

# CWA §106 Water Quality Assessment Report Template

## User Tutorial for Version 2010

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## USING THE TEMPLATE:

This electronic template and accompanying narrative fulfills one of three\* parts of your Water Quality Assessment Report. In order to fully complete this part, you should fill out this template *and* complete the narrative, whose outline can be found in Tab 5 of the Excel document. [\*The three parts include: 1) a monitoring strategy (a one-time submission); and annual submission to EPA of 2) STORET-compatible electronic data, and 3) a written water quality assessment report.]

In order to open this template file, you will need to have Microsoft Excel installed on your computer. Completing this template requires a fundamental knowledge of Excel functions. The template is divided into six tabs, and has a similar structure to EPA's WQX template. You can find these tabs at the lower-left corner of the screen (see the flat **red circle** labeled "A" on the next page). Click on a tab name to open it:

1. **Tab 1, Instructions:** Provides instructions on how to complete the necessary sections of the template. It explains each of the six tabs within the template.
2. **Tab 2, WQAR Template:** Constitutes the main body of the template, and where you provide information based on your CWA §106 Program and monitoring data. Please fill out each of the columns to the best of your ability.
3. **Tab 3, Atlas of Tribal Waters:** Asks you to fill out an atlas of your tribal waters to your best estimate. You also may choose to provide the total waters monitored off-reservation, although this is optional.
4. **Tab 4, Watershed Restoration:** Applies to tribes implementing any watershed restoration projects (including those funded by CWA §319).
5. **Tab 5, Narrative Outline:** Provides an outline of the narrative that accompanies this template. Please use a separate word processing program (i.e. Microsoft Word) to complete the narrative, following the outline as closely as possible. Please submit the narrative as a separate attachment when turning in the WQAR template.
6. **Tab 6, Definitions:** Includes definitions of terms found in Tabs 2 and 4. You can also click on the category links (titles highlighted in **blue**) found in Tabs 2 and 4 to see these definitions.

## GENERAL TIPS:

- A. You can navigate between tabs by clicking directly on the tabs. If you do not see all of the tabs, use the  buttons in the lower-left corner of the screen to navigate left or right.
- B. To enlarge the size of text on the template, click on **View** (in the top menu) » **Zoom**, and then increase the magnification value (e.g. 200%). You may also manipulate the size of the text using the sliding bar at the bottom right of the screen.
- C. Fill in your information in the individual cells by clicking on the blank tabs underneath the blue column headings. Once you have typed information in a cell, hit enter to store that information and move to the next cell. You can navigate between cells using your mouse, or the ←↑↓→ buttons on your keyboard.
- D. When you select a cell for data entry, a small instruction window for that cell will pop up.
- E. Wherever you see **Underlined Blue Text** in a column header, clicking on the text will take you to the definitions for that column.
- F. When you click on a cell and see an **arrow** , you can click on the arrow for a drop-down list of options. In some cases, you can provide your own answer if the option you want is not listed in the dropdown box.
- G. If you are going to fill out this template over more than one session, be sure to save the file each time you make edits. Please save a copy of the completed template for your own records.

The screenshot shows a spreadsheet with columns 2 through 11. Column 2 is 'Waterbody Type', Column 3 is 'Monitoring Station Located On Reservation', Column 4 is 'Monitoring Station ID (WQX)', Column 5 is 'Distance or Area Monitored or Assessed', Column 6 is 'Unit of Measure', Column 7 is 'Frequency of Monitoring', Column 8 is 'Parameters Monitored', Column 9 is 'Tribal Goal or Designated Use for this Waterbody', Column 10 is 'Change in water quality since start of monitoring period', and Column 11 is 'Current Water Quality Status'. A dropdown menu is open in Column 3, showing 'Choose...', 'Yes', and 'No'. The spreadsheet is titled '1. Instructions', '2. WQAR Template', '3. Atlas of Tribal Waters', '4. Watershed Restoration', '5. Narrative', and '6. Data Entry'. The status bar shows 'Ready' and '80%' zoom.

## GETTING STARTED:

- When first opening the file, you may see a Security Warning. EPA has tested this file for its safety. Click on **Enable Macros** to continue.
- Opening the file brings you to the **Instructions tab (Tab 1)**. This sheet explains each tab and provides additional details about each question in the template. If you are uncertain about how to answer a question, referring back to the instructions tab may help clarify any concerns.

