

# National Ground-Water Monitoring Network Tip Sheet on Populating the NGWMN Monitoring Location Registry

## What is the Monitoring Location Registry?

The NGWMN monitoring location registry is a catalog of the wells and springs that make up the National Ground-Water Monitoring Network along with basic metadata about each of the sites. The monitoring location registry contains an inventory of the wells and springs that comprise the network for all agencies and organizations that have sites in the network. Data in the monitoring location registry is managed by the respective participating agencies through the Monitoring Location Registry Management System. Once new sites have been selected and classified within one or more subnetworks, they are ready to be entered into the Monitoring Location Registry.

## How to I add sites to the Monitoring Location Registry?

The Monitoring Location Registry is managed by agencies and organizations through the Monitoring Location Registry Management System, which can be used to enter, update, and delete individual site records. If this is the first time that your organization or agency is adding sites to the system, contact Candice Hopkins ([chopkins@usgs.gov](mailto:chopkins@usgs.gov)) to obtain a user account and to have your organization added to the system. The NGWMN Monitoring Location Registry Management System is a web application that may be accessed through almost any modern web browser but works best in Google Chrome at the following URL:

<https://www.usgs.gov/apps/location-registry/>

 An official website of the United States government [Here's how you know](#) ▾



National Ground-Water Monitoring Network

## Welcome to the NGWMN Well Registry Management

[Enter Admin Interface](#)

[DOI Privacy Policy](#) | [Legal](#) | [Accessibility](#) | [Site Map](#) | [Contact USGS](#)  
[U.S. Department of the Interior](#) | [DOI Inspector General](#) | [White House](#) | [E-gov](#) | [No Fear Act](#) | [FOIA](#)

Figure 1: Screenshot of the home page of the Monitoring Location Registry Management System

All users must log into the system. To do so, click on 'Enter Admin Interface' and log in using your unique user-id and password. If you are a USGS user, use BisonConnect to use your credentials to log in.



## Site administration

### REGISTRY

Monitoring locations

[+ Add](#) [Change](#)

### Recent actions

#### My actions

None available

Figure 2: Screenshot of the Monitoring Location Registry homepage, visible after logging in

To view a list of current sites or to add sites using bulk upload, click on 'Monitoring locations' to bring up the Monitoring Locations Page. Note, only sites for agencies/organizations that you have access to will appear in this list. Here you may filter sites based on the national aquifer, state, county and whether or not the well is currently being displayed on the portal (Display Flag). The following actions can be performed on the Monitoring Locations Page.

- To UPDATE an existing site record, click on the Site ID for the site of interest, amend the information in the form and click 'Save'.
- To DELETE an existing site record, click on the Site ID for the site of interest and click 'Delete'.
- To ADD a new site record to the Registry, click on the 'Add Monitoring Location +' button, fill out the form and click 'Save' or 'Save and add another'.
  - In order for sites to be displayed on the Portal, the 'Display Site?' flag must be checked.
- To add multiple sites from a spreadsheet, click 'Bulk Upload' to download a batch template and follow the instructions in the 'Instructions' tab.
- Multiple sites can be selected using the check boxes to the left of the Site ID. All sites can be selected by using the check box in the header row.

The Actions pulldown can be used to perform the following tasks on the selected sites

- Delete selected monitoring locations
- Download selected monitoring locations

Select the action you desire and click 'Go'

More detailed information about how to use the well the Monitoring Location Registry Management System may be found in the [User Documentation](#).

If your agency anticipates adding a large number of sites to the network at one time (more than 100 sites) there is an option to load sites using an Excel spreadsheet.

Changes made using the Monitoring Location Registry will take up to a day to appear on the NGWMN Portal.

#### **[Monitoring location registry Fields & Definitions](#)**

A list of required and optional metadata fields may be found at the link below.

[https://cida.usgs.gov/ngwmn/doc/TipSheets/Monitoring\\_Location\\_Registry\\_Field\\_Definitions.pdf](https://cida.usgs.gov/ngwmn/doc/TipSheets/Monitoring_Location_Registry_Field_Definitions.pdf)