

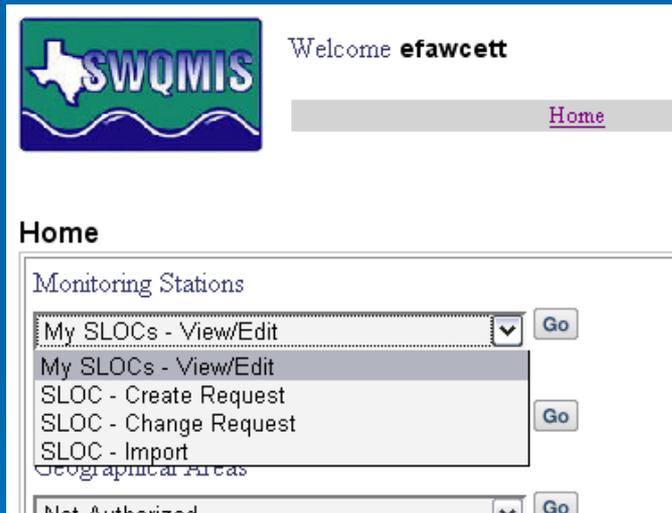
Monitoring Station Requests in SWQMIS

A tutorial for external data
providers

The background of the slide is a solid blue color. In the lower right quadrant, there are several decorative elements consisting of concentric white circles, resembling ripples on water. These ripples are of varying sizes and are arranged in a way that suggests movement from the bottom right towards the center.

Navigating in the Monitoring Stations Module

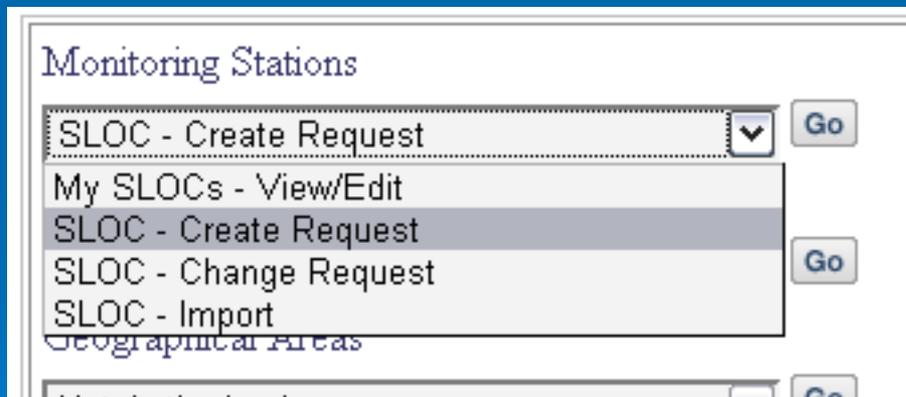
- Access the Monitoring Stations module in SWQMIS using the upper left-hand menu:



- The options you see here are accessible to individuals in the “External SLOC Provider” security group.

Requesting a New Station

- To request that a station be established, select the SLOC – Create Request option from the menu and click the Go button.



New Station – General Info

- This is the first screen in the “Create SLOC” process: all the fields are blank and ready for information. Once you have filled out the required fields (marked with an asterisk) on this page, click the **Save** button.

SLOC: General Information

General Info

SLOC ID		Requester*	<input type="text" value="efawcett"/>
Long Description*	<input type="text"/>	Submitter*	<input type="text" value="efawcett"/>
Temporary ID	<input type="text"/>	Latitude (DD)*	<input type="text"/> <input type="button" value="Map It"/>
Station ID:		Longitude (DD)*	<input type="text"/>
		Status	SAVE Details

- Hints on submitting an acceptable long description
 - The name of the water body must be noted first
 - Include a major, mappable landmark (e.g., intersection, road crossing, dam, or confluence)
 - Landmarks need to be able to fit within the required 1:24,000 map
 - Use “upstream” and “downstream” rather than above and below
 - Use the four cardinal directions if possible
 - North, South, East & West (e.g., 150 meters North and 125 meters West of....)
 - Use the metric system
 - If over 1000 meters use kilometers
 - When using kilometers round to the nearest hundredths

(See Chap 3 of the DMRG for more details... www.tceq.state.tx.us/compliance/monitoring/water/quality/data/wdma/dmrg_index.html)

 - Enter latitude and longitude using decimal degrees with at least 6 places filled in after the decimal.

