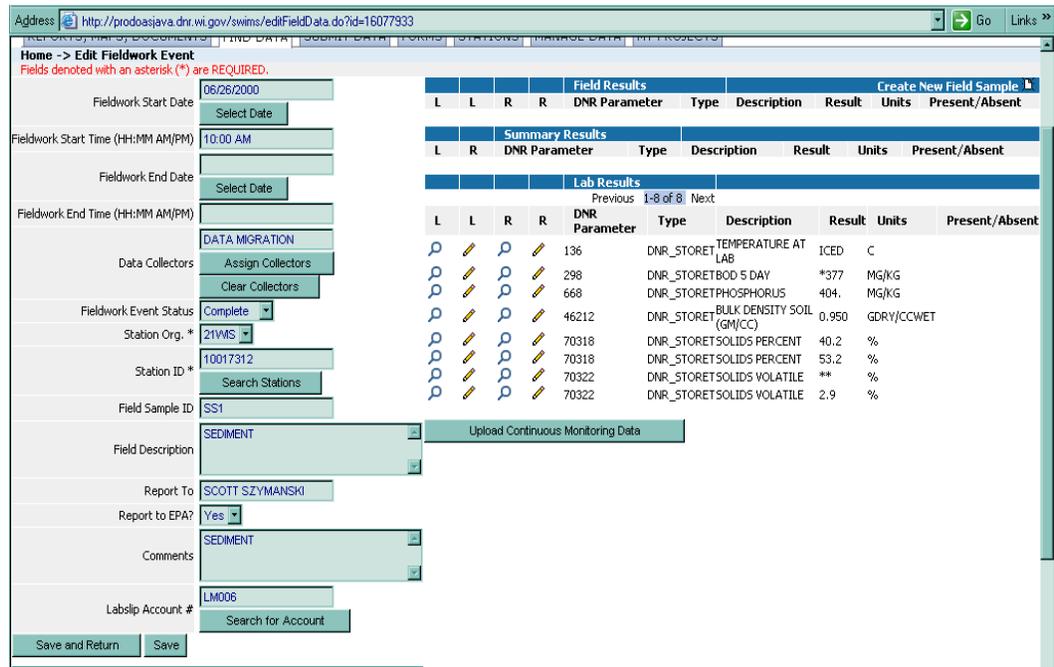
Fieldwork Start	Labslip Account #	Project(s)	Data Collectors	Status	Field Sample ID	Station ID	Station Name	WBIC	Water Name
06/26/2000 10:00 AM	LM006	LAKE MGT PLANNING FY00	DATA MIGRATION	COMPLETE	SS1	10017312	1660 EAST SHORE DR -- 2	117800	BAY BE LAGOON

Download

Currently, you are logged in.
For security purposes, you will be logged off automatically after 15 minutes of inactivity, or you can log out now.

Step 3: Review Fieldwork Data

Review and verify that the data transferred from the worktables is now connected to the proper station. You can also review the lab slip information and results on this screen by clicking on the first “**magnifying glass**” icon under Lab Results.



Address http://prodosjava.dnr.wi.gov/swims/editFieldData.do?id=16077933

Home -> Edit Fieldwork Event
Fields denoted with an asterisk (*) are REQUIRED.

Fieldwork Start Date: 06/26/2000
Fieldwork Start Time (HH:MM AM/PM): 10:00 AM
Fieldwork End Date: [Select Date]
Fieldwork End Time (HH:MM AM/PM): [Select Date]

Data Collectors: DATA MIGRATION
Fieldwork Event Status: Complete
Station Org. *: 21WIS
Station ID *: 10017312
Field Sample ID: SS1
Field Description: SEDIMENT
Report To: SCOTT SZYMANSKI
Report to EPA?: Yes
Comments: SEDIMENT
Labslip Account #: LM006

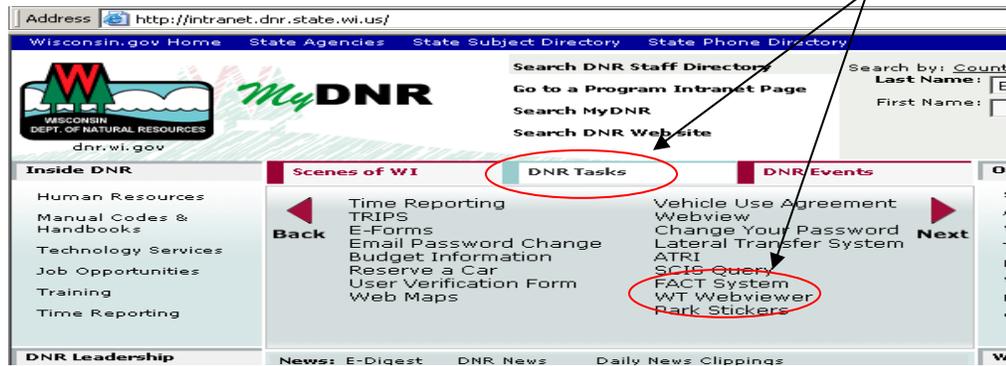
Field Results		Create New Field Sample					
L	R	DNR Parameter	Type	Description	Result	Units	Present/Absent
Summary Results							
L	R	DNR Parameter	Type	Description	Result	Units	Present/Absent
Lab Results		Previous 1-8 of 8 Next					
L	R	DNR Parameter	Type	Description	Result	Units	Present/Absent
		136	DNR_STORET	TEMPERATURE AT LAB	ICED	C	
		298	DNR_STORET	BOD 5 DAY	*377	MG/KG	
		668	DNR_STORET	PHOSPHORUS	404.	MG/KG	
		46212	DNR_STORET	BULK DENSITY SOIL (GM/CC)	0.950	GDRV/CCWET	
		70318	DNR_STORET	SOLIDS PERCENT	40.2	%	
		70318	DNR_STORET	SOLIDS PERCENT	53.2	%	
		70322	DNR_STORET	SOLIDS VOLATILE	**	%	
		70322	DNR_STORET	SOLIDS VOLATILE	2.9	%	

Save and Return Save

Using the Surface Water Data Viewer (SWDV)

