UPSAG Np Technical Group
Perennial Stream Survey (PSS) Project: 2001 Pilot Phase

<u>**Guidelines for Standard Data Entry and Data Transfer**</u>

The following guidelines are provided to help participants with consistent data entry, assembly and completion of related maps and other materials, and transfer of 2001 PSS project information to the project manager (Bob Palmquist) for analysis. This sheet provides guidelines on how to assemble the data and materials required by the 2001 Scope of Work document (PSS SOW.rtf) that has recently been completed and approved by UPSAG. The guidelines are organized into four tasks. Examples of data entry and completed maps are provided as noted. Refer data entry questions or requests for hardcopies of files to either Allen Pleus or Bob Palmquist at the contact information provided below. Requested data must be received by February 15, 2002 to be included in this analysis.

<u>Task 1: Complete PSS "Protocol Application" Checklist/Questionnaire</u>
The PSS "Protocol Application" checklist/questionnaire (PSS 2001 checklist.rtf) is provided to help the project manager interpret participant data and help in analysis of variability in its field application." It is recommend that this task be completed first to help participants identify variations in field data collection that may affect data entry. The file may be printed and completed, or completed electronically and renamed.

<u>Task 2: Complete Data Entry</u>
Perennial Stream Survey data will be entered on the two standard formatted Excel spreadsheet workbook pages and following the instructions provided in the data dictionary that have been provided. The dictionary will provide guidance on entering new data, modifying data to meet the standard format where needed, and adding data collected on PSS (version 1.21) Forms A and B. Caution: the format of data entry will not always follow that found on the field forms.

> *Step 1* – Assemble and organized field data by survey site.
>
> *Step 2* - Print out data dictionary file (PSS 2001 data dict.rtf) and review with spreadsheet example file (PSS 2001 entry example.xls)
>
> *Step 3* – Open data entry spreadsheet (PSS 2001 entry95.xls) and "Save As" using your three letter "Coop Code ID" and "2001" (e.g., "DFW 2001.xls; HOH 2001.xls; TCG 2001.xls; etc.")
>
> *Step 4* – Enter all data in this one file as instructed in data dictionary and save often. Any data revisions made to accommodate the standard format requirements should also be made back on original field forms and related materials for consistency.

Step 5 – Quality control: error check entered data after each site with original field forms.

Task 3: Complete Survey Site Maps
Prepare a GIS data layer and/or one photocopy of a USGS 7.5 minute map for each survey site showing the following locations and labels:
   a) "**Pp**" – Point location on stream of uppermost extent of continuous "Flowing Water" flow category (a.k.a. "PIP") (refer to SOW Table 1 for definition)
   b) "**Pd**" – Point location on stream of uppermost extent of spatially intermittent flow (a.k.a. "SIIP") (refer to SOW Table 1 for definition)
   c) "**Ph**" – Point location on stream of channel head if known (refer to SOW Table 1 for definition)
   d) "**Ss**" - Point location on stream of survey reach start (corresponds to where crew began collecting minimum required reach data: distance, flow category, and channel category)
   e) "**Se**" – Point location on stream of survey reach end
   f) Additional map information:
        i.   Data contact name and data affiliation
        ii.   USGS map name with Township, Range, and Section numbers of site
        iii. SITE/PSS number as recorded on data entry spreadsheet

Task 4: Send Data, Maps, and Other Related Materials
Send electronic and/or hard copies of completed PSS information to Bob Palmquist (project manager) at contact address listed below.

1.   Cover letter identifying your project participation, list of SITE/PSS numbers for which data entry has been completed, and list of enclosed/attached information to help the project manager keep the information organized
2.   Completed "Protocol Application" checklist/questionnaire
3.   Electronic and/or hardcopies of PSS site maps or GIS file(s) identifying survey site location information
4.   Electronic file of PSS survey data organized by standard format
5.   Hardcopies of original field data forms, field maps, and other relevant survey information

Contact Information

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UPSAG/Np Technical Group: Perennial Stream Survey						**Appendix E**	
Header and Basin Point Data			(Version 1-11-02)				
GIS ID	Coop Code ID	SITE/PSS #	Survey Date	Lead Contact - First Name	Lead Contact - Last Name	Lead Contact - Affiliation	
KEY 1 (char 1-8)	KEY 2 (char 3)	KEY 3 (char 1-6)	KEY 4 (date mm/dd/yyyy)	(char 1-20)	(char 1-20)	(char 1-40)	
Refer to Data Dictionary for appropriate data entry information							
WAU Name	WAU #	Basin Veg Cat (1-6)	Basin Veg Cat Source	Stream Name	2-Day Prior Precip (mm)	Type Survey (M/T/R)	
(char 0-40)	(char 6)	(int 0-1)	(char 0-40)	(char 0-20)	(int 0-4)	(char 1)	
	Shaded columns are required fields - do not leave blank						
Type	Underlined text uses specific coded data only - if not shaded, its not required						
Site Selection Method (R/P)	Reg Default Basin Area (13/52/300)	Survey Direction (UP/DN)	Segment # @ Pp	Pp Long (deg min sec)	Pp Lat (deg min sec)	Calc 1 Pp Basin Area (acres)	
(char 1)	(int 2-3)	(char 2)	(int 1-3)	(char 9)	(char 8)	(int 1-4)	
Calc 1 Pp Basin Area Method	Segment # @ Pd	Pd Long (deg min sec)	Pd Lat (deg min sec)	Calc 1 Pd Basin Area (acres)	Calc 1 Pd Basin Area Method	Segment # @ Ph	
(char 1-40)	(int 1-3)	(char 9)	(char 8)	(int 1-4)	(char 1-40)	(int 1-3)	
Ph Long (deg min sec)	Ph Lat (deg min sec)	General Notes	Driving Directions				
(char 9)	(char 8)	(note 1-500)	(note 1-500)				

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Channel Reach Data				(Version 1-11-02)			
GIS ID	Coop Code ID	SITE/PSS #	Survey Date	Segment #	Seg Data Direction (UP/DN)	Seg Long (deg min sec)	Seg Lat (deg min sec)
KEY 1 (char 1-8)	KEY 2 (char 3)	KEY 3 (char 1-6)	KEY 4 (date mm/dd/yyyy)	KEY 5 (int 1-3)	(char 2)	(char 9)	(char 8)
Refer to Data Dictionary for appropriate data entry information							
							Type
Distance from Start (m)	Flow Cat	Chan Cat	BFW (m)	BFD (m)	UP Grad (%)	DN Grad (%)	Mean Seg Grad (%)
(dec 1-4,1)	(char 1-2)	(char 1-3)	(dec 1-2, 1)	(dec 1,2)	(int 1-3)	(int 1-3)	(int 1-3)
Shaded columns are required fields - do not leave blank							
Underlined text uses specific coded data only - if not shaded, its not required							
Dom Sub	Assoc Feat 1	Assoc Feat 2	Assoc Feat 3	Assoc Feat 4	Assoc Feat 5	Tributary Change (Y/N)	Trib Flow Cat
(char 1)	(char 2)	(char 2)	(char 2)	(char 2)	(char 2)	(char 1)	(char 1-2)