

ROC Data Management for Special Projects

Network Folder Organization for Projects other than S&T and SMP

I. Folders in WQAPmonitoring <\\publicfiles\pubfds\DEAR\WQAPmonitoring>

(Note these folders are for the long term, on-going monitoring programs)

- AlgalBloomResponse
- Benchmark Lakes
- Benchmark Streams
- BMAP
- FYI
- Groundwater
- Reference Lakes
- Reference Streams
- SMP
- Special Projects
- TMDL
- Standards&ReagentsCerts

Records entered in the SMP folder should follow the hierarchy described in the SMP guidance manual developed by Curtis.

Follow the hierarchy listed below for all other folders except Special Projects and Standards&ReagentsCerts:

- **Year**
 - **ROC (sampling org)**
 - **Site**
 - Use the Station Name on Field sheet as the folder name since the site may not have WIN ID
 - **Sampling Date (mmddyyyy)**
 - Pictures
 - Example_River_Upstream_ExampleRd.jpg
 - Field sheet
 - Fieldsheets_mmddyyyyyy.pdf
 - Calibration
 - Calibration_01192018.pdf
 - Calibration_01192018_Temp.pdf
 - Calibration_02022018_Depth.pdf
 - Lab Report
 - RQ-2018-02-08-09.pdf

- WQAP-2018-02-09-02 LAKE ARROWHEAD
LAKE KANTURK PETTY GULF LAKE-02-09.pdf
WQAP-2018-02-09-02-C-0086236.pdf

II. Special Projects Folder

(This folder is for records of any other monitoring projects you perform that do not fall into a category listed above.)

❖ Project Name Folder

➤ Year

- ROC (sampling org)
 - Site

- Use the Station Name on Field sheet as the folder name since the site may not have WIN ID

• Sampling Date

- Pictures
 - Example_River_Upstream_ExampleRd.jpg
- Field sheet
 - Fieldsheets_mmddyyyyyy.pdf
- Calibration
 - Calibration_01192018.pdf
 - Calibration_01192018_Temp.pdf
 - Calibration_02022018_Depth.pdf
- Lab Report
 - RQ-2018-02-08-09.pdf
 - WQAP-2018-02-09-02 LAKE
ARROWHEAD LAKE KANTURK PETTY
GULF LAKE-02-09.pdf WQAP-2018-02-
09-02-C-0086236.pdf

Please, do not use WQAPmonitoring folder for S&T or other ROC projects/documentation.

III. Standards&ReagentsCerts

❖ ROC

- Chemical Name
 - Chemical_Lot#.pdf