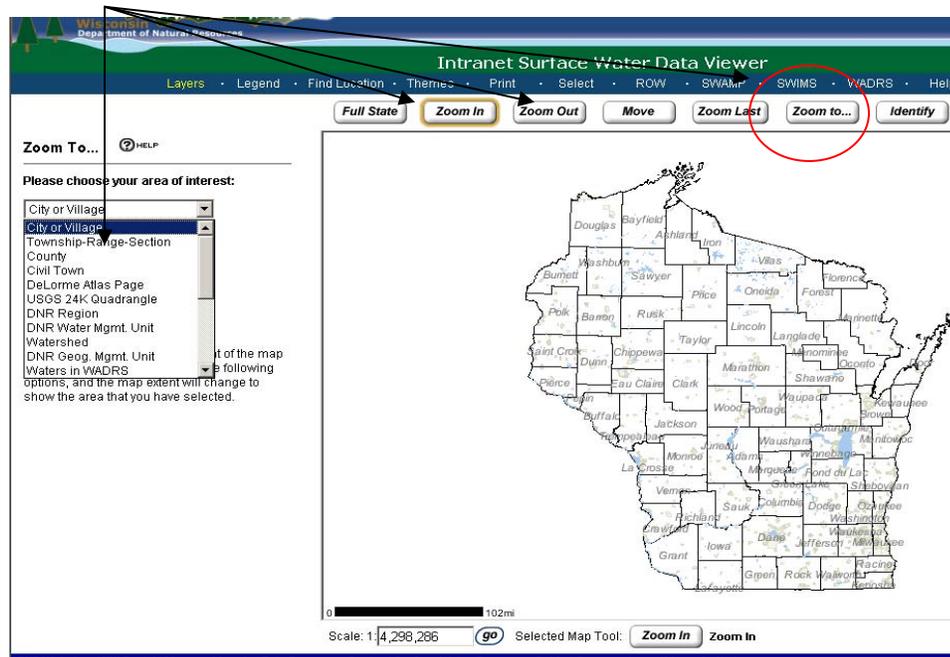
- **Access the Surface Water Data Viewer**

Click on the “**DNR Tasks**” and then click on “**WT Webviewer**” to access the Intranet Surface Water Data Viewer. *Note: The “WT Webviewer” name will be changed to “Intranet Surface Water Data Viewer” in the near future]*



- **“Zoom to” a Place**

Click on the “**Zoom To**” button. A drop-down menu will appear on the left. Click on the category for your search. You can zoom to a variety of watershed geographical locations or to a specific waterbody by its name or WBIC number. *NOTE: If you want to zoom to a location in an unincorporated area, choose the “Civil Town” option.* Use the “**Zoom In**” and “**Zoom Out**” buttons if needed to refine your search location.



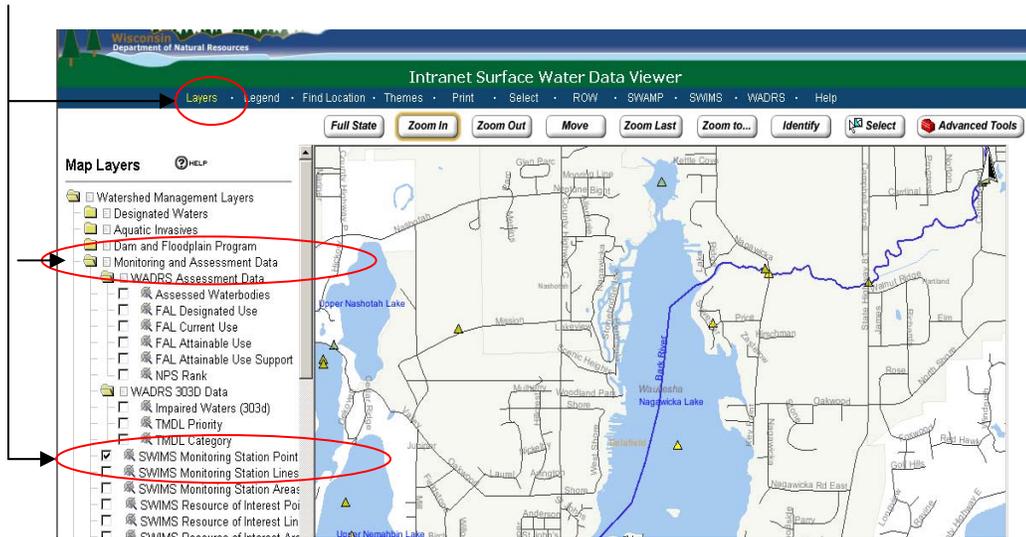
- **Look Up Monitoring Stations**

Step 1: Navigate to Location

Follow the instructions in the above section: “Zoom to a Place” to define your search location. If you know the WBIC of your site, you can select the “**River System WBIC**” option and enter the requested information.

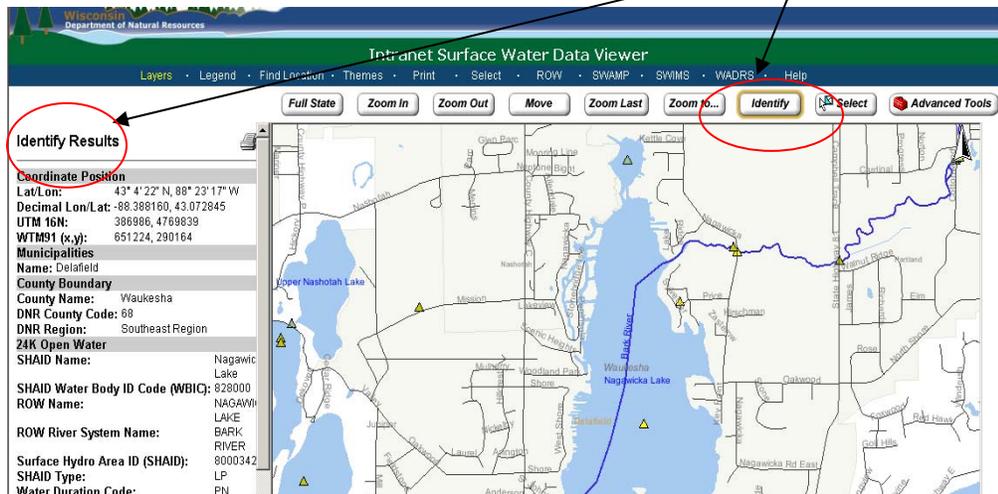
Step 2: Turn on Monitoring Station Layer

Click on the “**Layers**” tab and open the “**Monitoring and Assessment Data**” folder. Check the “**SWIMS Monitoring Station Points**” option under the “**WADRS 303D Data**” folder.



