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 (<u>chopkins@usgs.gov</u>) 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

For USGS Employees: https://cida.usgs.gov/ngwmn/apex/f?p=WELL_REGISTRY_USGS:LOGIN

	Logout
Advisory Committee	
on Water Information	Home View Well Repistry Add a Well
Мери	Welcome to the Well Registry Management System
View Well Registry	
Add a Well Record User Documentation	In this application you can view the wells and their respective metadata that are currently part of the NGWMN network. You may also turn wells on and off by changing the 'display' designation without having to remove them from the system. Lastly, you are able to add new wells and edit existing ones. For a detailed description of the well registry fields, see the Well Registry Guidance Document and the User Documentation. For more information on well selection and well classification see the <u>Framework Document</u> .
	Well Classification Definitions: WL/QW Sub-Network:
	Is the well part of the WL or QW network (default is "Yes")? All wells marked as "Yes" will be included in the NGWMN WL or QW network. For example, a well could be a QW site, but not a WL site, etc.
	WLJQW Well Purpose:
	A two category classification of the well to document the well's original purpose (a) 'Dedicated Monitoring/Observation', or (b) 'Other' (i.e. not a dedicated monitoring well).
	WLIQW Well Type:
	Three choices are possible; Trend, Surveillance, or Special Studies. Trend' wells have a monitoring frequency appropriate to determine long-trends and seasonal variability (typically quarterly at least), 'Surveillance' wells are 'synoptic' snapshots of data used to tie together the 'Trend' wells. 'Special Studies' wells are likely to be local areas of depletion or impairment.
	WL/QW Baseline:
	A 'baseline' period of at least 5 years of data must be available to achieve the 'baseline period' for a well or spring. Has the baseline period for water-levels or water quality been satisfied (are there 5 years of data) (Y/N)? All wells that are classified as 'Baseline' wells need to have the (WL/QW)_Well_Characteristics field populated.
	WLIQW Well Characteristics:
	The characteristics of the aquifer that the well represents: Background', 'Suspected/Anticipated Changes', or 'Known Changes'. This column is required if the (WL/QW)_Baseline_Flag is set to 'Yes'. Wells that represent background conditions and have not changed substantially over time can be classified as 'Background'. Wells that have definitely been affected can be classified as demonstrating 'Known changes'. The final category is for wells for which clear changes cannot be identified or for which changes are expected. These wells can be classified as 'Suspected / Anticipated Changes'.
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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 prestage 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

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 <u>http://acwi.gov/sogw/ngwmn_framework_report_july2013.pdf</u>.

Well Registry Management Application: User Documentation, accessed February 27, 2015, at <u>https://cida.usgs.gov/ngwmn/doc/Well_Registry_Mgmt_App_Documentation.pdf</u>.