## Tab 2: WQAR Template

- In the light yellow row, fill in the name of your tribe and the monitoring period for this evaluation (e.g. 10/1/08 – 9/30/10).
- This tab allows you to report on the status of your CWA 106 monitoring program for each waterbody monitored. **Please use a separate entry for each monitoring station of a waterbody.**
- Columns that display the word “Choose...” signifies a cell that contains a dropdown menu to select from.

Steps to fill out the rest of this tab:

1. In **Column 1**, fill in the name of the waterbody you are going to describe in the rest of the row. If you prefer not to provide the waterbody name, you can type in a short identification code (e.g. BL for Big Lake) in this cell.

If you choose to provide waterbody IDs, make sure that each body has a unique identifier that is known to your tribe for future reports.

2. In **Column 2**, classify the waterbody listed in **Column 1** (e.g. lake, river, wetland) using the dropdown menu.

	1	2
4		
5	Waterbody Name/Identifier	Waterbody Type
6		
7		
8		
9		
10		
11		
12		
13	Wendell Wash	River/Stream Perennial
14		
15		
16		
17		
18		
19		
20		

3. In **Column 3**, use the *dropdown menu* to indicate if the monitoring station listed is on the reservation. Waters on trust or fee lands located within reservation boundaries are considered *on-reservation*. Waters on trust lands not contiguous to reservation boundaries are also considered *on-reservation*. Waters on fee lands that are not located within the reservation boundaries are considered *off-reservation*.

3	4	5	6
Monitoring Station Located On Reservation	Monitoring Station ID (WQX)	Distance or Area Monitored or Assessed	Unit of Measure
No	Wendell001	3.2	miles (mi)

4. In **Column 4**, type in the monitoring station ID from your WQX/STORET-compatible template. If you do not have this information yet, please use the ID from your data records.

5. In **Column 5**, type in the distance (or area) of this waterbody which is being monitored for water quality under your CWA §106 program (e.g. 11.5).

Click on the [Distance or Area Monitored or Assessed](#) header for more information from Tab 6.

6. In **Column 6**, use the *dropdown list* to provide the units (e.g. miles) for the number you provided in **Column 5**.

7. In **Column 7**, type in the number of times per year data are collected from the monitoring station. If a continuous datalogger is used at the station, then you may choose to type in how often the datalogger collects information (e.g. hourly, daily, etc)

8. In **Column 8**, use the *dropdown menus* to select each parameter being monitored at this monitoring station.

9. In **Column 9**, use the *dropdown menus* to select each tribal goal or established designated use for this waterbody.

If you don't know what a waterbody's designated use is, or if there isn't one, you can select "Unknown". Click on the [Tribal Goal or Designated Use](#) header for more information from Tab 6.

7	8		9	
Frequency of Monitoring	Parameters Monitored		Tribal Goal or Designated Use for this Waterbody	
daily	pH	Yes	Unknown	Choose...
	Temperature	Yes	Primary Contact	Yes
	Dissolved Oxygen	Yes	Secondary Contact	No
	Turbidity	Yes	Cultural Use	Yes
	Total Phosphorus	No	Drinking Water	Choose...
	Total Nitrogen	No	Fish/Shellfish Safe To Eat	Choose...
	E. coli	Yes	Agricultural Irrigation	Yes
	Enterococci	No	Aquatic Life and Wildlife	Choose...
	Macroinvertebrates	No	Livestock Watering	Yes
	Basic Habitat	No	Rare And Endangered Species	Choose...
	(Additional parameter)	Choose...	(Fill in any additional uses)	Choose...
	(Additional parameter)	Choose...	(Fill in any additional uses)	Choose...
	(Additional parameter)	Choose...	(Fill in any additional uses)	Choose...
(Additional parameter)	Choose...	(Fill in any additional uses)	Choose...	
(Additional parameter)	Choose...	(Fill in any additional uses)	Choose...	

10	11
Change in water quality since start of monitoring period	Current Water Quality Status
Some improvement, some degradation	Impaired

10. In **Column 10**, use the *dropdown list* to best describe the general change (if any) in water quality on this waterbody since the start of the project period you provided at the top of this tab. To make this evaluation, use actual water quality data and/or qualitative (visual) assessments, and choose the best available option.