New Station – General Info

SLOC: General Information

General Info

SLOC ID	20298	Requester*	tkirklan
Long Description*	Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately	Submitter*	tkirklan
Temporary ID		Latitude (DD)*	30.19731 <input type="button" value="Map It"/>
Station ID:	20298	Longitude (DD)*	-97.882231
		Status	SAVED Details

- After the SLOC is saved, you will see a drop-down menu and a SLOC ID. **For new stations**, the SLOC ID and Station ID are the same. Pay attention to the red system message in the upper left-hand corner.

Successfully created monitoring stations

SLOC: General Information

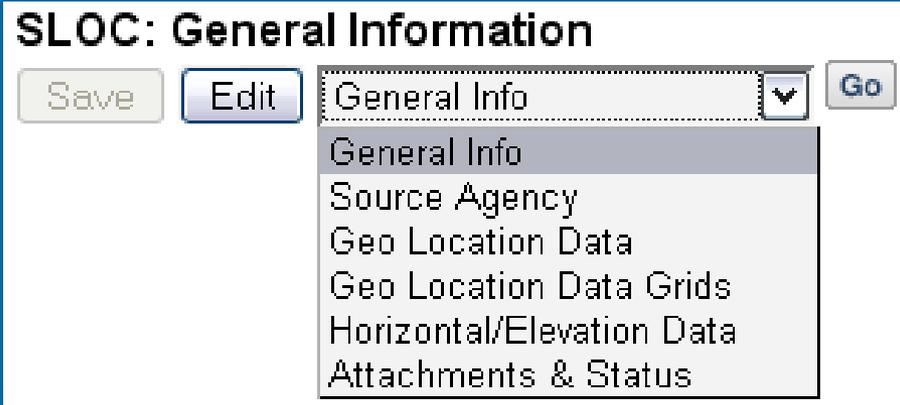
- General Info
- Source Agency
- Geo Location Data
- Geo Location Data Grids
- Horizontal/Elevation Data
- Attachments & Status

General Info

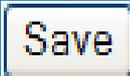
SLOC ID	20282	Requester*	efawcett
Long Description*	Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately upstream of confluence	Submitter*	efawcett
Temporary ID	Liz01	Latitude (DD)*	30.19731 <input type="button" value="Map It"/>
Station ID:	20282	Longitude (DD)*	-97.882231
		Status	SAVED Details

Navigating through the SLOC screens

- Use the navigation menu to move between the six data entry screens that make up the SLOC Request. Select the screen you wish to view and press the Go button.



The screenshot shows a web interface titled "SLOC: General Information". It features a "Save" button, an "Edit" button, and a "Go" button. A dropdown menu is open, displaying the following options: "General Info", "Source Agency", "Geo Location Data", "Geo Location Data Grids", "Horizontal/Elevation Data", and "Attachments & Status".

- You are required to enter information on each of these screens.
- Be sure to click the  button to save your edits before leaving each screen.

New Station – Source Agency

- On this screen, a Source Agency value is required. Click the Edit button to allow data input.
- When using a “grid,” or a box that can have many values, click the Add Row button to load a new, blank row. Use the drop-down value lists that appear to select the codes that relate to the entity requesting the SLOC and the type of monitoring that is planned.
- Please note that the Permit Numbers value is not required
- Remember to **SAVE**.

SLOC -General Data Grids

Save Edit General Info Go

SLOC Id: 20282 Latitude: 30.19731 Longitude: -97.982231
Long Description: Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately upstream of confluence with unnamed tributary

Source Agencies

#	*Submitting Entity Details	*Collecting Entity Details	*Monitoring Type Details	Notes	Remove

Add Row

Permit Numbers

*Permit Number	Remove

Add Row

Source agency added

SLOC -General Data Grids

Save General Info Go

SLOC Id: 20282 Latitude: 30.19731 Longitude: -97.982231
Long Description: Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately upstream of confluence with unnamed tributary

Source Agencies

#	*Submitting Entity Details	*Collecting Entity Details	*Monitoring Type Details	Notes	Remove
<input type="checkbox"/>	AU	AU	RT		Remove

Add Row

New Station – Geo Location Data

- This screen has only one field to fill in – the Segment ID. If you don't know it, you can use the *Map It* tool from the General Info page to look it up.
- Remember to **SAVE!**

Successfully added Monitoring Station Geo Location Information

SLOC--Geo-Location Data

Save Edit General Info

SLOC Id: 20282 **Latitude:**

Long Description: Slaughter Creek 225 m upstream of Escarpment

Geo Location Data

***Segment ID:**

New Station – Geo Location Data Grids

- This screen requires that you enter at least one Stream Station Type code pair (level and code). It is recommended that you add two, especially if your station should be considered Non-Ambient. These codes are listed in the *DMRG*, Appendix C.
- Use the **Add Row** button to add one or more rows to the grid and select the appropriate codes.
- If you are using a nearby USGS Gauge for supplemental flow data, please enter the gauge ID in the top grid.

