

*Generalized Water Information System (GWIS)
Database Utilities User's Manual*

Division of Environmental Assessment and Restoration
Florida Department of Environmental Protection
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Introduction

The Florida Department of Environmental Protection's (DEP's) Watershed Monitoring Section (WMS) oversees two statewide water monitoring networks, the Status Network and the Trend Network. In each network, field parameters such as temperature and pH are collected regularly, along with water samples which are analyzed in the laboratory. In the Trend Monitoring Network, the samples are taken from fixed surface and groundwater sites, which allows for an assessment of long-term changes in specific waterbodies and wells. In the Status Monitoring Network, the sampling locations are chosen randomly to provide a statistically valid estimate of statewide water conditions.

Status and Trend site data (including locations, water resource types, and owners' contact information) are stored in an Oracle database called GWIS (Generalized Water Information System). An Internet application, GWIS Database Utilities, allows online access to the database. This manual guides users through the Database Utilities application and explains how to use it for site reconnaissance (recon), entering recon tracking data, and updating station information.

Accessing the Database Utilities Application

Open Google Chrome and navigate to <https://prodlamp.dep.state.fl.us/gwis>. This application can also be used in Mozilla Firefox and Microsoft Edge, but screenshots and instructions in this document are for Chrome. **DEP employees will log in using the same username and password as their network account (Figure 1).** If the user needs access to make and save edits to information, contact one of the WMS employees with application oversight access (currently Indira Pindi, Jay Silvanima and Stephanie Sunderman-Barnes). Clients outside DEP (i.e. contractors) should also contact one of the WMS employees with application oversight access to obtain login credentials. User roles are managed in DepSec, and that process is described in a document titled X:\WQAP\Sol_Z\datamgmt\Manuals_Instructions\Managing Users and User Access for GWIS applications-August2021. **Any problems or issues with existing data should be reported to the WMS Data Coordinator or the WMS Data Manager.**

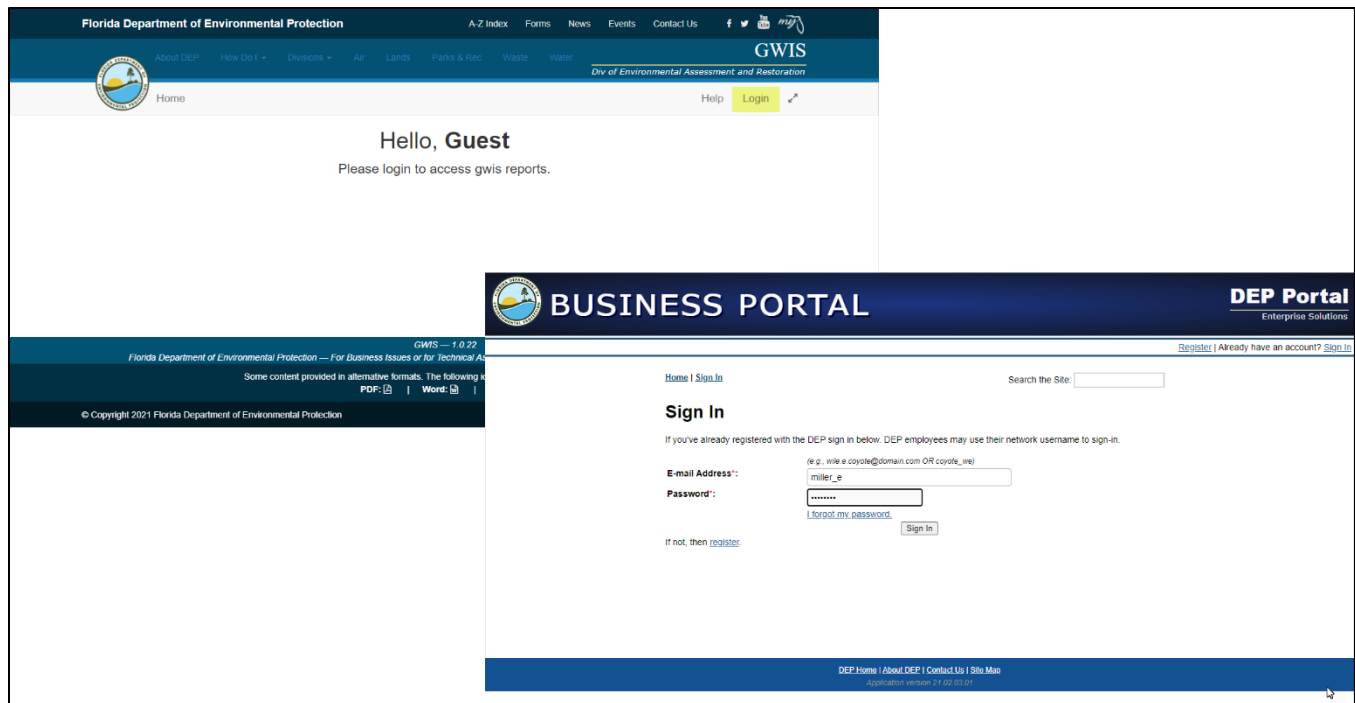


Figure 1. Database Utilities login screen

After login is complete, an introductory screen will appear (**Figure 2**). If the contents appear cut off at the bottom of the screen and there is no scroll bar, click the diagonal arrows to the right of your username (circled in green on the screenshot).

