

## 2013 SUPPLEMENTARY ANNUAL REPORT FOR GROUND WATER MONITORING

The instructions, forms, and mailing list for the Ground Water Monitoring Report are supplied to the Division of Materials and Waste Management (DMWM) by the Division of Drinking and Ground Waters (DDAGW). Technical questions that are specific to your site should be asked of DDAGW staff through your DMWM District Office contact. Adobe Acrobat PDF files of the instructions and the Master Parameter List are available on DMWM's [2013 Hazardous Report Web site](#).

### **Data File Format**

Please review the submittal instructions throughout the report form **as they have changed**. The five data files being utilized (Facility, Wells, Params, Sampling, and GWdata) have been updated. Minor changes have been made to the databases including removal of some non-required information and updating some columns. The five database files must be submitted in xls or dbf format, with the ability for Ohio EPA to manipulate the files to add them to the statewide database. The data format of each file, along with an example, has been provided as part of the instructions. The report form includes required information necessary for Ohio EPA to perform data validation on the submitted data and to include it in our statewide database. To request previous years' electronic files or for other annual report questions, please contact Katie Rader of DDAGW's Central Office via phone (614-644-3128) or e-mail ([katie.rader@epa.ohio.gov](mailto:katie.rader@epa.ohio.gov)).

### **\*\*\*\*\*Important Updates for 2014**

1. Particular attention will be paid by the Ohio EPA DDAGW reviewer to having correct **latitudes/longitudes in decimal degrees** for the general facility (Facility Tab) and each well (Wells Tab). The annual report submittal will not be deemed accurate and complete if these portions are missing or in an incorrect format.
2. Particular attention will be paid by the Ohio EPA DDAGW reviewer to use of the parameter **code names provided in the 2013 Updated Master Parameter List**. The annual report submittal will not be deemed accurate and complete if these portions are missing or in an incorrect format.
3. **A complete copy of the report and the diskette/CD must be sent to the Division of Materials and Waste Management (DMWM) Central Office in Columbus** with an additional complete copy sent to the District Office of DMWM. Please reference the district office mailing on the cover letter that accompanies the submittal. Addresses for Central Office and each District Office are available on the first page of each form. All information may be submitted on diskette/CD in the required format.