Successfully saved grids

SLOC -Geo Location Data Grids

Save Edit General Info Go

SLOC Id: 20282
Long Description: Slaughter Creek 225 m upstr

SLOC - Geo Data Grids

USGS Gauges

USGS Gauge ID	Retire
Page 1 of 1	

Add Row

Stream Stations

Level*	Code*	Retire
Details	Details	
1	STREAM	Remove
2	AMBNT	Remove
Page 1 of 1		

Add Row

New Station – Horizontal/Elevation Data

- The fields on this page hold metadata about the latitude and longitude coordinates for the station, plus any elevation data you may have. Descriptions of these fields and codes are in the *DMRG*, Chapter 3 and Appendix F.

Successfully added Monitoring Station Horizontal and Elevation information

SLOC Horizontal / Elevation Data

SLOC Id: 20282 **Latitude:** 30.19731 **Longitude:**
Long Description: Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately upstream of confluence tributary

Horizontal and Elevation Data

Horizontal Organization:	AU <input type="button" value="Details"/>	Elevation Organization:	<input type="button" value="Details"/>
Horizontal Reference:	OTHER <input type="button" value="Details"/>	Elevation:	<input type="text"/>
Horizontal Description:	<input type="text"/>	Elevation Date:	<input type="text"/>
*Horizontal Date:	Nov 20, 2007 <input type="button" value="Calendar"/>	Elevation Datum:	<input type="button" value="Details"/>
*Horizontal Datum:	NAD83 <input type="button" value="Details"/>	Elevation Method:	<input type="button" value="Details"/>
*Horizontal Method:	INTERPOLATION-PHOTO <input type="button" value="Details"/>	Elevation Accuracy:	<input type="text"/>
*Horizontal Accuracy:	5		

- Note: If you enter data for any of the elevation fields, you must complete ALL the elevation fields.

New Station – Attachments and Status

- Click the Browse button to locate the file you wish to attach.
- Once you have selected your file in the pop up window, click Open.
- Attach at least one file (a map of the proposed location).

The screenshot shows the 'SLOC Attachments And Status' web interface. At the top, there are buttons for 'Save', 'Submit SLOC', and a 'General Info' dropdown menu with a 'Go' button. Below this, the 'SLOC Id' is 20282 and the 'Long Description' is 'Slaughter Creek 225 m upstream of'. The 'Attachments' section has a 'Browse...' button and an 'Add Attachment' button. A table below shows the attachment list with columns for '#', '*Description', 'Upload', and 'remove'. A green arrow points to the 'Browse...' button. The 'Monitoring Station - Status' section includes 'General Comments', 'Review Comments', 'Batch Id', 'Batch Name', and 'Status' (which is 'SAVED'). A 'File Upload' dialog box is open over the interface, showing the 'Desktop' folder. The file 'NewSLOC.jpg' is selected, and the 'Open' button is circled in red. The dialog box also shows a 'File name' field with 'NewSLOC.jpg' and a 'Files of type' dropdown set to 'All Files'.

- Hints on submitting an acceptable map (Detailed map requirements are covered in Chapter 3 of the DMRG)
 - Clearly depict new station and label nearby towns, highways, roads, & streams
 - Maps must be a 1:24,000 scale USGS topographic map &/or spatially correct DOQQ with resolution of 1 meter.

New Station – Attachments and Status

SLOC Attachments And Status

Save Submit SLOC General Info Go

SLOC Id: 20298 **Latitude:** 30.19731 **Longitude:** -97.882231
Long Description: Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately upstream of confluence with unnamed tributary

Attachments

C:\Documents and Settings\ Browse... Add Attachment

Attachments
*Description Upload Remove
1 of 1

Monitoring Station - Status

General Comments

Review Comments

Batch Id :

Batch Name :

Status **SAVED**

- The path should appear in the text box next to the Browse button.
- Click the Add Attachment button to upload the attachment to the SLOC.