Step 3: Click Identify on Useable Stations

Click on the “**Legend**” tab to view the map legend for useable monitoring stations. Click the “**Identify**” button and click on an existing useable station. The “**Identify Results**” information on the left-hand side will show the coordinate position for Latitude and Longitude, WBIC, Water Body Name, County Name, etc..



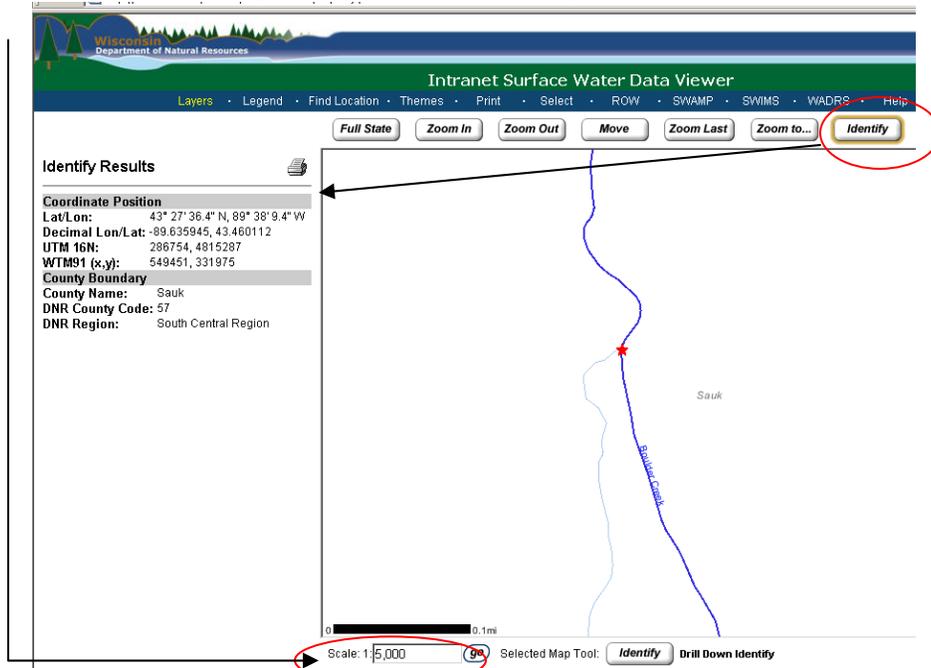
- **Look Up Latitude/Longitude to Establish a New Station**

Step 1: Navigate to the Location of the New Monitoring Station

Follow Steps 1-3 outlined above in the section: “Look Up Monitoring Stations.”

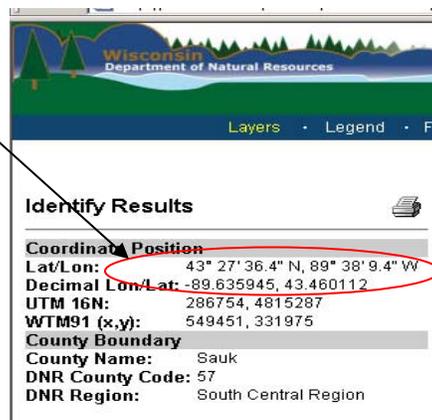
Step 2: Adjust the Scale of the Map

After you have identified the approximate location of your new monitoring station, change the scale at the bottom of the screen to 1:5,000. Click on the “Go” button. Click the “Identify” button, then click the map on the new monitoring station location. The latitude and longitude information for the location you clicked on will appear in the “Identify Results” column. *NOTE: See the section: “Mark Up a Map” for instructions on how to put a star on the map, if desired, to mark the location of your new monitoring station. You may wish to print out this screen to create a map of your new monitoring station location.*



Step 3: Copy Latitude/Longitude Information

Use the right-click on your mouse to copy the Latitude/Longitude information.



Step 4: Return Back to the SWIMS Database

Return to the SWIMS database “**Establish a New Monitoring Station**” screen. Paste your Latitude/Longitude information in the “**Monitoring Station Comments**” field.

Surface Water Integrated Monitoring System (SWIMS)

REPORTS, MAPS, DOCUMENTS | FIND DATA | SUBMIT DATA | FORMS | STATIONS | MANAGE DATA | MY PROJECTS

Updates | Help | Log Off

Establish New Monitoring Station | Find Monitoring Station (All Search Options)

Home -> Enter New Monitoring Station

ID SYSTEM GENERATED

Station Name (*)

Station Type (*)

Requester: RICEY, JULIA B Search People

Station Status: NEW-PENDING

Monitoring Station Comments: 43° 24' 21" N, 89° 26' 23" W

Project Search Projects

Create point from a Lat/Long Coordinate:

Choose Format:

Decimal Degree

Degree and Decimal Minute

Degree, Minute and Second

Degree:

Latitude: Minute:

Second:

Degree:

Longitude: Minute:

Second:

Create Point

Hide Map

0 68mi

Save Feature

No records found with the defined ID

Step 5: Select Format Option

Select the appropriate option under “**Choose Format:**” for the lat/long data you are using. Type in the latitude and longitude information into the appropriate fields.

