



United States Department of the Interior

U. S. GEOLOGICAL SURVEY
Reston, VA 20192

October 6, 2014

OFFICE OF WATER INFORMATION MEMORANDUM 2015.01

Subject: Discontinuation of Annual Water-Data Report, announcement of the NWISWeb Water-Year Summary Report, and guidance on maintaining site metadata

It is the policy of the Water Mission Area that time series records be [continuously processed](#), which means that hydrologic data are collected, analyzed, reviewed, and approved continuously throughout the year.

As previously announced, because of the implementation of continuous records processing, increasing use of the internet to retrieve data, and increased costs, publication of Annual Water-Data Reports (ADR) and Site Data Sheets (SDS) is [discontinued](#) effective October 1, 2014. Nevertheless, to meet the specific desires of some Water Science Centers (WSCs) and their partners, a new create-on demand NWISWeb product has been developed to provide water-year summary content (WYS). At this time, we view this to be an interim product, pending potential future developments associated with the new time-series processing software.

The purpose of this memorandum is to announce this product and to provide guidance on how to maintain elements of the station manuscript that will be displayed on the on-demand WYS reports.

New NWISWeb Product: Water-Year Summary

The WYS product has a similar look-and-feel to the station pages of the old ADR and SDS. It is accessed through the “Available data for this site” pull-down menu available for stations on NWISWeb.

Available data for this site
Water-Year Summary
SUMMARY OF ALL AVAILABLE DATA
Location map
Time-series: Current/Historical Observations
Time-series: Daily data
Time-series: Daily statistics
Time-series: Monthly statistics
Time-series: Annual statistics
Surface-water: Peak streamflow
Surface-water: Field measurements
Water-Quality: Field/Lab samples
USGS Instantaneous-data archive: (Offsite)
Water-Year Summary
EPA Surf your watershed: Offsite
<INTERNAL -- Sitefile review>

These new pages will produce WYS reports for water year (WY) 2014 and onward. For the convenience of end users, the pages also offer any SDS published for a station from WY2006 through WY2013.

Although a WYS report presents a similar look-and-feel as an ADR or SDS, it is not the same. A WYS report does not present all of the information once published in the ADR or SDS. It is created from

content in USGS information systems, and therefore cannot be edited before it is available to the public. A WYS report is generated only if a station has a full year of approved daily values.

A WYS report obtains data from one or more of these data sources:

- **Approved daily values.** The existence of a completed water year of approved daily values is the trigger that causes a report to become available.
- **Approved station manuscript metadata in Site Information Management System (SIMS).** The most recent approved manuscript elements will be shown on all WYS reports. If no approved manuscript is available, then no manuscript elements will be included in WYS reports.
- **Summary statistics calculated over the defined period of record.** If available, these will be shown only for discharge.
- **Annual peak discharge and stage from the Peak-flow File System (PFF).** If available, these will only be shown for a WYS report for discharge. The reported stage is the maximum stage observed for the WY and may not be the stage associated with the peak discharge.

Maintenance of Site Metadata

Key among the metadata associated with hydrologic time-series are text elements maintained in SIMS that comprised what has been known as the Manuscript. Guidelines in [Novak \(1985\)](#) describe the creation and maintenance of most of these text elements. Effective October 1, 2014 some elements are discontinued, while the following are recommended and continue to be supported:

- DATUM
- LOCATION
- PERIOD OF RECORD (-, WQ, CLIM, and ECO)
- REMARKS (-, CLIM, and ECO)
- REVISED RECORDS and REVISIONS (-, WQ, and CLIM)
- WELL CHARACTERISTICS

Optional elements will be supported as well:

- COOPERATION
- DRAINAGE AREA
- EXTREMES FOR PERIOD OF DAILY RECORD (WQ)
- EXTREMES FOR PERIOD OF RECORD (- and CLIM)
- EXTREMES FOR PERIOD PRIOR TO REGULATION
- EXTREMES OUTSIDE PERIOD OF RECORD
- GAGE
- INSTRUMENTATION

Elements not listed above are discontinued and are not to be maintained. Their content either can be migrated into supported elements (above), or no longer be provided to the public. Suggestions for how to approach this are provided in the SIMS help system.

For the near-term, WYS reports always show the most recent approved manuscript elements, irrespective of a report's summarized year. For example, if the REMARKS element is updated and approved for data specific to WY2015, a WYS report for WY2014 also will display those remarks specific to water year 2015. This is an important consideration to keep in mind when populating and approving water-year-specific manuscript elements.

Use of SIMS is not required for the operation of a hydrologic station. However, SIMS presently is the only means by which to supply site metadata to WYS reports.

Manuscript Approval System

Effective October 1, 2014, manuscripts in SIMS must be approved before they automatically become accessible to the public through NWISWeb. When any manuscript element is edited, the entire station manuscript for a site is placed into a queue for approval. Only the most recently approved manuscript (if any) is accessible to the public.

Use of the manuscript-approval system is critical for ensuring accurate site metadata are distributed to the public. Approved manuscripts must:

- have time-specific text refer to its time period. As records are approved by the WSC, the remarks section should be annotated by date, for example:

04/30/14-06/15/14: records good.

06/15/14-08/17/14: records poor except those above 400 cfs which are considered fair.

- contain no personally identifiable information; and
- retain no internal annotations.

As already mentioned, the same manuscript content is displayed on all WYS reports irrespective of the report year.

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