New Station – Attachments and Status

- Once the attachment file is uploaded, fill in a description. A description, however basic, is required. For those adding more than one attachment, a more detailed description may be necessary.

Attachment added

SLOC Attachments And Status

Save Submit SLOC General Info Go

SLOC Id: 20297 **Latitude:** 30.19731 **Longitude:** -97.882231

Long Description: Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately upstream of confluence with unnamed tributary

Attachments

Browse... Add Attachment

#	*Description	Upload	Remove
<input type="checkbox"/>	Add Description Here	NewSLOC.bmp	Remove download

Page 1 of 1

Monitoring Station - Status

General Comments

Review Comments

Batch Id :

Batch Name :

Status **SAVED**

New Station – Attachments and Status

Attachment added

SLOC Attachments And Status

SLOC Id: 20297 **Latitude:** 30.19731 **Longitude:** -97.882231
Long Description: Slaughter Creek 225 m upstream of Escarpment Boulevard and immediately upstream of confluence with unnamed tributary

Attachments

#	*Description	Upload	Remove
<input type="checkbox"/>	Add Description Here	NewSLOC.bmp	<input type="button" value="Remove"/> <input type="button" value="download"/>

Page 1 of 1

Monitoring Station - Status

General Comments

Review Comments

Batch Id :
Batch Name :
Status **SAVED**

Once finished attaching your map, and all other screens have been completed and SAVED, you are ready to submit your SLOC for review.

Click the Submit SLOC button near the navigation drop-down menu.

New Station – Attachments and Status

Successfully submitted sloc

SLOC Attachments And Status

Save | General Info | Go

SLOC Id: 20282 **Latitude:**
Long Description: Slaughter Creek 225 m upstream of Escarp

Attachments

Browse... | Add Attachment

#	*Description	Upload	Remove
<input type="checkbox"/>	Aerial photo of site	NewsSLOC.jpg	Remove download

Page 1 of 1

Monitoring Station - Status

General Comments:

Review Comments:

Batch Id :
Batch Name :
Status: **REQUESTED**

Check the red system messages to make sure your submission was received correctly. Once the SLOC is submitted, the Submit SLOC button disappears.

New Station – Attachments and Status

Successfully submitted sloc

SLOC Attachments And Status

Save | General Info | Go

SLOC Id: 20282 **Latitude:**
Long Description: Slaughter Creek 225 m upstream of Escarp

Attachments

Browse... | Add Attachment

#	*Description	Upload	Remove
<input type="checkbox"/>	Aerial photo of site	NEWSLOC.jpg	Remove download

Page 1 of 1

Monitoring Station - Status

General Comments:

Review Comments:

Batch Id :
Batch Name :
Status: **REQUESTED**

- Notice that the status at the bottom of the page has changed from Saved to Requested.

Additional Notes:

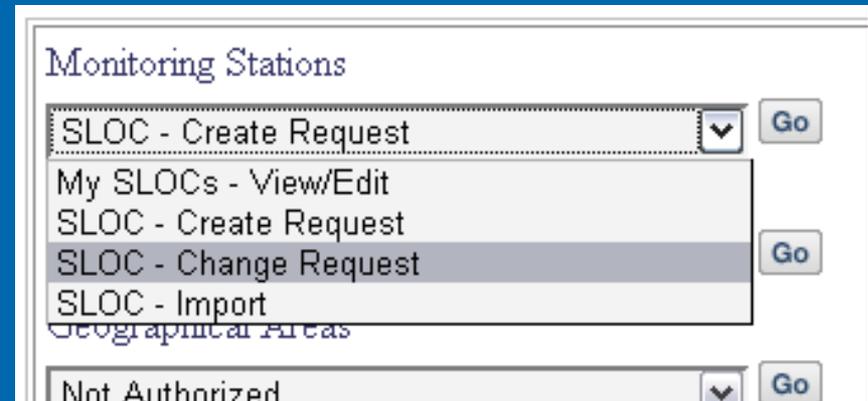
- The SLOC Coordinator will send an email confirmation when the SLOC request is completed or rejected.
- You can view your saved or rejected SLOC record through Monitoring Station Module > My SLOCs Edit/View.

