

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

### What is the Well Registry?

The NGWMN well registry is a catalog of the wells or springs that make up the National Ground-Water Monitoring Network along with basic metadata about each of the sites. The well registry contains records for all of the wells and springs that comprise the network, for all agencies and organizations that have registered wells in the network. The well registry is housed at the USGS, but is managed by the respective participating agencies through the Well Registry Management System. Once new sites have been selected, which meet the requirements laid out in the NGWMN framework document, and they have been classified within one or more subnet works they are ready to be entered into the well registry.

### How to I add wells to the Well Registry?

The well registry is managed by agencies and organizations through the Well 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 Well Registry Management System is a web application that may be accessed through almost any modern web browser, but works best in Google Chrome. To ensure best performance please make sure that your web browser is up to date and that if using Internet Explorer, that you are not running compatibility mode. USGS employees may use their AD accounts to access the system.

Well Registry Management System Link: [https://cida.usgs.gov/ngwmn/apex/f?p=WELL\\_REGISTRY:LOGIN](https://cida.usgs.gov/ngwmn/apex/f?p=WELL_REGISTRY:LOGIN)

For USGS Employees: [https://cida.usgs.gov/ngwmn/apex/f?p=WELL\\_REGISTRY\\_USGS:LOGIN](https://cida.usgs.gov/ngwmn/apex/f?p=WELL_REGISTRY_USGS:LOGIN)

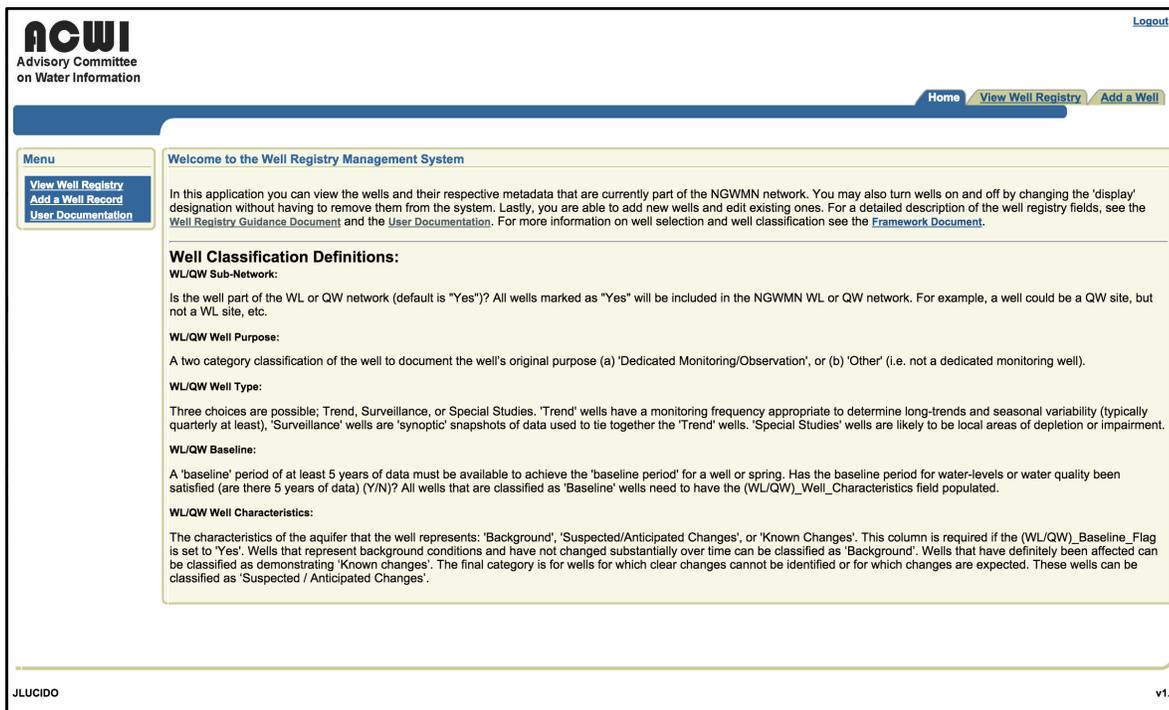


Figure 1 Screenshot of the home page of the Well Registry Management System.

The Well Registry Management System has three tabs: 'Home', 'View Well Registry' and either 'Add a Well' or 'Import Wells from NWIS' depending if you're using the USGS specific version. You may access the additional guidance and documentation from the homepage.

To **VIEW** the current list of sites (wells and springs) currently in the well registry for your agency/organization click on the 'View Well Registry' tab. Note, only sites for agencies/organizations that you have access to will appear in the list. Here you may filter sites based on the agency, national aquifer, state, county and whether or not the well is currently being displayed on the portal (Display Flag). You may also sort the wells in the list by clicking on the column header or export a CSV file of the list.

To **UPDATE** an existing site record click on the NGWMN Site ID for the site of interest, amend the information in the form and click 'Apply Changes'. To **DELETE** an existing site record click on the NGWMN Site ID for the site of interest and click 'Delete'. To **ADD** a new site record to the system click on the 'Add a Well' tab, fill out the form and click 'Apply Changes'. All required fields must be populated for the site to be displayed as on the portal. However, you can start a record without all of the required information in the system by marking the 'Display Well?' field as 'No' and then 'Apply Changes' to save the record. When the site record is ready to be displayed on the portal just update the record and mark the 'Display Well?' field as 'Yes'. This can also be done to pre-stage site records that aren't quite ready for display even if all of the required fields are filled in.

For USGS users, you can **IMPORT** sites from NWIS by clicking on the 'Import Wells from NWIS' tab, which will walk you through a series of steps: 1) search for sites in NWIS, 2) select sites for import, and 3) add in additional information about the site. Most of the metadata about the sites will be directly imported from NWIS, though the well will need to be classified in either or both the water level and water quality subnetworks and assigned

to a monitoring category. Once an NWIS site is included in the network, the site's metadata will be updated from NWIS on a nightly basis.

More detailed information about how to use the well the Well Registry Management System may be found in the User Documentation.

### **Well Registry Fields & Definitions**

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

[https://cida.usgs.gov/ngwmn/doc/Well\\_Registy\\_Guidance.pdf](https://cida.usgs.gov/ngwmn/doc/Well_Registy_Guidance.pdf)

### **Reference**

Subcommittee on Ground Water of the Advisory Committee on Water Information, 2009 (revised 2013), A national framework for ground water monitoring in the United States: Advisory Committee on Water Information, accessed October 23, 2013, at [http://acwi.gov/sogw/ngwmn\\_framework\\_report\\_july2013.pdf](http://acwi.gov/sogw/ngwmn_framework_report_july2013.pdf).

Well Registry Management Application: User Documentation, accessed February 27, 2015, at [https://cida.usgs.gov/ngwmn/doc/Well\\_Registry\\_Mgmt\\_App\\_Documentation.pdf](https://cida.usgs.gov/ngwmn/doc/Well_Registry_Mgmt_App_Documentation.pdf).