Click on the [Change in water quality since start of monitoring period](#) header for more information from Tab 6.

11. In **Column 11**, use the *dropdown list* to select an option generally characterizing the current status of this waterbody on your reservation. Choose the best available option.

Click on the [Current Water Quality Status](#) header for more information from Tab 6.

12. In **Column 12**, use the *dropdown menus* to select which of the monitored parameters have been identified as impaired (does not meet expected water quality criteria) at this monitoring station. Any parameter selected in this column must also be selected in **Column 8**.

13. In **Column 13**, use the *dropdown menus* to select which of the tribal goals/designated uses have been identified as impaired at this monitoring station. Any tribal goal selected in this column must also be selected in **Column 9**.

14. In **Column 14**, use the *dropdown lists* to choose up to three sources of impairment identified at this monitoring station. Rank sources of impairment in order of biggest source.

ONLY FILL OUT COLUMNS 12-15 IF THE "CURRENT WATER QUALITY STATUS" IS MARKED AS "IMPAIRED"					
12		13		14	15
Impaired Parameters		Impaired Tribal Goals/Designated Uses		Source(s) of Impairment	Impairment Status
<input type="checkbox"/>	pH	No		Choose...	
<input type="checkbox"/>	Temperature	No	Primary Contact	No	
<input type="checkbox"/>	Dissolved Oxygen	No		Choose...	1) Agriculture (Livestock)
<input type="checkbox"/>	Turbidity	Yes	Cultural Use	Yes	Year Round Impairment
<input type="checkbox"/>		Choose...		Choose...	
<input type="checkbox"/>		Choose...		Choose...	
<input type="checkbox"/>	E. Coli	No	Agricultural Irrigation	Yes	2) Leaking Tanks
<input type="checkbox"/>		Choose...		Choose...	Intermittent Impairment
<input type="checkbox"/>		Choose...	Livestock Watering	No	
<input type="checkbox"/>		Choose...		Choose...	
<input type="checkbox"/>		Choose...		Choose...	
<input type="checkbox"/>		Choose...		Choose...	3) Wet Weather Discharges
<input type="checkbox"/>		Choose...		Choose...	Seasonal Impairment
<input type="checkbox"/>		Choose...		Choose...	

Click on the [Source\(s\) of impairment](#) header for more information from Tab 6.

16	17
Watershed restoration project at this monitoring station	Additional Comments
No	(Add other comments or information about this waterbody.)

15. In **Column 15**, select from the *dropdown menu* the temporal status of the accompanying source of impairment.

Click on the [Impairment Status](#) header for more information from Tab 6.

16. In **Column 16**, use the *dropdown menu* to describe whether or not a watershed restoration project is underway or recently completed on this waterbody.

17. In **Column 17**, you may type in other comments about this monitoring station that you were unable to express within the previous columns.

This section is now complete. Proceed to the Atlas of Tribal waters tab by clicking on the orange tab in the lower-left corner of your screen (see Page 3 of this Tutorial for a screenshot of the tab locations).

**Tab 3: Atlas of Tribal Waters**

ATLAS OF TRIBAL WATERS		
On Reservation		
	Total	Monitored
STREAM MILES:	(Type number here)	(Type number here)
LAKE AND RESERVOIR ACRES:	(Type number here)	(Type number here)
WETLAND ACRES:	(Type number here)	(Type number here)
ESTUARY OR COASTAL WATER SQUARE MILES:	(Type number here)	(Type number here)
NUMBER OF SPRINGS:	(Type number here)	(Type number here)
NUMBER OF GROUNDWATER MONITORING WELLS (optional):	(Type number here)	(Type number here)

Off-Reservation
Monitored (optional)
(Type number here)

Tab 3 contains two tables. The second table, “Off-Reservation,” is optional.

1) “On-Reservation” – In the “Total” column, estimate the total units (e.g., stream miles, acres, number of springs) on your reservation. These include waters on both trust and fee lands within reservation boundaries. Waters on non-contiguous trust land also count towards the total. Waters on fee lands outside of reservation boundaries are not included here. In the “Monitored” column, indicate the units of each waterbody type actually monitored.