A Note about SLOC Status

- SLOC Requests can have one of three statuses, as described below:
 - **Saved**
 - A SLOC that was partially filled out but is not ready for submission.
 - The record was created through the SLOC form and saved (using the Save button) but not yet submitted.
 - The submitter, the requester, or an administrator can search for, view, and edit the record through the SWQMIS interface.
 - **Requested**
 - A SLOC that was submitted for acceptance. It may be the result of an individual request or a batch submission.
 - The record was created, through the SLOC module, and submitted (using the Submit button) or submitted via a batch import.
 - The submitter or the requester can view the record through the My SLOCs interface.
 - An administrator can review, accept, or reject the record through the SWQMIS interface.
 - **Rejected**
 - A SLOC request that the administrator has rejected because of errors or missing data.
 - The submitter, the requester, or an administrator can edit and correct the record through the SLOC interface and, if they choose, resubmit it for further review.

SLOC - Change Request

- To edit an existing station, select **SLOC – Change Request** from the Monitoring Stations module.



SLOC - Change Request

- Enter the Monitoring Station ID for editing.
- Click ***Search***

Monitoring Station ID:	<input type="text" value="20128"/>	County	<input type="text" value=""/> Details
Long Description:	<input type="text"/>	TCEQ Region:	<input type="text" value=""/> Details
Segment ID:	<input type="text"/>	Basin Number:	<input type="text" value=""/> Details
On Segment:	<input type="text" value="Both"/>	Ecoregion ID III:	<input type="text" value=""/> Details
NHD Reach:	<input type="text"/>	Ecoregion ID IV:	<input type="text" value=""/> Details
Status:	<input type="text" value="PRODUCTION"/>	USGS Hydrologic Unit:	<input type="text"/>

SLOC - Change Request

- Select the station from the list that appears at the bottom of the screen.
- Click the *Change Request* button

Monitoring Station ID:

Long Description:

Segment ID:

On Segment:

NHD Reach:

Status:

County: Details

TCEQ Region: Details

Basin Number: Details

Ecoregion ID III: Details

Ecoregion ID IV: Details

USGS Hydrologic Unit:

<<prev 1 to 1 Of 1 next>>

#	Station ID	Long Desc	Segment ID	on Segment	Tceq Region	Status
<input checked="" type="checkbox"/>	20128	BULL HIDE CREEK 15 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM EAST OF THE CITY OF LORENA	1242	<input type="checkbox"/>	9-WACO	PRODUCTION

SLOC - Change Request

- Use the navigation drop down menu to navigate to each screen to make the appropriate changes.
- The original metadata for the site will appear.
- Select SAVE for each screen.

SLOC: General Information

- General Info
- Source Agency
- Geo Location Data
- Geo Location Data Grids
- Horizontal/Elevation Data
- Attachments & Status

General Info

SLOC ID	20301	Requester*	<input type="text" value="TKIRKLAN"/>
Long Description*	<input type="text" value="BULL HIDE CREEK 15 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM"/>	Submitter*	<input type="text" value="tkirkdan"/>
Temporary ID	<input type="text"/>	Latitude (DD)*	<input type="text" value="31.393199"/> <input type="button" value="Map It"/>
Station ID:	20128	Longitude (DD)*	<input type="text" value="-97.162418"/>
		Status	SAVED Details

SLOC - Change Request

- Type the corrected information over the already existing information.

General Info			
SLOC ID	20301	Requester*	TKIRKLAN
Long Description*	BULL HIDE CREEK 15 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM	Submitter*	tkirklan
Temporary ID		Latitude (DD)*	31.393199 <input type="button" value="Map It"/>
Station ID:	20128	Longitude (DD)*	-97.162418
		Status	SAVED Details

General Info			
SLOC ID	20301	Requester*	TKIRKLAN
Long Description*	BULL HIDE CREEK 13 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM	Submitter*	tkirklan
Temporary ID		Latitude (DD)*	31.395629 <input type="button" value="Map It"/>
Station ID:	20128	Longitude (DD)*	-97.162418
		Status	SAVED Details

SLOC - Change Request

- Don't forget to hit the Save button.

SLOC: General Information

General Info

SLOC ID	20301	Requester*	<input type="text" value="TKIRKLAN"/>
Long Description*	<input type="text" value="BULL HIDE CREEK 13 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM"/>	Submitter*	<input type="text" value="tkirklan"/>
Temporary ID	<input type="text"/>	Latitude (DD)*	<input type="text" value="31.395629"/> <input type="button" value="Map It"/>
Station ID:	20128	Longitude (DD)*	<input type="text" value="-97.162418"/>
		Status	SAVED Details

SLOC - Change Request

- Check the red system message to verify your changes were successful.
- Do this for each screen that needs a change.