Step 6: Complete Information

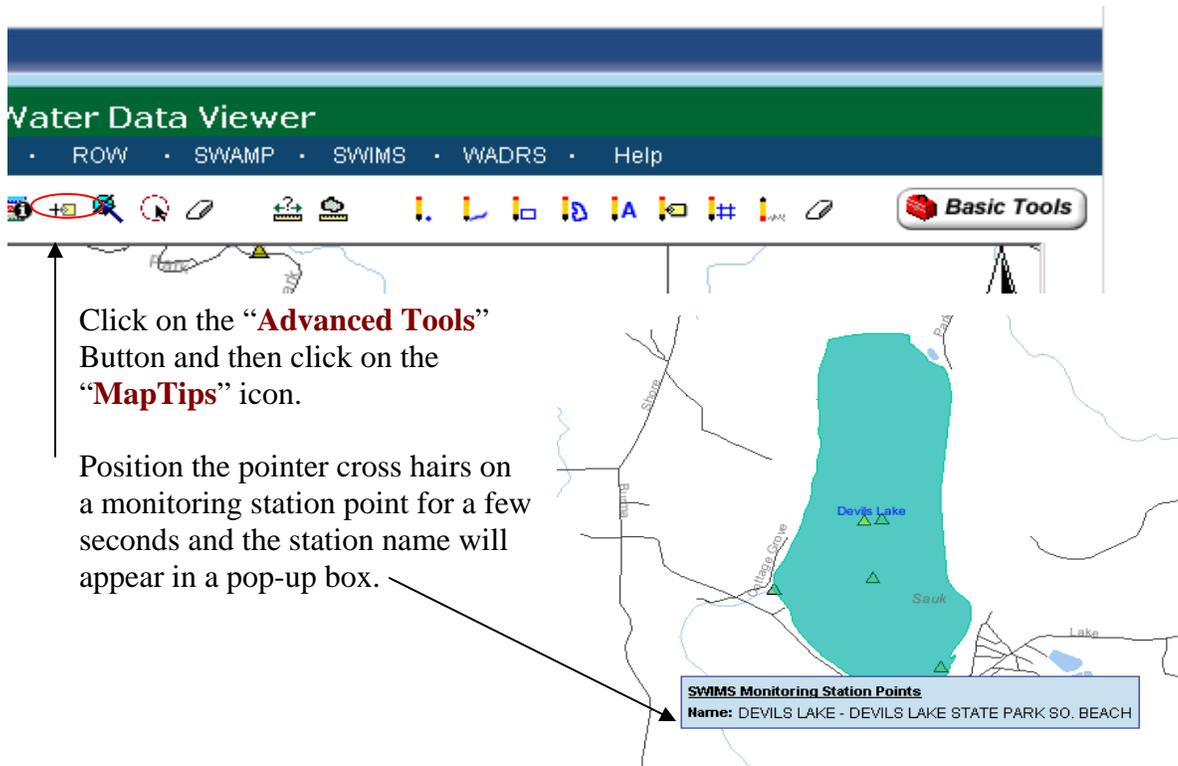
Continue with Step 3 in the section: “Using the Surface Water Integrated Monitoring System - Establish a New Monitoring Station with the eLT.”

- **Map Monitoring Stations and Access Data**

Step 1: Create a Base Map

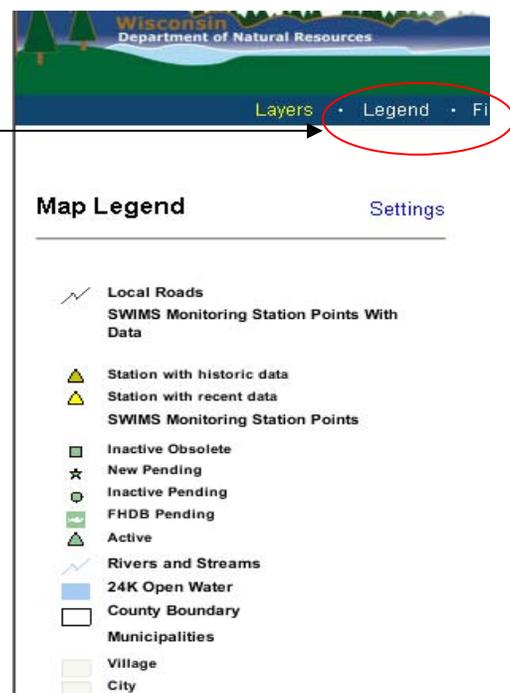
You can generate a map showing the location of an established monitoring station site and associated data. Follow Steps 1-2 above in the section: “Look Up Monitoring Stations.”

Step 2: Identify the Monitoring Station Name



Step 3: Check Status of Station

Click on the “**Legend**” tab to display the map legend. Monitoring stations with yellow triangles have accessible monitoring data. Monitoring stations with green triangles do not have accessible monitoring data entered into SWIMS.



Step 4: Select a Monitoring Station

Click on the “**Identify**” button and then click on a monitoring station identified by a yellow triangle to access the station’s monitoring data in the “**Identify Results**” column.

Identify Results

Coordinate Position
 Lat/Lon: 43° 24' 51" N, 89° 43' 55" W
 Decimal Lon/Lat: -89.731901, 43.414148
 UTM 16N: 278824, 4810432
 WTM91 (x,y): 541704, 326841

County Boundary
 County Name: Sauk
 DNR County Code: 57
 DNR Region: South Central Region

24K Open Water
 SHAID Name: Devils Lake
 SHAID Water Body ID Code (WBIC): 980900
 ROW Name: DEVILS LAKE
 Surface Hydro Area ID (SHAID): 1000382
 SHAID Type: LP
 Water Duration Code: PN

SWIMS Monitoring Station Points With Data
[Link to Monitoring Data](#)
 MONIT_STATION_SEQ_NO: 10291
 STATION_ID: 573077
 PRIMARY_STATION_NAME: DEVILS LAKE (PILOT PLANT)
 WBIC: 980900
 WATERBODY_NAME: DEVILS LAKE
 STATION_TYPE_CODE: LAKE
 STATION_STATUS_CODE: ACTIVE
 STATION_STATIC_DECP: Active, Upsho...

Step 5: Display Data

Scroll down the “**Identify Results**” column and click on “**Link to Monitoring Data**” to display the data.

UTM 16N: 278798, 4810779
 WTM91 (x,y): 541666, 327187

County Boundary
 County Name: Sauk
 DNR County Code: 57
 DNR Region: South Central Region

24K Open Water
 SHAID Name: Devils Lake
 SHAID Water Body ID Code (WBIC): 980900
 ROW Name: DEVILS LAKE
 Surface Hydro Area ID (SHAID): 1000382
 SHAID Type: LP
 Water Duration Code: PN

Rivers and Streams
 Water Body Name: NA
 River System WBIC: 0
 Line Type Code: FP
 Water Duration Code: FX
 WGS ID: 1071
 Surface Water Line No.: 30008092

SWIMS Monitoring Station Points With Data
[Link to Monitoring Data](#)
 MONIT_STATION_SEQ_NO: 10308