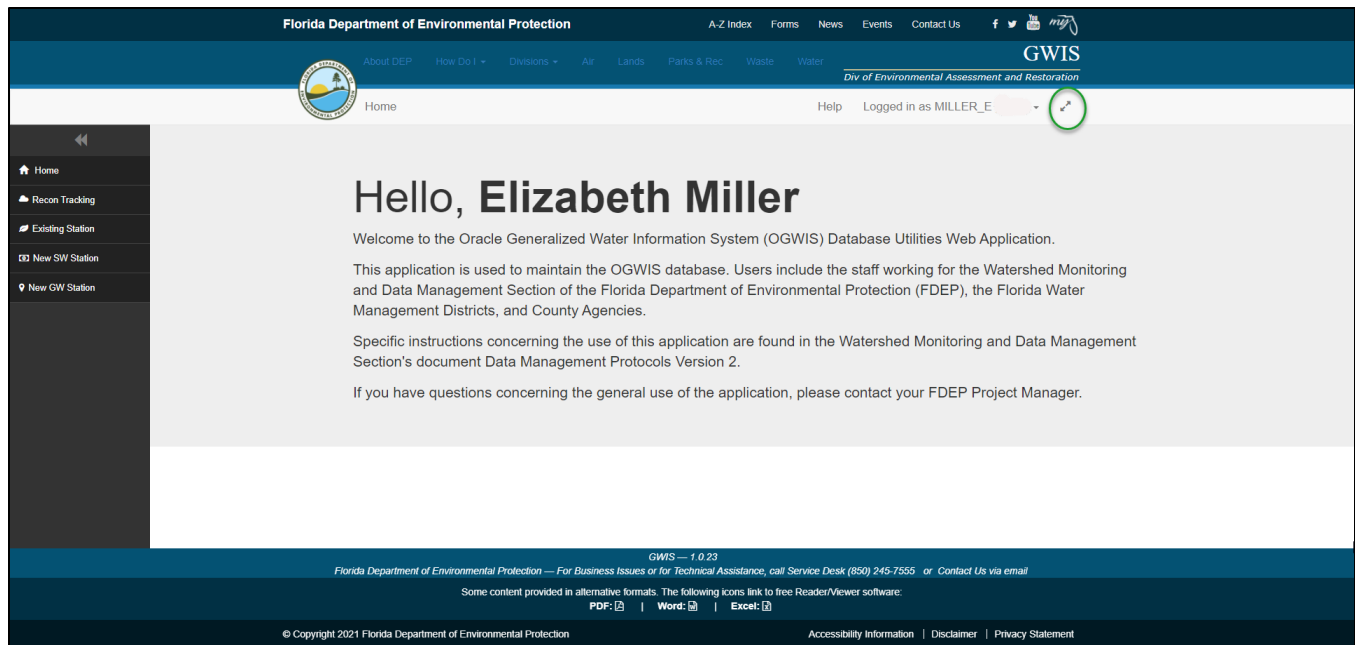


Figure 2. Welcome page for the Database Utilities application

Reconning Sampling Sites

Because the Status Network sampling sites are chosen randomly, it is necessary to conduct reconnaissance (“recon” or “reconning”) before collecting samples to ensure that the site is appropriate for sampling. **Recon Tracking** is a feature that allows the user to determine the locations of Status sites, to view aerial imagery and quad maps, and to enter information on whether the site can be sampled. Please see the Status Network Recon Manual at http://publicfiles.dep.state.fl.us/dear/DEARweb/WMS/Reports_Docs_SOPs/Standard%20Operating%20Procedures/Status%20Network%20Recon%20Manual/WMS-ReconManual.pdf for more guidance on conducting recon.

Begin by clicking **Recon Tracking** in the menu on left side of the screen. This will bring up a page with several drop-down lists (*Figure 3*).

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Home

Help Logged in as MILLER_E

Recon Tracking

Resource Type: UNCONFINED AQUIFER

Reporting Unit: ZONE 1

Reporting Cycle: 15

Site Location Range:

Leave empty to return all records if creating an export file.
If creating a map for more than one site, limit range to less than 140 sites.

Reset Form View Results EXCEL CSV

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Figure 3. Recon Tracking drop-down menu page

Select the water Resource Type, Reporting Unit, Reporting Cycle, and (optional) Site Location Range of interest. These parameters are described below.

Resource Types that are currently sampled are:

- Unconfined Aquifer
- Confined Aquifer
- Large Lake
- Small Lake
- Large River
- Small Stream
- Canal

Reporting Units are geographical regions of the state (see **Figure 4**). The valid choices are currently:

- Zone 1
- Zone 2
- Zone 3
- Zone 4
- Zone 5
- Zone 6

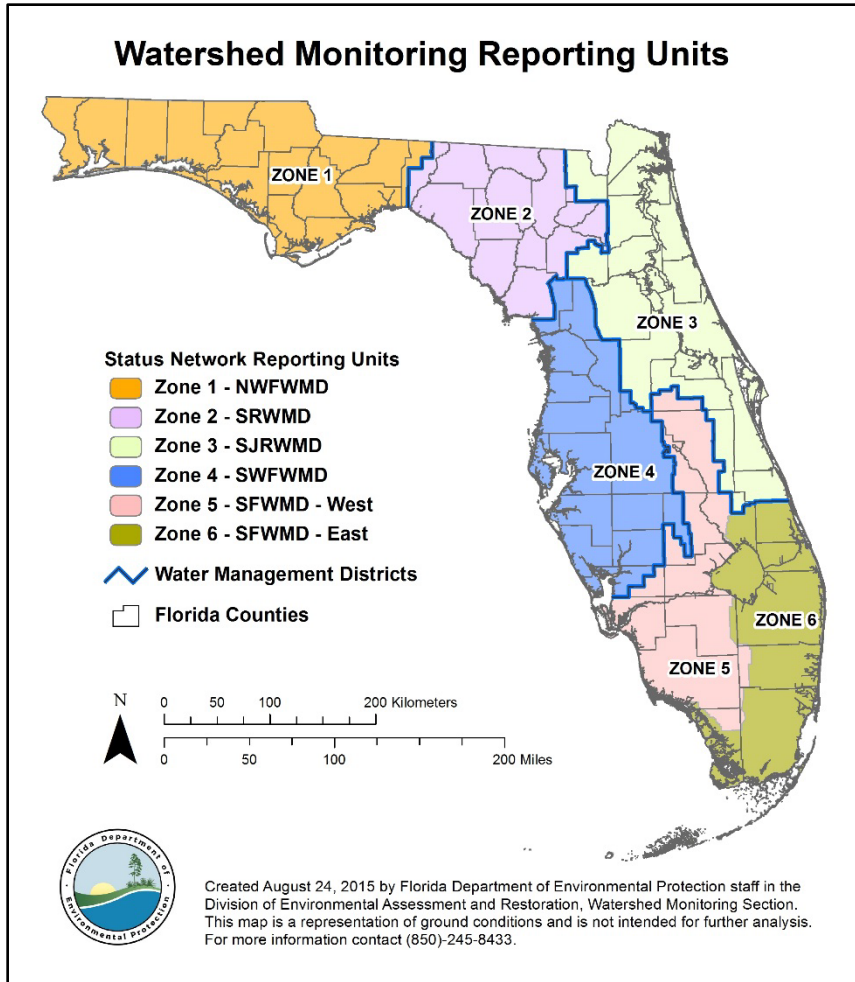


Figure 4. WMS Reporting Units (zones).