Successfully created monitoring stations

SLOC: General Information

General Info

SLOC ID	20301	Requester*	TKIRKLAN
Long Description*	BULL HIDE CREEK 13 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM	Submitter*	tkirklan
Temporary ID		Latitude (DD)*	31.395629 <input type="button" value="Map It"/>
Station ID:	20128	Longitude (DD)*	-97.162418
		Status	SAVED Details

SLOC - Change Request

- You must go to the Attachments and Status page even if no changes need to be made to the page.
- There is a Station / SLOC Comparison option that lets you view the “before and after” information for the station.

SLOC Attachments And Status

SLOC Id: 20301 **Latitude:** 31.395629 **Longitude:** -97.162418
Long Description: BULL HIDE CREEK 13 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM EAST OF THE CITY OF LORENA

Attachments

#	*Description	Upload	Remove
<input type="checkbox"/>	USGS Topo Lorena Quadr	BullHideCreek3.pdf	<input type="button" value="Remove"/> <input type="button" value="download"/>

<

Monitoring Station - Status

[Station / SLOC Comparison](#)

General Comments

Review Comments

Batch Id :
Batch Name :
Status **SAVED**
Action :

SLOC - Change Request

- Verify all the changes that need to be made to the Change Request are present.

Monitoring Station and SLOC comparison

Description	Station Value	Sloc Value
General Information		
Monitoring Station/SLOC ID	20128	20301
Short Description	BULL HIDE CREEK 15 M UPSTREAM OF FM 2837	
Long Description	BULL HIDE CREEK 15 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM EAST OF THE CITY OF LORENA	BULL HIDE CREEK 13 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM EAST OF THE CITY OF LORENA
Ambient	Y	N
Temporary ID		
Authorizer	EFAWCETT	TKIRKLAN
Requester	wsnyder	TKIRKLAN
Submitter	EFAWCETT	TKIRKLAN
Established Date	2007-07-02	2008-03-31
Latitude (DD)	31.393199	31.395629
Longitude (DD)	-97.162418	-97.162418
Status	PRODUCTION	SAVED
General Comments		
Review Comments		
Geo Information		
TCEQ Region	9-WACO	9-WACO
Basin Number	12-BRAZOS RIVER	12-BRAZOS RIVER
County	McLennan	McLennan
On Segment	N	N
Segment ID	1242	1242
NHD Reach	12070101000626	12070101000626
USGS Hydrologic Unit	12070101	12070101
Ecoregion ID III	32-Texas Blackland Prairies	32-Texas Blackland Prairies
Eco Ref Site III	N	N
Ecoregion ID IV	32a-Northern Blackland Prairie	32a-Northern Blackland Prairie
Eco Ref Site IV	N	N
Horizontal / Elevation Data		
Horizontal Organization	WC	WC
Horizontal Reference	OTHER	OTHER
Horizontal Description		
Horizontal Date	2007-05-31	2007-05-31
Horizontal Datum	NAD83	NAD83
Horizontal Method	GPS_DIFF	GPS_DIFF

SLOC - Change Request

- Click the Submit SLOC button to send the request to the SLOC Administrator.

SLOC Attachments And Status

SLOC Id: 20301 **Latitude:** 31.395629 **Longitude:** -97.162418
Long Description: BULL HIDE CREEK 13 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM EAST OF THE CITY OF LORENA

Attachments

#	*Description	Upload	Remove
<input type="checkbox"/>	USGS Topo Lorena Quadr BullHideCreek3.pdf		<input type="button" value="Remove"/> <input type="button" value="download"/>

Page 1 of 1

Monitoring Station - Status

[Station / SLOC Comparison](#)

General Comments

Review Comments

Batch Id :
Batch Name :
Status **SAVED**
Action :

SLOC - Change Request

- A red system message will appear to let you know the submission was successful.

Successfully submitted sloc

SLOC Attachments And Status

Save Edit General Info Go

SLOC Id: 20301 Latitude: 31.395629 Longitude: -97.162418
Long Description: BULL HIDE CREEK 13 M UPSTREAM OF FM 2837 APPROXIMATELY 5 KM EAST OF THE CITY OF LORENA

Attachments

Browse... Add Attachment

#	*Description	Upload	Remove
<input type="checkbox"/>	USGS Topo Lorena Quadr	BullHideCreek3.pdf	Remove download

Page 1 of 1

Monitoring Station - Status

Station / SLOC Comparison

General Comments

Review Comments

Batch Id :

Batch Name :

Status: REQUESTED

Action: