

# NC DEQ Data Submittal Checklist for 2022 Water Quality Assessment

Updated May 27, 2021

This submittal process is for [Tier 3 data submittal](#) that is intended to be used for 303(d) listings or delistings. The submittal process will also be used for Tier 2 data with exception of concurrence points - DWR will work with project managers to assure that all items below have been completed.

Third parties should follow this checklist when preparing data for submittal. Note that “#” in the list below indicates concurrence/approval/verification/quality assurance/quality control points. For each concurrence point DWR staff and data submitter will indicate a concurrence date and any outstanding issues that need to be resolved.

1. **Name, Organization and Contact Information-** Primary contact information
2. **Purpose of data collection-** water quality monitoring for 303d assessment (this statement can come directly from QAPP).
3. **Data collection start and end dates-** 1/1/2016 to 12/31/2020 (2022 assessment period data window- use whatever dates apply to your data within this time period)
4. **Data Type-** Indicate data type (i.e. Benthos, Fish community, Physical/Chemical, Pathogen indicators, Habitat)
5. **2022 IR Data Submittal date-**6/30/2021 (due date for data submittal- sooner if possible)
6. **#QAPP Approval/Update Date-** This approval is ideally done prior to data collection. The approved QAPP must be on record with DWR for DWR to use any data collected per the QAPP.
7. **#Description and location of monitoring site(s)** Data collection sites must be georeferenced and have metadata supporting the locational data. This information will be provided in the submittal template. DWR may assign unique station identifiers if needed. A brief meeting will be scheduled for concurrence on the station locations.
8. **#Certified laboratory to be used for analyses-**Provide name and certification number (should also be in QAPP) DWR Verification date-
9. **Field staff qualifications-** Please provide brief description of field staff names and qualifications. If applicable include spreadsheet of individuals that have been trained to collect data under the QAPP and date of training. For benthos or fish community samples include certification number in 8 above.
10. **Project manager qualifications-**Name and qualifications of project manager. This is the person who will be responsible/accountable for the data submittal and be the primary DWR contact. This will also likely be the person that goes through the concurrence process with DWR.

11. **Data management plan**-very brief description of data management processes, databases, etc. This can be from the QAPP
12. **# Data Submittal in DWR format**- Summary data submitted in DWR provided template. Raw results can be submitted as a separate spreadsheet. Raw data should include inline metadata and data qualifiers. Refer to [DWR Listing and Delisting Methods](#) for use of data qualifiers.
13. **#Intended use of submitted data**- Statement to confirm that data will be used in 2022 water quality assessment for regulatory purposes that can include 303(d) listing, attainment of standards, and modeling.
14. **DWR QA/QC**- DWR will compare raw results to summary data to assure all data were properly considered in the summary information.
15. **#Assessment Review** Data submitter has reviewed the resulting assessment and AU assignment for each station.
16. **#Public Review** Data submitter reviewed changes to the assessment resulting from public review and provided input on response to comments as needed.