**Guidelines for submission of water quality data for the Integrated Report**

Every two years, the West Virginia Department of Environmental Protection (WVDEP) actively solicits water quality data from various local, state, federal, public and private entities for evaluation. One of the primary reasons for the solicitation is the federal requirement to compile and publish a biennial report describing both a general assessment of state waters (305 (b) report) and a list of state waters not meeting water quality standards (303 (d) list). Compliance with both of these sections of the Clean Water Act requires WVDEP to evaluate all readily available data while developing these reports. Recently, WVDEP combined these two reporting requirements into the "Integrated Water Quality Monitoring and Assessment Report".

This document has been prepared to assist entities wanting to submit data for consideration by WVDEP. These guidelines set forth minimum requirements for data to be used in preparing the "Integrated Report". The quality of data submitted can vary across a broad scale and can be used in various ways based on how it is qualified. These guidelines contain requirements, which must be met for the data to be used in the impaired streams listing process. If the data do not meet these minimum requirements, it may still be useful for targeting of future monitoring by WVDEP. For example, WVDEP may use a single or limited number of samples, which do not qualify for listing purposes, to prioritize waters for future sampling. In addition, data reported from samples analyzed with methods other than those approved by US EPA or WVDEP may be used to target additional sampling with approved methods and required lower level detection limits.

- The first step for any entity planning a sampling effort should be to obtain a thorough understanding of the West Virginia Water Quality Standards.

The Citizen's Monitoring Coordinator can assist you with your data submissions by making sure the information is in the appropriate format and has the necessary quality. In general water chemistry samples should be analyzed by a certified laboratory or with the appropriate meter or kit with the detection limits provided. Biological information (macroinvertebrate collections) needs to be identified to the family or genus level by a qualified taxonomist.

Another resource for those wishing to submit data to WVDEP for listing considerations is provided in sections five and six of the 2004 Integrated Water Quality and Assessment Report, which is available from WVDEP's Division of Water and Waste Management, **303(d) Impaired Streams Listing**. These sections discuss subjects such as what constitutes an ample dataset, the different types of designated uses for waters and how the different types of Water Quality Standards are interpreted. All of this information helps provide insight into how data can be used by WVDEP in preparing the biennial Integrated Report. Finally, all data submitted for consideration must include the raw data with information such as date, time, location, etc. Anyone with more specific questions regarding these guidelines should contact James Laine at (304) 926-0499, ext 1061.

**Contact information**

All data submitted to WVDEP for evaluation must be accompanied by contact information including organization represented, name, address, and phone number. The contact information may be used to answer any questions that evaluators may have about the data. If the data is approved, the name of the party submitting the data will be identified in the next Integrated Report.

**Sample information**

The data package submitted must include the certain information for all sample results. This information must include: sampler's name, along with date and location of sample. Copies of the chain of custody may substitute for this information if they contain all required information. If not supplied with the initial submittal, copies of the chain of custody may be requested as part of the evaluation process. In addition, the data package should include a description of the types of preservation used, if any, for the different types of samples.

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## Sample locations

Either latitude/longitude or UTM coordinates must identify each sample site for which data is submitted. Also, the coordinates need to be identified as NAD 27 or NAD 83. These coordinates can be obtained from a GPS unit or topographic map. GPS coordinates are preferred and they should be checked to ensure accuracy. In addition, verbal descriptions of the sample sites may be helpful for data interpretation. Some examples include Laurel Branch at mouth, Greenbrier Fork immediately above Laurel Branch and Laurel Branch 2.3 miles above mouth. For any questions regarding site description or GPS coordinates, please call Chris Daugherty at (304) 926-0499, extension 1097.

## Additional sample information

In addition to sampler's name the data package needs to contain a brief description of any training that the sampler has undergone, for example WV Save Our Streams certification, etc. Other required information include the date of sampling and a signed statement verifying that all water quality samples were analyzed by a laboratory certified by the State of West Virginia to perform the particular analysis using an approved method/s. For example, data submitted for dissolved aluminum and a laboratory certified for both dissolved aluminum and fecal coliform must have analyzed fecal coliform samples. Any specific questions about laboratory certification should be directed to Dan Arnold by calling (304) 926-0499, extension 1341.

Any data from samples not analyzed by a certified laboratory to appropriate detection limits using approved methods can not be used in the 303(d) listing process, however, this data could be useful in prioritizing future monitoring by WVDEP.

## Return of information

All information submitted for consideration will be kept on file at WVDEP's main office. The information is kept as part of the official record for each Integrated Report and will be subject to Freedom of Information Act requests.

## References


1. American Public Health Association, et al. Standard Methods for the Examination of Water and Wastewater 18th edition.
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3. Intergovernmental Task Force on Monitoring Water Quality Monitoring in the United States. 1993 Report and Technical Appendixes, Washington, DC.
4. Mattson, Mark, 1992. The Basics of Quality Control, "The Volunteer Monitor," Volume 4, Number Two.
5. US EPA, Plafkin, James L, et al, 1989. Rapid Bioassessment Protocols for Use in Streams and Rivers: Benthic Macroinvertebrates and Fish. EPA/444/4-89-001, Washington, DC.
6. US EPA, 1984. Guidance for Preparation of Combined Work/Quality Assurance Project Plans for Environmental Monitoring. ORWS QA-1, Office of Water Regulations and Standards, Washington, DC.
7. US EPA (Region 1), 1992. Guidance for Quality Assurance Project Plans for Environmental Monitoring Projects. Abridged form.
8. US EPA, 1983. Methods for Chemical Analysis of Water and Wastes. EPA 600/4-79-020, Environmental Monitoring and Support Laboratory, Cincinnati, OH.
9. US EPA, 1997. Volunteer Stream Monitoring: A Methods Manual. EPA 841-B197-003, Office of Wetlands, Oceans and Watersheds 4503F. Single copies are available (supplies are limited) from the WV Save Our Streams Program.
10. US EPA, 1996. Volunteer Monitors Guide to Quality Assurance Project Plans. EPA 841-B96-003, Office of Wetlands, Oceans and Watersheds 4503F. Single copies are available (supplies are limited) from the WV Save Our Streams Program.


For more information go to: http://www.dep.wv.gov/WWE/getinvolved/sos/Pages/Studydesign.aspx