Station ID: 573121
 Station Name: DEVILS LAKE - DEEP HOLE

Show specific parameter: <Show All>

Sample Results

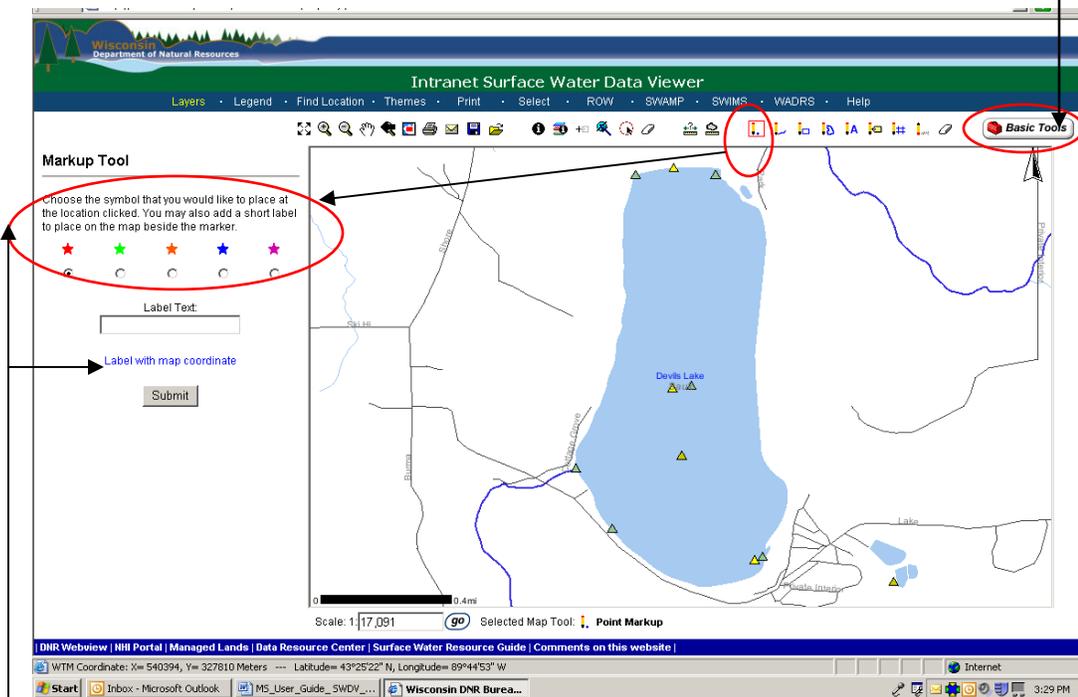
Project	Date	Time	DNR Parameter	Species	Result	Units
MADISON/DEVILS LAKES	06/20/2006	03:50 PM	TEMPERATURE FIELD		17.2	C
MADISON/DEVILS LAKES	06/20/2006	03:50 PM	TEMPERATURE FIELD		7.8	C
MADISON/DEVILS LAKES	06/20/2006	03:50 PM	CLOUD COVER		85	%
MADISON/DEVILS LAKES	06/20/2006	03:50 PM	DISSOLVED OXYGEN FIELD		9.9	MG/L
MADISON/DEVILS LAKES	06/20/2006	03:50 PM	DISSOLVED OXYGEN FIELD		9.0	MG/L
BASELINE MONITORING	09/05/2003	01:00 PM	TEMPERATURE AT LAB		ICED	C
BASELINE MONITORING	09/05/2003	01:00 PM	PHOSPHORUS TOTAL		0.014	MG/L
BASELINE MONITORING	09/05/2003	01:00 PM	CHLOROPHYLL A, FLUORESCENCE (WELSCHMAYER 1994)		5.70	UG/L
BASELINE MONITORING	08/11/2003	12:30 PM	TEMPERATURE AT LAB		ICED	C
BASELINE MONITORING	08/11/2003	12:30 PM	PHOSPHORUS TOTAL		0.009	MG/L
BASELINE MONITORING	08/11/2003	12:30 PM	CALCIUM TOTAL RECOVERABLE		6.4	MG/L

- **Mark up a Map**

You can add your own labels or text to a map. You can also mark the latitude or longitude of your sampling station on your map.

Step 1: Create Your Base Map and Adjust Scale

See the steps outlined in the section: “Map Monitoring Stations and Access Data,” to create your base map. Once you’re at your final map location with the map layers turned on and desired scale (use a scale of 1:5,000 for accurate latitude and longitude identification for new monitoring locations), click on the “**Advanced Tools**” button. *Note: Once you click on this button again, it will revert back to the “**Basic Tools**” button label.*

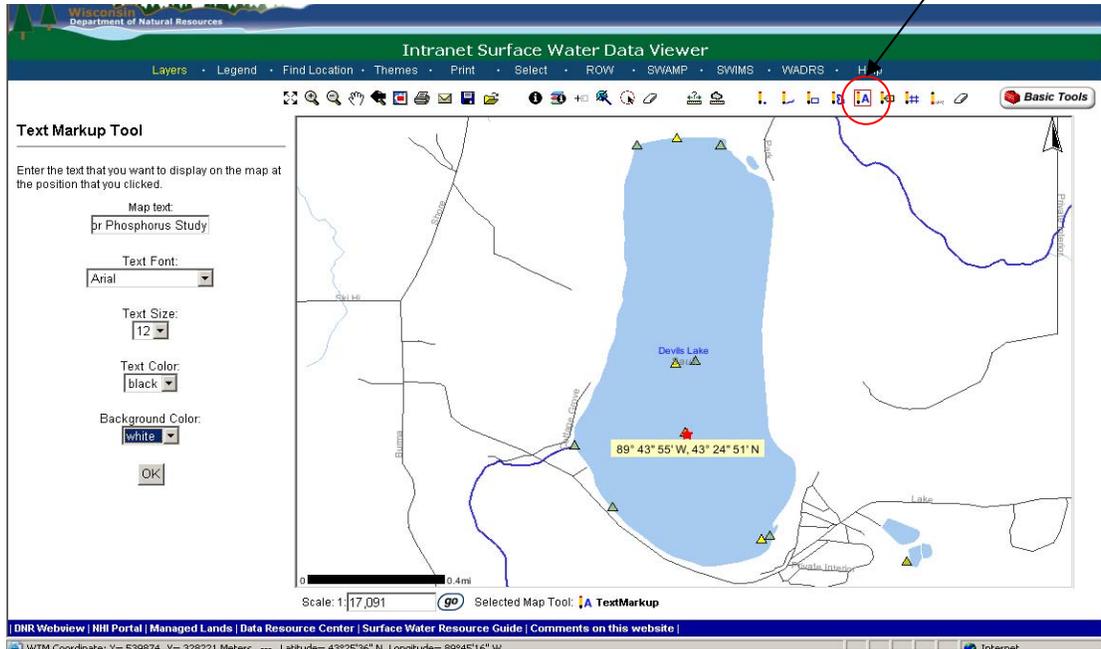


Step 2: Label Map with Longitude and Latitude

Click on one of the “**pencil**” icons, such as the one with the “dot”. Click on the map where you want to put a “dot” (a star) and text. A box on the left will appear where you can choose the color of the star and enter some text. Click on the “**Label with map coordinate**” link to add the longitude and latitude. Click on the “**Submit**” button.

