

Approval Guidance: Discrete-only Groundwater Level Sites

Well Identifier and Name

Analysis Period: *Dates of review period associated with this approval*

Approver: *Name of record-period approver (should not be the same as the collector/analyst)*

1. Discrete data:

- 1.1. Were discrete water-level data entered into GWSI?
- 1.2. Were all corrections applied properly to the discrete data, including corrections related to tape calibration, measuring point, and datum changes?
- 1.3. Was a hydrograph of new and historic discrete values created and reviewed?
- 1.4. Were water-level measurement policies followed?
- 1.5. Were SVMobileAQ XML files or other original record archived?
- 1.6. Were discrete data discussed in the Station Analysis?

2. Field notes:

- 2.1. Were routine and non-routine field-visit activities documented?
- 2.2. Were field notes adequately reviewed for completeness and accuracy (and corrected, if necessary)?
- 2.3. Were reviews documented in accordance with WSC procedures? (if not, this task must be completed before approval)

3. Qualifiers and other metadata

- 3.1. Are appropriate data qualifiers assigned or otherwise described as expected by use of metadata?

4. Station level notes:

- 4.1. Was the date of last visual/manual check of vertical relationship between measuring point and reference marks documented?
- 4.2. Are levels or reference point inspections overdue? *If stable, confirm every 3 to 5 years*
- 4.3. Date of last station levels?
- 4.4. If levels run during the record period,
 - 3.4.1. Have levels data been reviewed for accuracy?
 - 3.4.2. Have levels been updated in the Historic Levels Summary and Station Description?
- 4.5. Was a datum correction identified (if no, go on to section 5)?
 - 4.5.1. Is the presumed cause for the datum correction explained in the Station Analysis and is the explanation valid?
 - 4.5.2. Were discrete water-level measurements properly adjusted for the period based upon the datum correction?
 - 4.5.3. Were land surface datum and datum history updated in NWIS?
 - 4.5.4. Does the application of the correction extend into a period of previously approved data? If so, was the approved period evaluated in accordance with applicable revision criteria?

5. Station Description:
 - 5.1. Was the Station Description updated to reflect any changes that occurred or were made during the record period?

6. Hydrographic comparison and review, if applicable
 - 6.1. Have hydrographic comparisons been adequately made and discussed?
 - 6.2. Does the period reviewed look reasonable when compared to the period of record?

7. Approval Summary: For routine discrete data sites, provide brief assessment of the record period in context of the findings outlined above. Discuss analyst's evaluation and quality of groundwater level record. **Add the approval summary to the Approval Comments for the period in RMS.**