



Sample Timeline

Colorado Water Quality Monitoring Council and Data Provider

Organizations contemplating using the Colorado Data Sharing Network for their data management are motivated by their need or desire to have their data uploaded into the CDSN data base/data management system called AWQMS so that it is finalized and available for downloading and submitting to a regulatory agency or third party such as for Colorado Regulation 85, Colorado Rule 609, Nonpoint Source Program, Measurable Results Program, Water Quality Control Division data calls, etc.

We have prepared a conceptual timeline to assist groups in figuring out how far in advance they should be starting the process of communicating their intent to join CDSN. Depending on the volume and complexity of your data, and/or the volume and complexity of the submittal requirements for a third party regulatory agency we recommend giving yourself additional time.

The process of becoming a new CDSN data partner involves the following steps:

6 to 7 months before your deadline:

1. Contact CDSN Project Coordinators for an introduction at least 6 months prior to your first deadline.
2. Provide organization, characterization of upload data, project information (details below) as soon as possible to the Project Coordinators via email: cwqmc@coloradowaterquality.org.
3. Fill out and return the data characterization questionnaire to via email: cwqmc@coloradowaterquality.org.
4. Pay the new organization set-up fee and if required, make a down payment for any data upload and processing services as soon as possible.

The Council will work with the Data Provider on how to submit a payment (credit card, check, invoice, etc.).

Payments can be sent via check to CDSN Project Coordinator at PO Box 2058, Ridgway, CO, 81432. Contact the CDSN Project Coordinator, 970-626-4045 or cwqmc@coloradowaterquality.org for other payment details.

5. Watch a CDSN Webinar on various data upload options and/or have discussions with the Council or CDSN Project Coordinator in order to characterize the data desired to be uploaded in this process as well as the overall process and timeline.
6. Acknowledge your agreement and understanding that each individual Data Provider owns and is responsible for all data provided at all times and responsible to meet any specific regulatory requirements they are subject to. The Council and the CDSN are assisting the Data Provider in getting said data to the intended endpoint as directed in the Regulation; however, by signing this Letter of Intention, all parties agree that the final responsibility for regulatory or programmatic compliance is that of the Data Provider.

4 to 5 months before your deadline:

7. If relevant, finalize a contract with the Council and CDSN that meets relevant needs of parties for data formatting, uploading, and processing.
8. Your Organization information and project information upload will be completed by CDSN.
9. Provide your monitoring location (station) information to CDSN on the template provided.
10. Provide a sample of your activity/results data to CDSN via email: cwqmc@coloradowaterquality.org.

3 to 4 months before your deadline:

11. Your Monitoring Location information upload will be completed (by you or CDSN depending on terms of contract).
12. Your activities and results formatting will be in-progress (by you or CDSN depending on terms of contract).

3 months before your deadline:

11. Complete data upload into AWQMS.
12. Data Export (Data "Dump") trial verification process -- data is downloaded back out of AWQMS for verification of completeness and accuracy.

2 months before your deadline:

12. Upload any additional new data that will be submitted with the already uploaded data for the deadline.
13. Verify completeness and accuracy of new data.
14. Download data that will be submitted for the deadline. Assistance to correct errors needs should be requested 60 days in advance of your deadline.
15. Format all data to be submitted to match any required Environmental Data Dictionary (EDD).

1 month before your deadline:

12. Buffer period to correct any issues and submit your data to the required party.

Preliminary Data Characterization Questionnaire
Please answer these questions about your Data:

1. Have you attended or watched a CDSN Data Upload webinar? Indicate Yes or No.
2. How many stations will you be working with for this upload?
3. How many indicators?
4. What is your sample frequency? If it varies per station please describe?
5. How many laboratories are you using?
6. Can you request that the laboratory provide results in a format you provide? If no explain.
7. Will you be uploading any legacy data (defined as any data not directly being generated as required by a specific program or regulation)? If so, we will need to see a sample set of this data, map it to template formats in order to provide an accurate cost estimate.

Organization and Project Information:

Please download and fill out the New Data Provider Organization Form available (.doc) at this link:

- http://www.coloradowaterdata.org/background_2013/fin/new_data_provider_materials/New_Org_Form_CDSN_Aug_2013.docx

Please also download and fill out the New Data Provider Project Form (.xls) available at this link:

- http://www.coloradowaterdata.org/background_2013/fin/new_data_provider_materials/Projects_Form.xlsx

Name the completed organization document with ORGNAMEYEAR_ORG.docx (for example CityofDurango_ORG.doc) and project document with ORGNAME_PJ.xlsx (for example CityofDurango_PJ.xlsx). Send the completed forms to the CDSN Project Coordinator via email at cwqmc@coloradowaterquality.org. Contact the CDSN Project Coordinators with any questions at 970-626-4045 or cwqmc@coloradowaterquality.org.