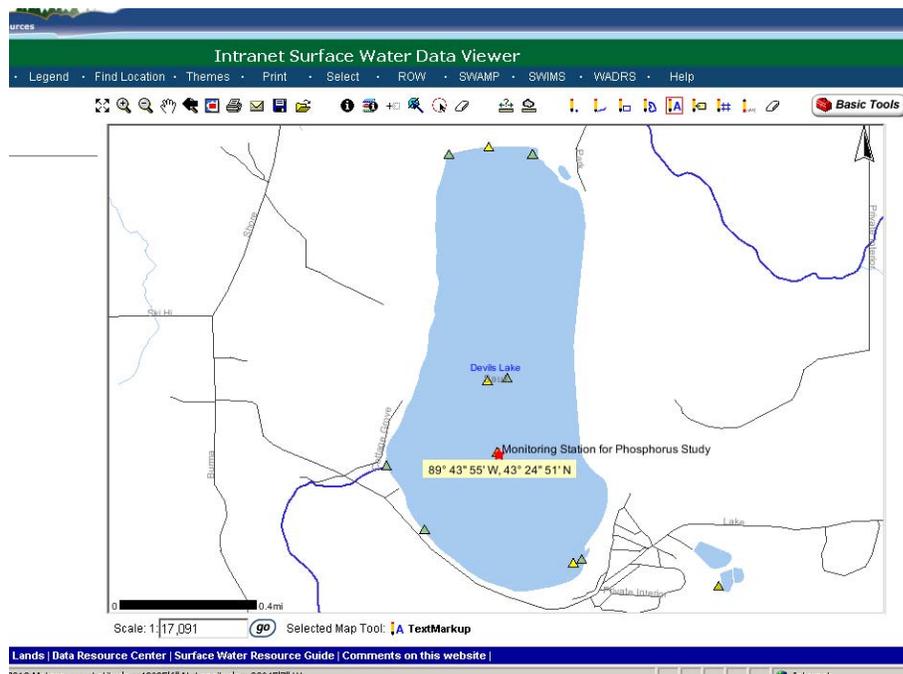
Step 3: Add a Text Box

Your map will now have the latitude and longitude displayed from Step 2. Click on the “**pencil A**” icon to add a label with text. A box on the left will appear where you can add map text. Enter your text and then click on the “**OK**” button.



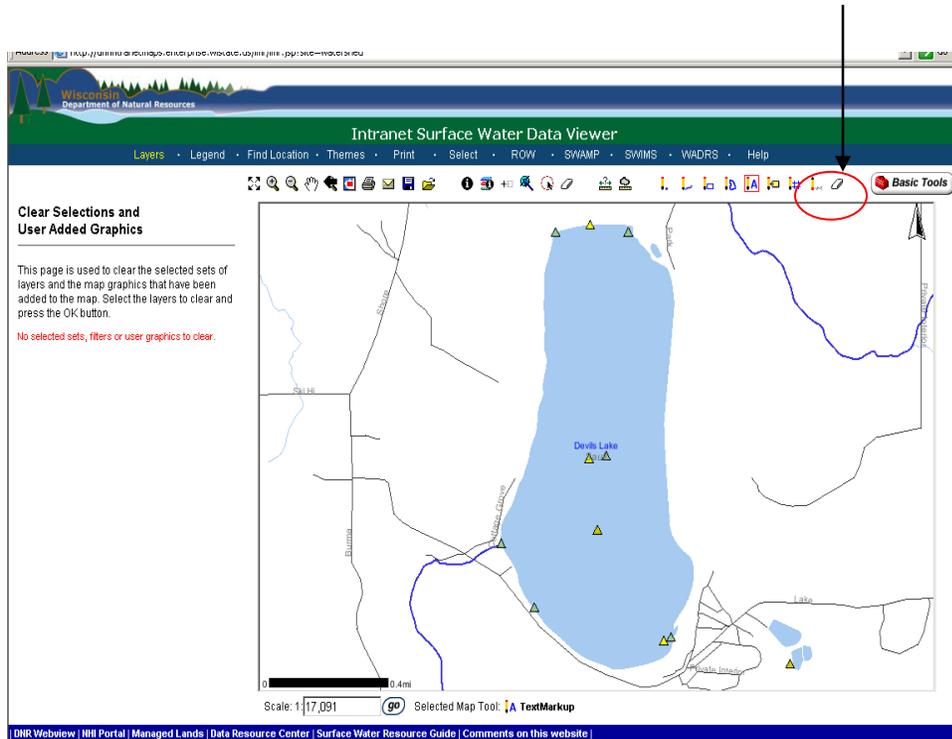
Step 4: View Your Map

View the markup features you added to the map. If they are correct, see further instructions on how to save, email, or print a map.



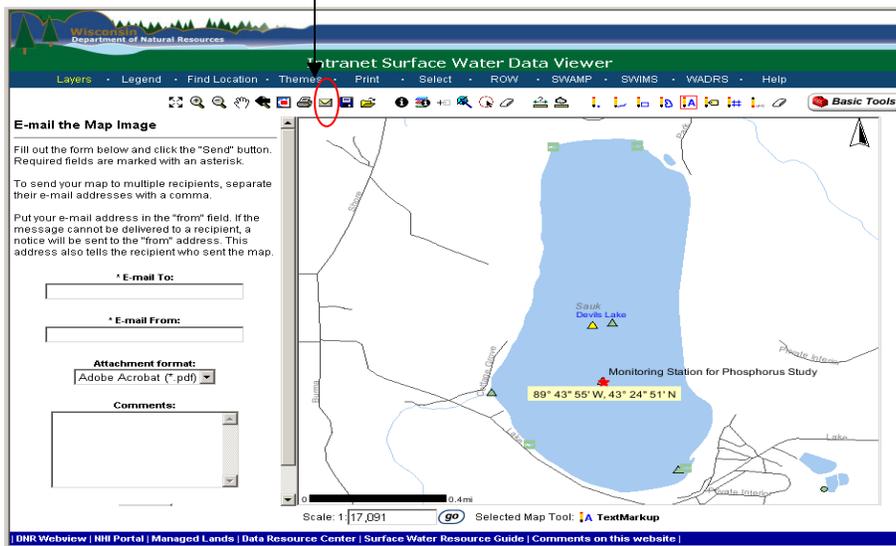
Step 5: Edit the Map if Needed

If your map is not correct, you can edit it. Click on the “eraser” icon. It should erase your text. Then follow Steps 2-4 above again



- **Email a Map**

Click on the “envelope” icon to email your map. *Note: To email a bigger map, you can use “F11” on your keyboard to view the map “full-screen.” Clicking “F11” again will get it back to normal size.* Fill in the information in the text boxes on the left-hand side of the screen and click on “Send”.

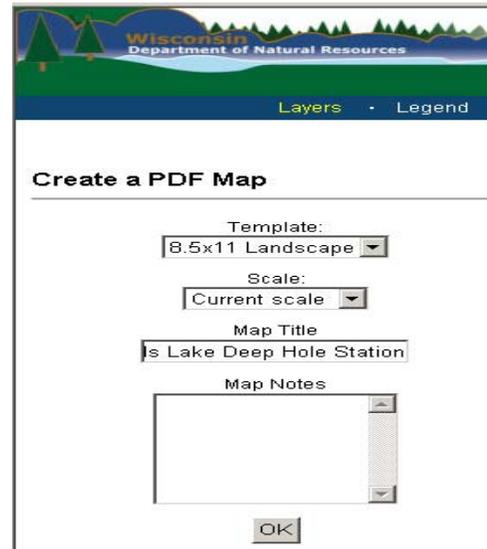


- **Print a Map**

Step 1 Create a PDF Map

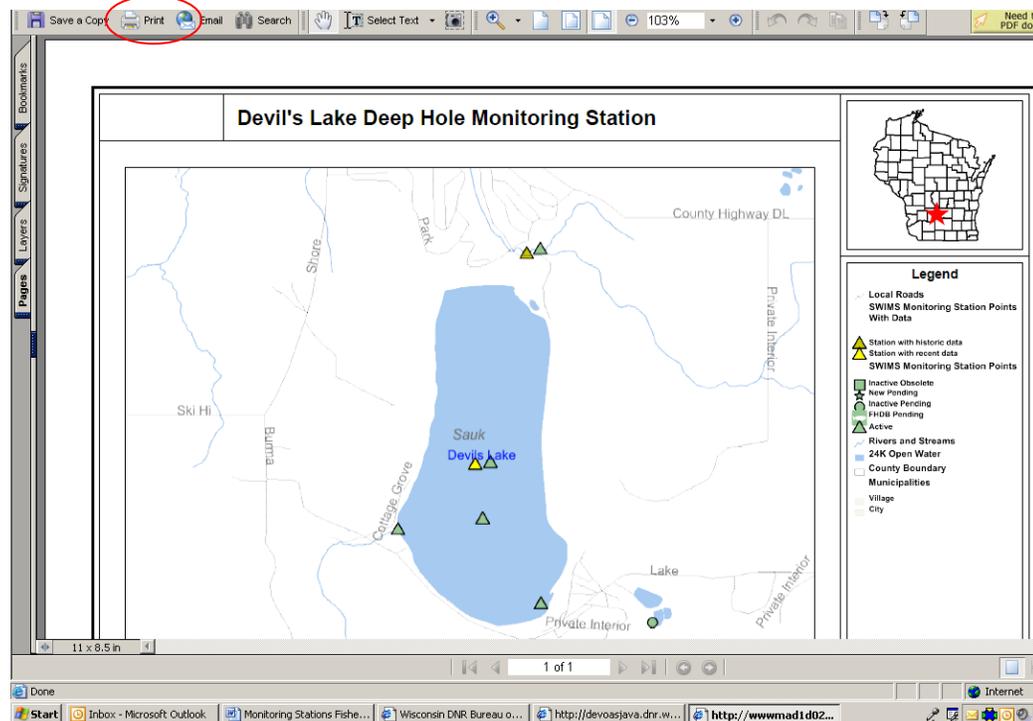
Click the **“printer”** icon to print a map or the **“Print”** tab to create a PDF Map. Use the drop-down arrows to select the desired template and scale. Make sure the other information in the text boxes on the left-hand side of the screen is correct and click on the **“OK”** button.

Note: To email or print a bigger map, you can use “F11” on your keyboard to view the map “full-screen.” Clicking “F11” again will get it back to normal size.



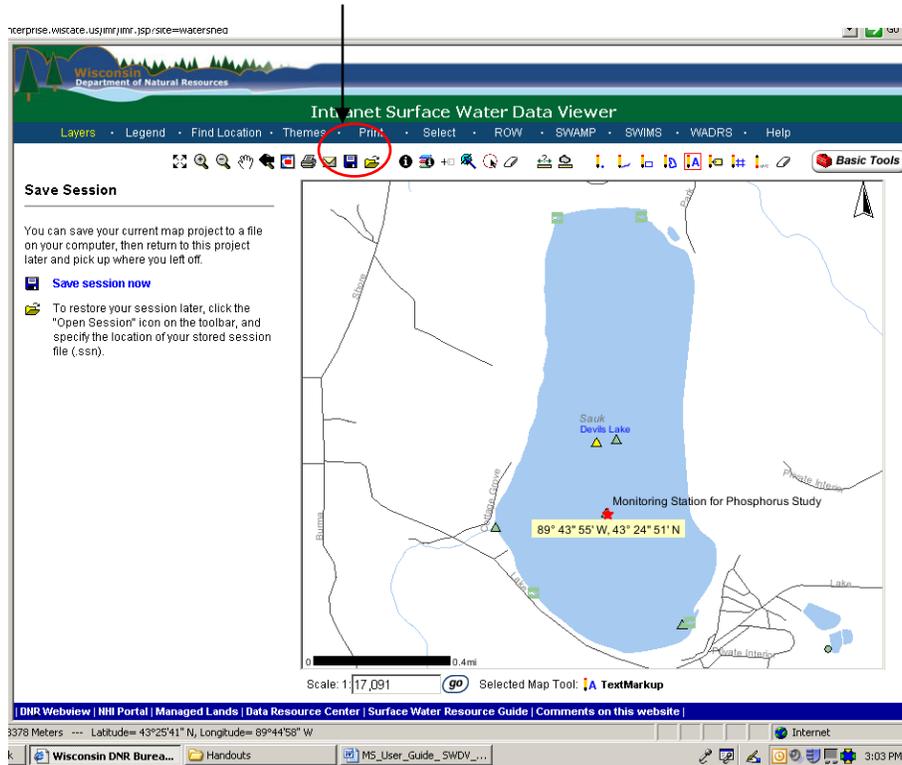
Step 2: Print Map

Click on the **“open map”** link in the **“create a PDF Map”** screen. Click on the **“printer”** icon to print your PDF map.