The zones are equivalent to the state's five Water Management Districts (WMDs), with South Florida WMD divided into eastern and western zones. NWF = Northwest Florida; SR = Suwannee River; SJR = St. Johns River; SWF = Southwest Florida; and SF = South Florida.

Reporting Cycle refers to the year(s) in which the samples were collected:

Cycle 3: 2009
 Cycle 4: 2010
 Cycle 5: 2011
 Cycle 6: 2012
 Cycle 7: 2013
 Cycle 8: 2014
 Cycle 9: 2015
 Cycle 10: 2016
 Cycle 11: 2017 (and so on)

NOTE: The WMS adopted an annual Reporting Cycle in 2009. From 2000-2008, the Reporting Cycles lasted 4-5 years each. Cycle 1: 2000-2003 and Cycle 2: 2004-2008 are not accessible in GWIS Recon Tracking.

Site Location Range is an optional input that one may enter if interested in a specific site number. If left blank, all Status sites that match the chosen criteria will be listed (150 for surface water and 200 for groundwater). Note the instructions in red. If preparing a recon spreadsheet, leave the Site Location Range empty. If creating maps, limit the number of sites to 140 or less. MapDirect cannot map all sites at one time. Alternatively, use one of the custom maps in Map Direct that the WMS GIS Analyst has prepared at <http://publicfiles.dep.state.fl.us/dear/watershed%20monitoring/MapDirect-Custom-Files/>

Click **View Results** to accept choices and begin reconnaissance. To clear choices and start again, click **Reset Form**. There is also the option to export the site information directly to a file. Choose either **EXCEL** or **CSV** to automatically generate a file. The file will appear at the bottom left of the screen (**Figure 5**). Clicking on the file will open it, and it can be saved in the desired location. Note that if the file is Excel, a warning message will pop up that states the file may be corrupted or unsafe. This is an artifact of php, and it is okay to click **Yes** and open the file.

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Home

Help Logged in as MILLER_E

Recon Tracking

Resource Type: UNCONFINED AQUIFER

Reporting Unit: ZONE 1

Reporting Cycle: 15

Site Location Range: -

Leave empty to return all records if creating an export file.
If creating a map for more than one site, limit range to less than 140 sites.

Reset Form View Results EXCEL CSV

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ReconTracking_Rpt_...xls

Show all

Figure 5. Location of generated Excel or CSV export file

After clicking **View Results** the list of Status sites corresponding to the chosen inputs will appear with the sample location, latitude and longitude (**Figure 6**). The “Sampleable” column will be populated with “N/A”. This column is updated after the site is reconned. In the example shown below, Resource Type = UNCONFINED AQUIFER, Reporting Unit = Zone 1, and Reporting Cycle = 15 were chosen, and the Site Location Range was left empty. This screen also contains **EXCEL** and **CSV** options to save the list of sites to a file in the same manner as the previous screen.

Now, click on the **Random Sample Location** to be reconned (e.g., Z1-UAL-15001). A screen with extra information about the site will pop up (*Figure 7*).

Figure 7. Example recon tracking page for a specific site (Z1-UA-15001)

To recon using a map of the site, click **Show Map**. This feature opens Map Direct, which has many viewing options. For more information on using Map Direct, refer to the current version of the Map Direct Customization handout provided in the [Watershed Information Center](#) and the Status Network Reconnaissance presentations for sampler training. Map Direct defaults to displaying a basic topographic map as the background (base map). The user can change the base map using the controls at the bottom left of the screen to view the site on top of an aerial photo or no background image. Users can also display a more detailed United States Topographic Map (USA Topo Map) as the base map, or as a map layer using the controls at the top left of the screen. Making the USA Topo Map layer visible is recommended as it provides more detailed information than the standard ESRI basemaps. Please refer to the Recon Manual

(http://publicfiles.dep.state.fl.us/dear/DEARweb/WMS/Reports_Docs_SOPs/Standard%20Operating%20Procedures/Status%20Network%20Recon%20Manual/WMS-ReconManual.pdf) and Sampling Manual (http://publicfiles.dep.state.fl.us/dear/DEARweb/WMS/Reports_Docs_SOPs/Standard%20Operating%20Procedures/Sampling%20Manuals/WMS-SamplingManual.pdf) for examples of exclusions.

Entering Recon Information

A. Surface Water

After determining whether the site is sampleable, information can be updated in the Database Utilities application. Until a station is reconned, the “Is [the site] sampleable?” field is marked “N/A”.

Case 1: Site is Not Sampleable

If the site is not sampleable, click **No (Figure 8)** and the **Exclusion Category** drop-down list will appear. If a site is marked as unsampleable, a reason must be chosen from the **Exclusion Category** drop-down list. After choosing an Exclusion Category, the **Exclusion Criteria** drop-down list will appear. Select the appropriate Exclusion Criteria. The Exclusion Criteria available depend on the Exclusion Category chosen. Refer to **Table 1** for the valid combinations. Please see the WMS [Sampling Manual](#) for the most up-to-date exclusions list.

