

**INST
7014**

**REQUIREMENTS and INSTRUCTIONS FOR
DISCHARGE DATA REPORTED TO THE
NEVADA DIVISION OF WATER RESOURCES**

This Space for Office Use Only

Nevada Division of Water Resources 901 S. Stewart Street, Suite 2002, Carson City, Nevada 89701

General

This document serves as an explanatory checklist for discharge data entry to the spreadsheet entitled “discharge_data_report” in the accompanying Excel Workbook. The document lists the field names, a description of the field’s meaning and instructions for proper data entry.

Please use this spreadsheet for the reporting of all discharge data and include the historical data for each reporting site on the “historical_discharge_data” tab, and the most recent quarter’s data on the “new_discharge_data” tab. Additional information is located in the *Common Methods of Measuring Water As Practiced In Western States* manual, including measuring methods, discharge tables, and graphs (available here: <http://water.nv.gov/home/publications/general.cfm>). The preferred method of submitting discharge data is by e-mail. Please send completed discharge data to waterlevels@water.nv.gov.

The spreadsheet that is being provided for data entry has been formatted to correspond with the Nevada Division of Water Resources’ (NDWR) discharge database. Please do not change the cell formatting, order of columns, field names, insert macros, or modify the sheet other than entering the data requested. The spreadsheet must be copied to a local drive in order to edit.

FIELDS: DESCRIPTION / DATA ENTRY INSTRUCTIONS

- Site_Name: To be determined and assigned by NDWR. **Leave this field blank.**
- Location_Name: The name of the location of the discharge measurement, e.g. Pradere Spring above reservoir. This field will be used to match the data from the “historical_discharge_data” and “new_discharge_data” tabs. **Please be certain that the entry matches the “Location_Name” field in both tabs.**
- Discharge: The quantity of flow at the site. Note that the Discharge field is formatted to accept measurements to the second decimal. For reporting from continuous measurements, please report the daily average.
- Units: **This field is mandatory.** The field is to be populated by the abbreviation of units used for measurement, e.g. cfs for cubic feet per second or gpm for gallons per minute. **Please note that cubic feet per second (cfs) is the preferred unit of measure.**
- Measure_Date: The date the discharge measurement was made, formatted as **mm/dd/yyyy.**

Measured_By: The name of the entity or organization making the discharge measurement.

Method: This field is to be populated with an upper case five letter code describing the method used to perform the measurement. The codes and definitions are listed below. The codes are also available in the tab entitled "measurement_method" in the accompanying Excel workbook. **Populating this field is mandatory.**

QADCP	ADCP Moving – Acoustic Doppler Current Profiler
Q-EST	Estimated
QFLUM	Flume – Please include type of flume in Remarks
QIDIR	Indirect
QOTHER	Other – Please specify in Remarks
QSCMM	Midsection – Current Meters/Pygmy Meters, write in Remarks
QSLPQ	Slope – Discharge
QSTGQ	Stage – Discharge Rating
QTRAC	Tracer Dye
QUNSP	Unspecified
QVELO	Velocity
QVOLM	Volumetric – Bucket & Watch
QWEIR	Weir – Please include type of weir in Remarks

Remarks: Any comments or information pertinent to the discharge measurement.