

Data Package Requirements of 319(h) Projects

Data collection for watershed planning projects may be conducted by the Kentucky Division of Water (DOW) or as selected by project grantee (e.g. a consulting firm). All data collection must occur under a DOW approved Quality Assurance Project Plan (QAPP). All QAPP documents must be approved prior to sampling.

A data package submittal is required for all data collected outside of DOW. The requirements are detailed below.

Data Package Requirements:

- Scanned copies of original datasheets, field forms, and COCs
- Site photographs
- Equipment calibration and maintenance logs
- Analytical and/or microbiology laboratory results
- Taxonomic laboratory results
- QA/QC documents and reports
- Final verified raw database/data excel or csv file
- Documentation of load calculations – showing inputs, formulas, and results. This may be in the form of an excel file.
- Completed data verification report
- Any other documents, forms, or reports regarding data collected

Data packages should be received within 2 months of sampling completion.

Loading Calculation Requirements

All watershed planning projects are required to calculate pollutant loading and load reduction goals. This is preferably done at a HUC 14 scale. Benchmarks used to set load reduction goals can be obtained from DOW. Benchmarks should be approved prior to conducting loading calculations.

Loading calculation requirements are detailed below.

- For monthly data collection, load is calculated for each month and the mean of 12 months is the final loading value. For 5 in 30 data (for *E. coli* only), use the geomean.

- The data package must be received prior to or at the same time as the loading calculations
- Loading calculations must be included to be checked by DOW QA staff
- Ideally, calculations should be received prior to the corresponding portion of the watershed plan.

If you would like a copy of a loading calculation spreadsheet, email your project Technical Advisor.

Failure to provide either the data package or loading calculations could result in a plan that is not accepted by DOW and/or EPA as well grant funding removal or denied reimbursement.