Home

Recon Tracking

Existing Station

New SW Station

New GW Station

Site Recon Information

PK RANDOM SAMPLE LOCATION: Z1-LL-15002

Station ID: NA

Waterbody Name: BEAR LAKE

County: SANTA ROSA

WMD: NORTHWEST FLORIDA WMD

Random Latitude: 30° 52' 2.34339"

Random Longitude: 86° 49' 36.4139"

Is Z1-LL-15002 sampleable?: Yes ☐ No ☒ NA ☐

Exclusion Category: DRY

Exclusion Criteria: SMALL LAKE OR LARGE LAKE DEPTH < 1 METER AT DEEPEST POINT

Was Z1-LL-15002 sampled?:

Comments:

Save
Reset
Show Map

Figure 8. Example recon tracking page for an unsampleable surface water site.
 Site Z1-LL-15002 is displayed as an example.

Table 1. Surface Water Exclusion Criteria and Definitions.

This is a two-column table with Exclusion Category in the first column and the associated Exclusion Criteria in the second column.

EXCLUSION CATEGORY	EXCLUSION CRITERIA
DRY	SMALL LAKE OR LARGE LAKE < 1 METER AT DEEPEST POINT
DRY	DRY DURING INDEX PERIOD, INCLUDES SMALL LAKE WATER < 4 HECTARES LARGE LAKE WATER < 10 HECTARES
DRY	STREAM/RIVER/CANAL FLOW POOLED AND DISCONNECTED AT RANDOM LOCATION
DRY	RANDOM LOCATION LESS THAN 10 CM DEEP
NO PERMISSION FROM OWNER	ACCESS DENIED BY PROPERTY OWNER
NO PERMISSION FROM OWNER	UNABLE TO OBTAIN PERMISSION FROM OWNER
OTHERWISE UNSAMPLEABLE	FLOOD CONDITIONS (FLOW OUT OF BANKS) AT STREAM/RIVER/CANAL RANDOM LOCATION
OTHERWISE UNSAMPLEABLE	UNSAFE SAMPLING CONDITIONS
OTHERWISE UNSAMPLEABLE	OPEN WATER IN LAKE LESS THAN 0.1 HECTARE
OTHERWISE UNSAMPLEABLE	LESS THAN 0.5 SQUARE METERS FREE OF ATTACHED VEGETATION AT SAMPLING POINT
UNABLE TO ACCESS	NO OPEN WATER AVAILABLE AT LAKE SAMPLING POINT
UNABLE TO ACCESS	UNABLE TO REACH RANDOM LOCATION WITHIN THREE HOURS FROM ACCESS POINT
UNABLE TO ACCESS	UNABLE TO GET EQUIPMENT TO RANDOM LOCATION (SAMPLER CANNOT GET NECESSARY SAMPLING EQUIPMENT TO SITE)
WRONG RESOURCE/NOT PART OF TARGET POPULATION	ARTIFICIALLY CREATED LAKE OTHER THAN ESTABLISHED IMPOUNDMENTS
WRONG RESOURCE/NOT PART OF TARGET POPULATION	STORMWATER TREATMENT AREAS
WRONG RESOURCE/NOT PART OF TARGET POPULATION	WETLANDS
WRONG RESOURCE/NOT PART OF TARGET POPULATION	ROADSIDE BORROW PIT
WRONG RESOURCE/NOT PART OF TARGET POPULATION	CURRENT OR HISTORIC MINING OPERATION WITHOUT RESTORATION
WRONG RESOURCE/NOT PART OF TARGET POPULATION	STREAM/RIVER ARTIFICIALLY ALTERED WITH LOSS OF SINUOSITY AND BOX CUT BANKS (NOT A PRIMARY CANAL)
WRONG RESOURCE/NOT PART OF TARGET POPULATION	ARTIFICIAL LAKE, LAGOON, OR POND USED FOR AGRICULTURAL OR AQUACULTURE OPERATIONS
WRONG RESOURCE/NOT PART OF TARGET POPULATION	ESTABLISHED LAKE SIZE IS < 4 HECTARES, VIA BEST PROFESSIONAL JUDGEMENT, (NOT "DRY")
WRONG RESOURCE/NOT PART OF TARGET POPULATION	GIS COVERAGE INCORRECT, WATERBODY NOT PRESENT AT RANDOM LOCATION
WRONG RESOURCE/NOT PART OF TARGET POPULATION	WATERBODY WITHIN FDEP PERMITTED FACILITY BOUNDARY
WRONG RESOURCE/NOT PART OF TARGET POPULATION	RANDOM LOCATION LIES AT OUTFALL OF FDEP PERMITTED FACILITY (SITE LIES AT THE OUTFALL POINT OF EFFLUENT OR IN MIXING ZONE)
WRONG RESOURCE/NOT PART OF TARGET POPULATION	RANDOM LOCATION FALLS OUTSIDE REPORTING ZONE
WRONG RESOURCE/NOT PART OF TARGET POPULATION	ESTUARY
WRONG RESOURCE/NOT PART OF TARGET POPULATION	CHANGING RESOURCE TYPE (INCLUDING RESTORATION AREAS) (RESOURCE TYPE WILL DEFINITELY CHANGE PRIOR TO SCHEDULED SAMPLING. EXAMPLE: IMPOUNDMENT OF A FORMER RIVER TO FORM A LAKE.)
WRONG RESOURCE/NOT PART OF TARGET POPULATION	STREAM SEGMENT IS NOT CONNECTED TO WATERS OF THE STATE
WRONG RESOURCE/NOT PART OF TARGET POPULATION	DRAINAGE/IRRIGATION DITCH INCLUDED IN PRIMARY CANAL COVERAGE

After entering the Exclusion Category and Criterion, please add a short statement to the **Comments** field describing why the site was excluded. Include the word “field” or “office” to denote the type of recon completed, as well as the name of the person performing the recon and the date (**Figure 9**). Questions should be directed to the appropriate WMS contact.

Site Recon Information

PK RANDOM SAMPLE LOCATION: Z1-LL-15002
 Station ID: NA
 Waterbody Name: BEAR LAKE
 County: SANTA ROSA
 WMD: NORTHWEST FLORIDA WMD
 Random Latitude: 30° 52' 2.34339"
 Random Longitude: 86° 49' 36.4139"
 Is Z1-LL-15002 sampleable?: Yes ☐ No ☒ NA ☐
 Exclusion Category: DRY
 Exclusion Criteria: SMALL LAKE OR LARGE LAKE DEPTH < 1 METER AT DEEPEST POINT
 Was Z1-LL-15002 sampled?:
 Comments: L. Miller 9/2/21: Field Recon. Due to recent drought, lake is less than 1 meter deep.
 Save Reset Show Map

Figure 9. Example of a completed Recon Tracking page for an unsampleable surface water station.

Site Z1-LL-15002 is displayed as an example.

Click **Save** to record the information or **Reset** to clear edits and begin again.

NOTE: If “No” was entered for the question, “Is [the site] sampleable?”, the recon information cannot be saved without entering the Exclusion Category and Criteria.

Case 2: Site is Sampleable

If the recon indicates that the site can be sampled, click **Yes**. After the site has been sampled, be sure to click the **Yes** radio button to indicate the site was sampled and enter the sample date (**Figure 10**). Click in the box next to **Yes**, and a calendar will appear. Choose the sample date from the calendar. Depending on the settings in Chrome, clicking in the date box may also display dates that have already been entered and obscure the calendar. Click on the calendar in the background to get rid of the ‘suggested’ dates and choose your own date. Add any pertinent comments. Click **Save**.

The screenshot shows a web application interface for 'Site Recon Information'. On the left is a dark sidebar with navigation links: Home, Recon Tracking, Existing Station, New SW Station, and New GW Station. The main content area has a light gray header with the title 'Site Recon Information'. Below the header, the form displays the following information for station Z1-LL-15003:

- PK RANDOM SAMPLE LOCATION: Z1-LL-15003
- Station ID: NA
- Waterbody Name: KINGS LAKE
- County: WALTON
- WMD: NORTHWEST FLORIDA WMD
- Random Latitude: 30° 47' 11.5521"
- Random Longitude: 86° 11' 35.163"
- Is Z1-LL-15003 sampleable?: Yes ☒ No ☐ NA ☐
- Exclusion Category:
- Exclusion Criteria:
- Was Z1-LL-15003 sampled?: Yes ☒ 08/01/2021
- Comments:

At the bottom right of the form are three buttons: Save, Reset, and Show Map.

Figure 10. Example of a completed Recon Tracking page for a sampleable surface water station.
Site Z1-LL-15003 is displayed as an example.

B. Groundwater

When Confined Aquifer or Unconfined Aquifer are selected as the Resource Type, a list of wells that was selected as candidates for sampling will appear. To recon a groundwater station, click **Show Map** at the bottom of the station screen, and review as you would for surface water. The [Recon Manual](#) provides more details and examples. Be sure to click **Save** to record edits.

Viewing Sampling Sites in a Reporting Unit

Another feature of the Database Utilities Map Direct application is the ability to view current site selections along with previously sampled sites. If a waterbody/well was sampled in the past, this may provide evidence that it is sampleable during the current Cycle. To view the past and present sites, go back to the list of random sampling sites and click **Show Map (Figure 11)**. Remember that all 150 surface water or 200 groundwater sites cannot be mapped at one time. Limit the list of sites to 140 or less sites for mapping purpose. Follow the Map Direct guidance documents for more information on viewing the sites in the map.

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GWIS

Div of Environmental Assessment and Restoration

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Help

Logged in as MILLER_E

Home

Recon Tracking

Existing Station

New SW Station

New GW Station

Recon Tracking Results

Selection Criteria:

Resource Type = UNCONFINED AQUIFER; Reporting Unit = Zone 1; Reporting Cycle = 15;

Show Map

Excel

CSV

RANDOM SAMPLE LOCATION	LATITUDE	LONGITUDE	SAMPLEABLE	STATION ID
Z1-UA-15001	30° 22' 59.32"	85° 40' 12.65"	N/A	
Z1-UA-15002	30° 37' 45"	85° 9' 43"	N/A	
Z1-UA-15003	30° 9' 40.56"	84° 15' 22.07"	N/A	
Z1-UA-15004	30° 31' .1"	86° 30' 10.2"	N/A	
Z1-UA-15005	30° 10' 39.394"	85° 37' 31.075"	N/A	
Z1-UA-15006	30° 44' 5.23"	84° 57' 57.59"	N/A	
Z1-UA-15007	30° 39' 54.349"	87° 3' 23.061"	N/A	
Z1-UA-15008	30° 56' 22.774"	87° 30' 48.008"	N/A	
Z1-UA-15009	30° 32' 12"	85° 20' 22"	N/A	

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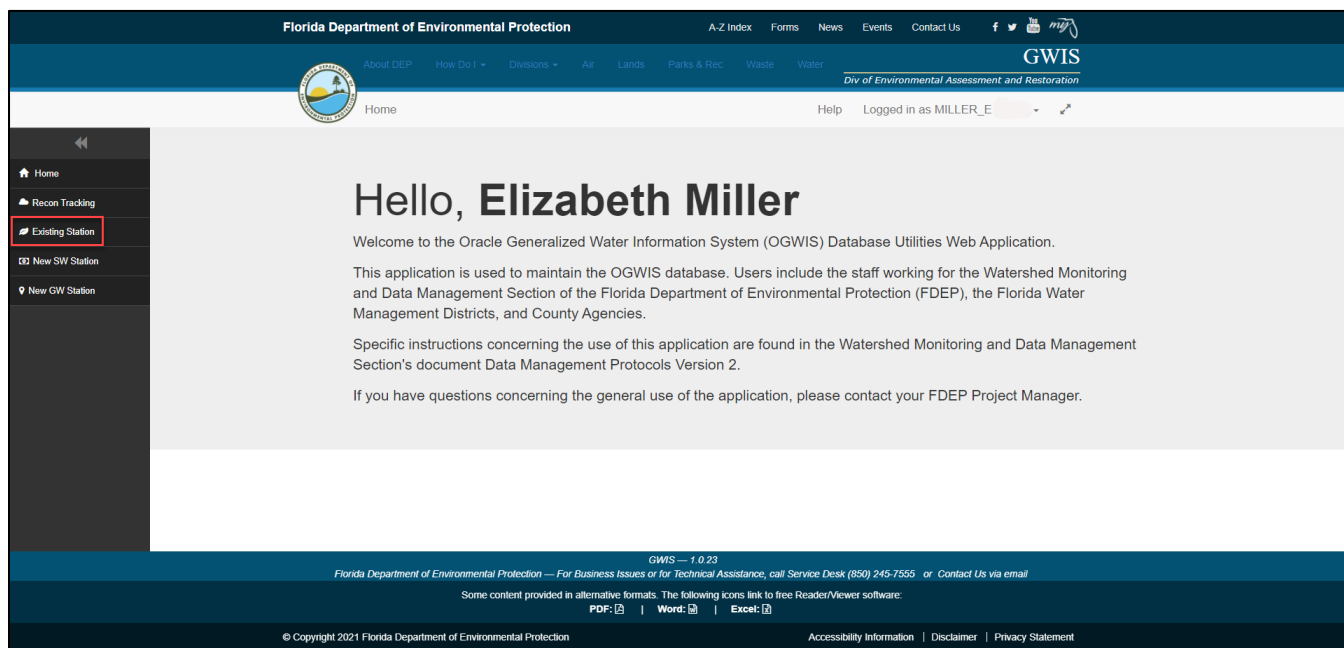
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Figure 11. Example list of Status Zone 1 unconfined aquifer sites to recon with the ‘Show Map’ (button indicated by red circle).

Updating Existing Station Information

Periodically, some of the data for a station may change (e.g., ownership of a well or phone numbers may change). Updates to reflect these changes should be made in a timely manner¹ by either the WMS contact (See Contacts, page 22) or the contracted sampling agency. To update information in the Database Utilities, click on **Existing Station** (*Figure 12*).



There are several options for accessing site information (*Figure 13*):

1. If the **Station ID** (i.e., pk_station from the Oracle table T_STATION) is available, enter it into the **Station ID** field and click **View Results**. That station will be shown. If the **Station ID** is not known but the **Station Name** is known, enter it into the **Station Name** field and click **View Results**. A list of stations with similar names will be shown. Click on the appropriate station name.
2. If the first letters or numbers of the Station Name but not the entire name is known, leave the rest of the field blank and the application will search for all stations with the beginning characters identified.
3. As an alternative, select a Water Resource, County, FLUWID (**FLORIDA_UNIQUE_WELL_IDENTIFIER**) number, etc., to search for the site. Station ID, Station Name and FLUWID number (groundwater sites) also can be found on the recon

¹ Ideally, this should be after the Lab and Field data are combined and made available for review, but before the data are released.

spreadsheet. Recon spreadsheet generation is discussed in the **Exporting Station Data** section below. Click **View Results**, and a list will show up as seen in **Figure 14**.

Home
Recon Tracking
Existing Station
New SW Station
New GW Station

Existing Station

Station ID:

Station Name:

Status Random Site ID:

Water Resource:

Waterbody Name:

County:

Agency Maintaining Info:

Hydrologic Unit Name:

Florida Unique Well ID:

Figure 13. Existing Station screen showing search options

Home
Recon Tracking
Existing Station
New SW Station
New GW Station

Existing Station Results

Selection Criteria:
Waterbody Name = Alligator Lake;

STATION_ID	STATION_NAME	COUNTY_NAME	WATER_MANAGEMENT_DISTRICT	DEP_DISTRICT	WATERBODY_TYPE	WATER_RESOURCE	WATERBODY_NAME	FLORIDA_UNIQUE_WELL_IDENTIFIER	RANDOM_SAMPLE_LOCATION
53021	22-LL-12009	COLUMBIA	SUWANNEE RIVER WMD	NORTHEAST DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		22-LL-12009
56161	22-LL-13013	COLUMBIA	SUWANNEE RIVER WMD	NORTHEAST DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		22-LL-13013
43558	22-LL-7005	COLUMBIA	SUWANNEE RIVER WMD	NORTHEAST DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		22-LL-7005
45159	22-LL-8003	COLUMBIA	SUWANNEE RIVER WMD	NORTHEAST DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		22-LL-8003
47987	22-LL-9011	COLUMBIA	SUWANNEE RIVER WMD	NORTHEAST DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		22-LL-9011
49499	25-LL-10001	OSCEOLA	SOUTH FLORIDA WMD	CENTRAL DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		25-LL-10001
53046	25-LL-12003	OSCEOLA	SOUTH FLORIDA WMD	CENTRAL DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		25-LL-12003
53048	25-LL-12005	OSCEOLA	SOUTH FLORIDA WMD	CENTRAL DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		25-LL-12005
56223	25-LL-13006	OSCEOLA	SOUTH FLORIDA WMD	CENTRAL DISTRICT	LAKE	LARGE LAKE	ALLIGATOR LAKE		25-LL-13006

Figure 14. All existing stations in waterbodies named ALLIGATOR LAKE

When the list appears, click on the appropriate station name. The station information will appear, as seen in **Figure 15**. Fields that are not in a box are not editable.

Surface Water Station Update for # 53821

Changes to any information not editable in this form should be routed through the Project Manager and Database Manager.

Identifier

STATION ID: 53821
STORET ID: 53821
STATION NAME: 22-LL-12009
STATION DESCRIPTION:

Owner

OWNER NAME: SRWMD
PROPERTY OWNER: 9225 COUNTY ROAD 49
MAIL ADDRESS: LIVE OAK
CITY: FL
STATE: 32060
TELEPHONE: 3863621001
SECONDARY TELEPHONE: 3863621001
EMAIL: 3863621001
CONTACT NAME: SRWMD
CONTACT AGENCY: 9225 COUNTY ROAD 49
CONTACT ADDRESS: LIVE OAK
CONTACT CITY: FL
CONTACT STATE: 32060
CONTACT ZIP: 3863621001
CONTACT TELEPHONE: 3863621001
CONTACT SECONDARY TELEPHONE: 3863621001
CONTACT EMAIL: 3863621001

Scroll Bar

Figure 15. Information page for an Existing Station.

Station 53821 is displayed as an example. Note that STATION ID and STORET ID cannot be edited.

To update information in this screen, simply type in the new information over the old or blank field and click **Save** at the bottom of the screen. All station information is displayed on one page. Use the scroll bar on the right side of the screen to scroll to additional information.

If an owner or contact requests monitoring information, click on the **Letter** drop down menu under the **Owner** heading (**Figure 16**). Select either Owner or Contact from the drop-down list. This action lets the WMS contact know (via the Automated Data Management [ADM] interface) that he or she needs to send monitoring information to that person or organization.

Surface Water Station Update for # 53821

Owner

OWNER NAME: SRWMD
PROPERTY OWNER: 9225 COUNTY ROAD 49
MAIL ADDRESS: LIVE OAK
CITY: FL
STATE: 32060
TELEPHONE: 3863621001
SECONDARY TELEPHONE: 3863621001
EMAIL: 3863621001
CONTACT NAME: SRWMD
CONTACT AGENCY: 9225 COUNTY ROAD 49
CONTACT ADDRESS: LIVE OAK
CONTACT CITY: FL
CONTACT STATE: 32060
CONTACT ZIP: 3863621001
CONTACT TELEPHONE: 3863621001
CONTACT SECONDARY TELEPHONE: 3863621001
CONTACT EMAIL: 3863621001

Lat/Long

LATITUDE: 30° 10' 1.151"
LONGITUDE: 82° 37' 21.493"

LETTER: NONE

Figure 16. Illustration of the Owner heading.

LETTER: is the last item under this heading and is indicated by a red box. The LETTER drop-down menu is also indicated by a red box. Station 53821 is displayed as an example.

To change the name of a waterbody from UNNAMED LAKE/RIVER/STREAM, etc. contact the WMS GIS Analyst, Andy Woeber. Waterbody names are only assigned if they are officially added to the Geographic Naming Information System (GNIS). For a comprehensive list of the information contained in each tab, see page 23. Other Geographic and Hydrology information is not editable through this

interface. If information such as LATITUDE, LONGITUDE, COUNTY, WATER RESOURCE, etc. need to be updated, contact the Project Manager or Data Coordinator.

Batch Updates to Existing Station Data

Requests for large-scale updates to station data should be made to the Data Coordinator.

Adding a New Station

Only WMS staff have the correct permissions to add new stations manually. If a station needs to be added, please check with the appropriate WMS contact. Station addition should be done only with the Data Manager's permission. To add a new surface water (SW) or groundwater (GW) station, select **New SW Station** or **New GW Station** (*Figure 17*).

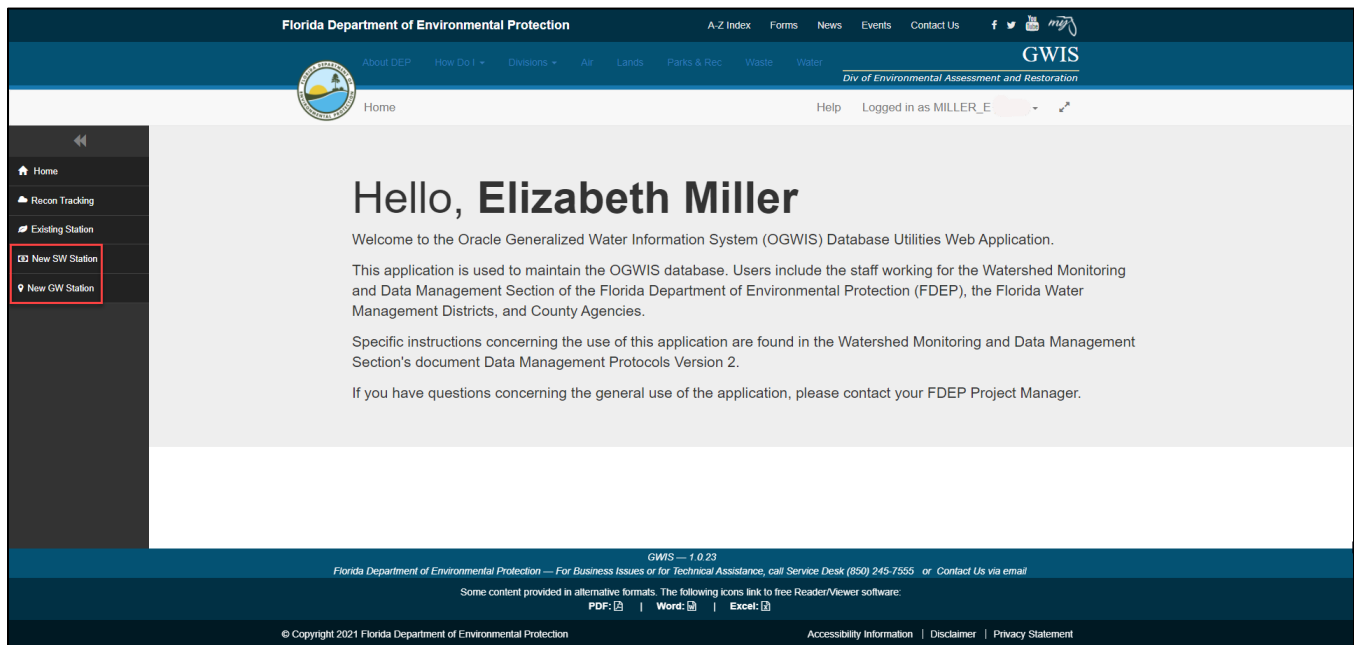


Figure 17. Click New SW Station or New GW Station to add a new station.
Links are boxed in red on the left side of the image.

In each case, a tabbed form (*Figure 18*) appears. Enter required data (see next section for list of required fields) and click **Save**.

Home
Recon Tracking
Existing Station
New SW Station
New GW Station

New SW Station

Required Fields:*

Identifier

STORE ID:

STATION NAME:

STATION DESCRIPTION:

Owner

OWNER NAME:

PROPERTY OWNER:

MAIL ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE:

SECONDARY TELEPHONE:

EMAIL:

CONTACT NAME:

CONTACT AGENCY:

CONTACT ADDRESS:

CONTACT CITY:

Figure 18. Add a New SW Station Page.
Required elements have a red star after the element name.

Minimum Data Requirements for Stations

There are certain minimum data requirements to save a station to the database.

1. For a **groundwater station (well)**, the following minimum information is required (as defined in the current Stations Table Data Dictionary):

- STATION NAME
- WATERBODY NAME (aquifer)
- WATER RESOURCE (confined/unconfined)
- LATITUDE
- LONGITUDE
- LOCATION METHOD
- LOCATIONAL DATUM
- CASING DIAMETER (inches)
- CASING DEPTH (feet below Land Surface)
- TOTAL DEPTH (feet below Land Surface)

2. For **surface water stations**, the following information is required:

- STATION NAME
- WATERBODY TYPE (stream/canal/lake)
- WATERBODY NAME
- WATER RESOURCE (small stream/large river/canal/large lake/small lake)

- LATITUDE
- LONGITUDE
- LOCATION METHOD
- LOCATIONAL DATUM

In addition to the above-mentioned data elements, the WMS contact or contracted sampling agency should make every effort to fill in as much information about the site as appropriate and possible.

Exporting Station Data

To create an Excel file containing the information about each random sample location, click on either the **EXCEL** or the **CSV** button, located on the Recon Tracking page or the Recon Tracking Results page as described in the section **Reconning Sampling Sites**. The resulting file contains all information for all sites for the selection made.

Contacts

This is a four-column table with the title and organization/agency of the contact in the first column, the contact name in the second column, the contact phone number in the third column and the contact email in the fourth column.

Title/Description	Name	Phone	Email
Section Administrator (Watershed Monitoring Section)	Jay Silvanima	(850) 245-8507	James.Silvanima@dep.state.fl.us
Data Coordinator (Watershed Monitoring Section)	TBD		
Data Manager (Watershed Monitoring Section)	Indira Pindi	(850) 245-8064	Indira.Pindi@dep.state.fl.us
GIS Analyst (Watershed Monitoring Section)	Andy Woeber	(850) 245-8031	Nathan.Woeber@dep.state.fl.us
Zone 1 (Northwest Florida Water Management District)	Tom Seal	(850) 245-8514	Thomas.Seal@dep.state.fl.us
Zone 2 (Suwannee River Water Management District) and Zone 3 (DEP samplers)	Tom Seal	(850) 245-8514	Thomas.Seal@dep.state.fl.us
Zone 3 (St. Johns River Water Management District) (SJRWMD and Alachua County samplers)	Tom Seal	(850) 245-8514	Thomas.Seal@dep.state.fl.us
Zone 4 (Southwest Florida Water Management District)	Carolyn Voyles	(850) 245-8321	Carolyn.Voyles@dep.state.fl.us
Zone 5 (South Florida Water Management District – West)	Carolyn Voyles	(850) 245-8321	Carolyn.Voyles@dep.state.fl.us
Zone 6 (South Florida Water Management District – East)	Carolyn Voyles	(850) 245-8321	Carolyn.Voyles@dep.state.fl.us

Station Information

This is a list of the elements found in the existing or new station information display.

(* = required information)

Station Information Tabs:

1. Identifier

STATION ID
STORET ID
RANDOM SAMPLE LOCATION ID (for Status sites)
FL UNIQUE WELL ID (for groundwater sites)
STATION NAME*
STATION DESCRIPTION

2. Owner

OWNER NAME
PROPERTY OWNER
MAIL ADDRESS
CITY
STATE
ZIP
TELEPHONE
SECONDARY TELEPHONE
EMAIL
CONTACT NAME
CONTACT AGENCY
CONTACT ADDRESS
CONTACT CITY
CONTACT STATE
CONTACT ZIP
CONTACT TELEPHONE
CONTACT SECONDARY TELEPHONE
CONTACT EMAIL
LETTER (requests for monitoring information)

3. Lat/Long

LATITUDE (in degrees/minutes/seconds)*
LONGITUDE (in degrees/minutes/seconds)*
LOCATION METHOD*
LOCATIONAL DATUM*

4. Geographic

COUNTY (determined based on lat/long)
WATER MGMT DISTRICT
DEP DISTRICT OFFICE
TMDL BASIN
REPORTING UNIT (for Status sites)

For Groundwater Wells:

5. Hydro

WATER BODY NAME (name of aquifer)*
WATER RESOURCE (confined/unconfined)*
HYDROLOGIC UNIT NAME (determined based on lat/long)*
SUBAQUIFER
GRID CELL
TOP OF AQUIFER (depth in feet)
BOTTOM OF AQUIFER (depth in feet)
GEOLOGIC LOG
LITHOLOGIC LOG
DRILLER LOG
HYDROLOGIC DATA

6. Hydro II

DRILL DATE
WELL STATUS (flowing, non-flowing, plugged, etc.)
WELL TYPE
CONSTRUCTION METHOD
LIFT TYPE
TOTAL DEPTH (in feet below land surface)*
CASING DEPTH (in feet)*
SCREEN BEGIN DEPTH (in feet)
SCREEN END DEPTH (in feet)

7. Hydro III

FINISH
SCREEN MATERIAL
SCREEN DIAMETER (in inches)
CASING MATERIAL*
CASING DIAMETER (in inches)*
LAND SURFACE ELEVATION (in feet)
MEASURING PT ELEVATION (in feet)
WATER LEVEL RECORDER
LEAD WEIGHT

8. Project Info

SAMPLED TV
SAMPLED WQAS
SAMPLED Background
SAMPLED VISA
SAMPLED HRSPWS
SAMPLED STATUS
DATA SOURCE
AGENCY

9. Comments

For Surface Water Sites:

5. SW Hydrology
 - WATER BODY NAME*
 - OTHER WATERBODY NAME (non-functional)
 - WATER BODY TYPE*
 - WATER RESOURCE*
 - SW CLASS
6. Project Info
 - SAMPLED TV
 - SAMPLED STATUS
 - SAMPLED WQAS
 - DATA SOURCE
 - AGENCY
7. Comments