- **Save a Map**

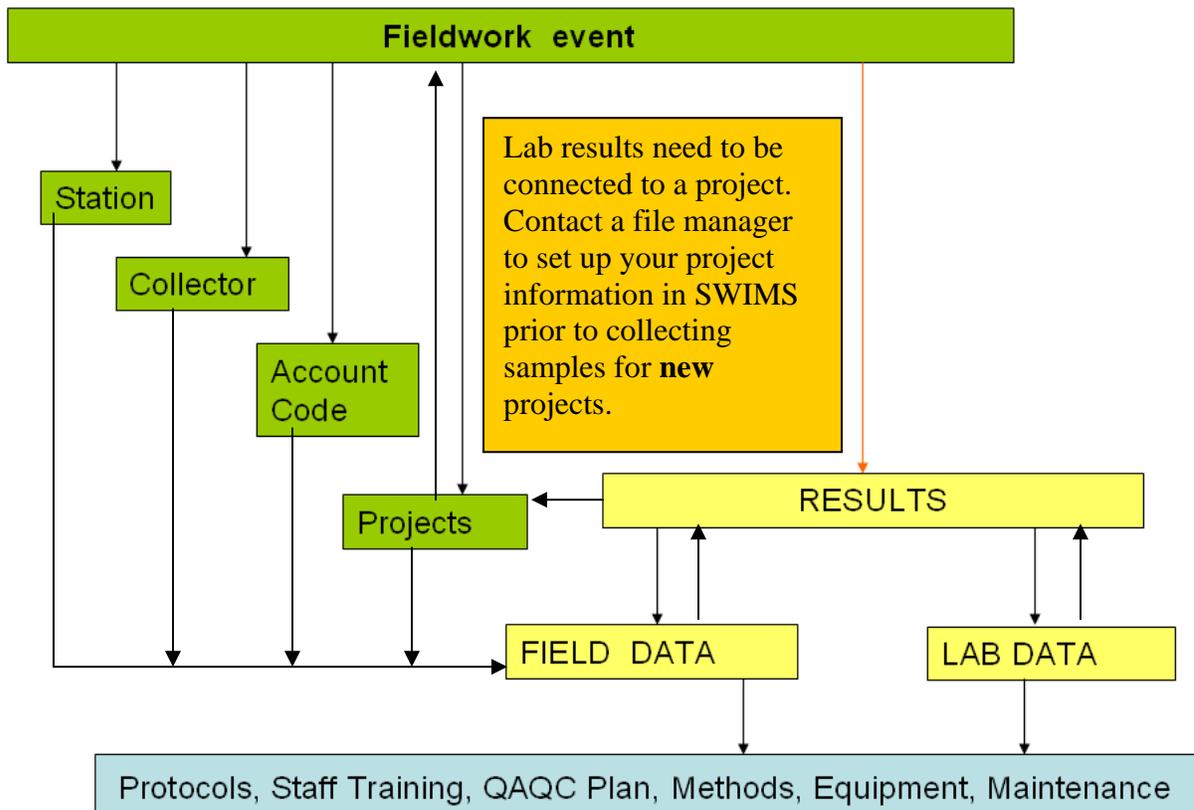
Click on the “**disk**” icon to save the map on your computer or disk.



Appendix A: SWIMS Database Relationships

Best Management Practices Data Management Documentation	
What	Projects, Results
Where	Stations
When	Fieldwork Event
How	Methods/Equipment/Documents
Why	Project Objective, Outcome
Who	People, Collectors
Training/ Certification	Training & Communication (monitoring & data entry, data mgmt tools)

Relationship of Fieldwork Event to Other SWIMS Data



Appendix B: Embedded Locator Tool (eLT) Troubleshooting Tips

- **Map Server is Down**

If you click "show map" and **a box shows appears up with toolbars, but with an error message inside the box**, the map server may be down. Try again later

- **eLT Isn't Installed on Your Computer**

If you click "show map" and **just a tiny box shows up without toolbars**, you may need to have the current version of the eLT installed on your computer.

- Check to see that the ELT.ocx file was loaded to your c:\DNRAPPS\eLT directory (c:\DNRAPPS\eLT\ELT.ocx).
- Check the version of the file by right clicking on the ELT.ocx file, select Properties, then select the Version tab. The ELT.ocx version should be 1.20.0.0.

If you don't find the ELT.ocx file on your computer, contact your ITC or someone with Administrator privileges to install the latest version. You can find the list of RIMS and ITCs on the following web page <http://intranet.dnr.state.wi.us/itworks/itcrims/> (see IT Staff Lists on the left side)

Here are the directions to install eLT.

- Go to the following directory
\\central\swis\elt\eLT Install\InstallShield\latest version\Disk1\Prod
- Run the **NRSetup.bat** file in this directory by double clicking it. An automated install program will run through the installation.

- **Reset Active X Controls and Privacy Settings**

If you click "show map" and **a box shows up with the toolbars, but no map and no error message inside, with a message "active x control blocked . . ." at the top of your browser**, you may need to reset your Security, Active X Controls, and/or Privacy Settings. Follow these steps:

- Start Internet Explorer
- In the **Tools** menu, select **Internet Options**
- Select the **Security** tab
- Click on **Trusted Sites** as the web content zone
- Click "**Sites**"
- Paste the name of the URL (i.e. prodoasjava.dnr.wi.gov) in the box.
- Uncheck "require server verification..." and click on **OK**. Once you've added the URL, Re-check the "require server verification..." checkbox.
- Now try the map again (try clicking on the refresh button)

If it still doesn't work, adjust the ActiveX and Privacy Settings:

Click on the **Custom Level** button

- For all settings dealing with the **ActiveX controls** and **plugins**, change the settings to **Enabled**

- Click **OK**
- Click on the **Privacy** tab
- Move the bar to **Low**
- Click **OK** and **OK** to exit the settings dialogs

- **Request Help**

If you still get error messages or can't get maps to appear, send us the screenprint (hold the **Ctrl** button down and press the **Print Screen Button**, then paste this into your e-mail message) of the problem or error message.

Rev: April 9, 2007