OPTIONAL: If you would like to include groundwater wells in this template, please input the total number of potential monitoring wells on reservation. Then, include the number of wells that were monitored during the monitoring period.

2) “Off-Reservation” - In this table, if you have monitoring stations located on non-trust lands outside of reservation boundaries, you have the option of listing here the number of stream miles, lake acres, wetland acres, and estuarine square miles monitored.

## Tab 4: Watershed Restoration Projects

- Fill in the tribe name and project period at the top of this tab. Steps to fill out the rest of this tab:

WATERSHED RESTORATION PROJECT INFORMATION										
Tribe: <b>(Type Tribe Name)</b>										
The purpose of this section is to help EPA and tribes track water quality changes through the implementation of watershed restoration activities. On-the-ground watershed restoration projects include the implementation of management measures and best management practices (BMPs) in areas where water quality is threatened or has been degraded by pollutants. Such tribal water quality projects are usually funded through EPA's CWA Section 319 grant program, however, other sources of funding (Natural Resources Conservation Service, Department of Fish and Wildlife, Bureau of Reclamation, etc) are available to tribes. Please list all watershed restoration activities that have been implemented on the specific waterbody/watershed you have listed for this exercise.										
A	B	C	D	E	F	G	H	I	J	K
CWA §319 Project	Waterbody or Watershed Targeted by Project	Type of Best Management Practice(s) (BMPs) Implemented	Total BMP Length or Area	BMP Units	Year Project Work Began	Project Status	Pre-Project Data	Post-Project Data	Monitoring Location ID (WQX)	Project Cooperators
Yes	Wendell Wash	Fencing/Barrier Control	4.6	miles (mi)		In Progress	Yes	Yes	Wendell001	BOR
		Waste Removal	1.5	miles (mi)						
		Seeding/Mulching	0.4	acres (ac)						
Choose...		Choose...		Choose...		Choose...	Choose...	Choose...		
Choose...		Choose...		Choose...						
Choose...		Choose...		Choose...						
Choose...		Choose...		Choose...						

Year Project Work Began  
 Indicate the year work began on the BMPs selected.

1. Instructions
2. WOAR Template
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5. Narrative
6. Definitions

1. In **Column A**, use the dropdown box to select whether the restoration project on this waterbody is funded (at least in part) by CWA §319.

2. In **Column B**, provide the name of the waterbody or watershed targeted by this restoration project.

3. In **Column C**, select up to 3 Best Management Practice(s) (BMPs) from the dropdown list used for this watershed restoration project, if any (e.g. fencing).

4. In **Column D**, provide the distance or area of the Best Management Practice (BMP) implemented (e.g. 0.25).

5. In **Column E**, use the dropdown list to provide the units for the distance or area listed in **Column D (step 4)** (e.g. miles).

6. In **Column F**, type in the year that work on the watershed restoration project began (i.e. year funds were obtained).

7. In **Column G**, select from the dropdown list what stage the restoration project is currently in.

8. In **Column H and I**, use the dropdown boxes to indicate if you have water quality monitoring data available for this waterbody *before* (Column G) and *after* (Column H) the project was implemented.

9. In **Column J**, please list monitoring location ID(s) associated with this project. IDs are similar to those in Column 4 of the WQAR template, Tab 2. If your data is not yet in WQX format, use the ID from your data records.

10. **Column K**, you may list any project coordinator(s) and partners for your watershed restoration project.

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## Tab 5: Narrative Outline

The narrative outline complements the WQAR template by providing general background information about your program, data collection and management methods, and a general summary of water quality concerns on the reservation. Please complete the narrative by following the outline provided and using a word processing program such as Microsoft Word. Submit this together with your WQAR template.

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## Tab 6: Definitions

In this sixth and final tab, you will find definitions for some of the terms and answer choices used in the template to help you complete tabs 2-4 of the template. Use the scroll arrow or bar on the right side of the screen to view the complete list of definitions.

You can also access these definitions by clicking on [Underlined Blue Text](#) in the column headings of the second and fourth tabs.

If you have questions about this tutorial or any part of the WQAR template itself, please contact either of the following:

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**Once you have completed the information in tabs 2 through 5, your template is complete.**

**Remember to save your file before submitting it electronically to your CWA §106 Project Officer via email or CD.**