

StrategicMonitoring		Strategic monitoring folder located within the WQAPmonitoring folder on the FTP site		
2018		Folder per year starting with 2018		
21FLA		One folder per Org Code, all of your SMP data will be stored under your Org Code		
21FLCEN				
21FLFTM				
21FLPNS				
21FLTLHR				
21FLTPA				
21FLWPB				
21FLWQA				
2018SMP		Excel file of the most current SMP for that year will be in the Year folder for reference		
	WBIDs	One folder per WBID, labeled as WBID#_WBIDName with underscores instead of spaces (809A_Megginnis_Arm_Run)		
		Station	One folder per station that you will be sampling at, labeled as the STORET Station ID (G1WA0009)	
			Field Sheets	All of the field sheets from that site (SMP Fieldsheet, SCI, PhysChem, etc) scanned as a single pdf file with the SMP Field Sheet on top, labeled as FieldSheets_mmddyyyy (FieldSheets_12172015.pdf)
			Photos	One photo for each cardinal point and upstream/downstream as appropriate, labeled as WBID_StationID_Direction_mmddyyyy (123_G3WA0003_W_12172022) If a special photo needs to be taken that doesn't fit this nomenclature use aBRIEF description using underscores for spaces (Big_Branch_Upstream_of_SR67.jpg)
		Recon	One Recon folder per WBID labeled as Recon	
			Maps	The initial map has been provided for you from Curtis, if you create additional maps in ArcGIS please export them as jpg files labeled as WBID#Consecutive Number (809A_Map1, 809A_Map2)
			Photos	Whatever photos you feel are appropriate labeled as aBRIEF description using underscores for spaces (Big_Branch_Upstream_of_SR67.jpg)
			Notes	Field notes that you think should be included, if necessary, scanned as a pdf labeled as Notes.pdf
		RQs	One RQ Number folder per RQ Request labeled as the RQ Number (RQ-2015-12-14-14)	
			RQ Sheet	The initial RQ Request saved as pdf, labeled as the RQ Number (RQ-2015-12-14-14.pdf)
			Lab Results	All lab results copied and pasted from the link they send you, this would be the Chain of Custody and Biology and/or Chemistry results (WQAP-2015-12-17-06 LAKE LAFAYETTE DRAIN MEGGINNIS ARM RUN AND LAKE ARROWHEAD 12-17.pdf,WQAP-2015-12-17-06-C-0085384.pdf,WQAP-2015-12-17-06-B-0085384.pdf)
		Calibration Logs	One Calibration Log folder per Org Code, labled as Calibration_Logs	
			Calibration Logs	Daily meter calibration logs scanned as a pdf, labeled as Calibration_mmddyyyy (Calibration_12172015.pdf) Please write all RQ Numbers associated with it on the Calibration Log Sheet. Temperature calibration logs labeled as Calibration_mmddyyyy_Temp. Depth calibration logs labeled as Calibration_mmddyyyy_Depth.

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folder

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Excel

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<u>StrategicMonitoring</u>	
<u>2018</u>	
<u>21FLWQA</u>	
<u>123 Alligator Creek</u>	
<u>G3WA0003</u>	FieldSheets_12172022.pdf 123_G3WA0003_Downstream_12172022.JPG 123_G3WA0003_E_12172022.JPG 123_G3WA0003_N_12172022.JPG 123_G3WA0003_S_12172022.JPG 123_G3WA0003_Upstream_12172022.JPG 123_G3WA0003_W_12172022.JPG
<u>G3WA0005</u>	FieldSheets_12172022.pdf 123_G3WA0005_Downstream_12172022.JPG 123_G3WA0005_E_12172022.JPG 123_G3WA0005_N_12172022.JPG 123_G3WA0005_S_12172022.JPG 123_G3WA0005_Upstream_12172022.JPG 123_G3WA0005_W_12172022.JPG
<u>424 Little River</u>	
<u>459 Ward Creek</u>	
<u>564A Lake Arrowhead</u>	
<u>G1WA0004</u>	
<u>Recon</u>	564A_Map1.JPG Big_Branch_Upstream_of_SR67.JPG Notes.pdf
<u>Calibration Logs</u>	Calibration_01192018.pdf Calibration_01192018_Temp.pdf Calibration_02022018_Depth.pdf
<u>RQ-2018-01-18-38</u>	
<u>RQ-2018-02-08-09</u>	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

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