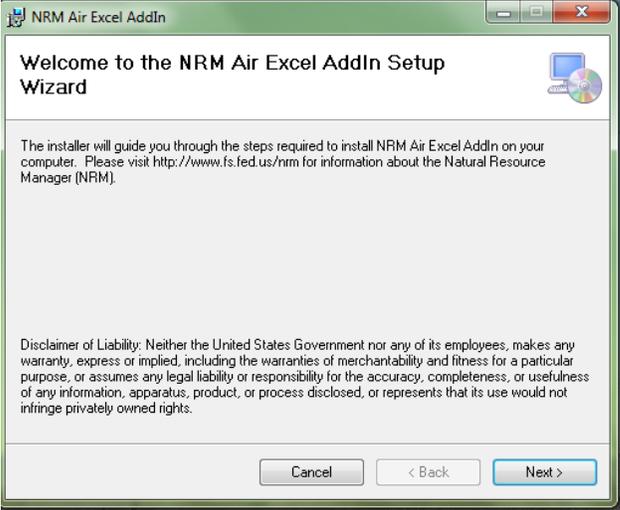


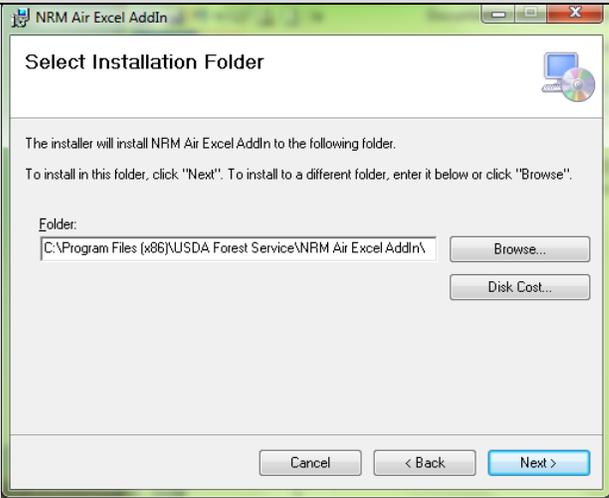
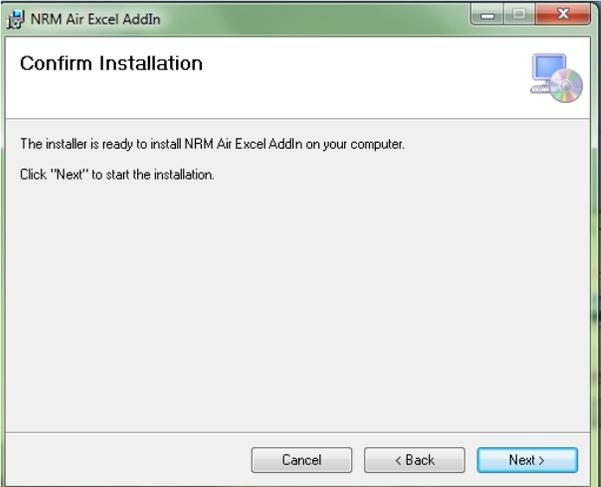
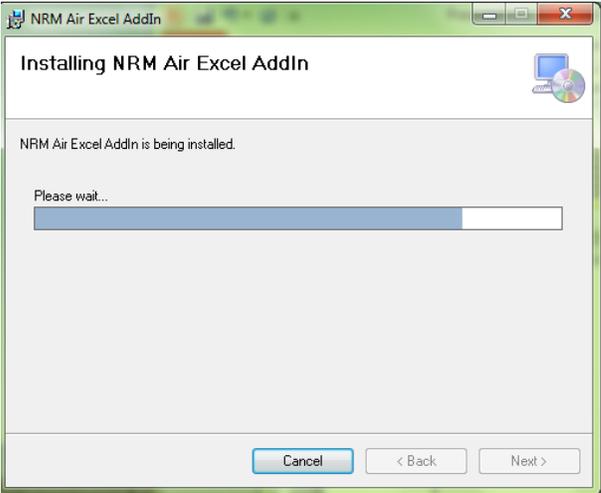


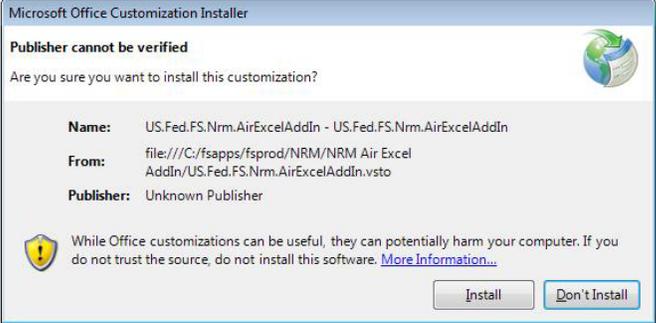
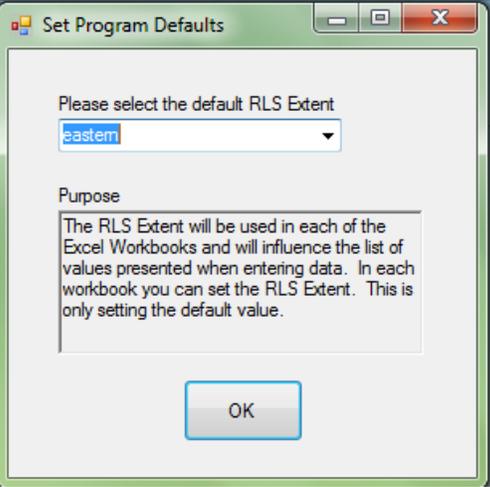
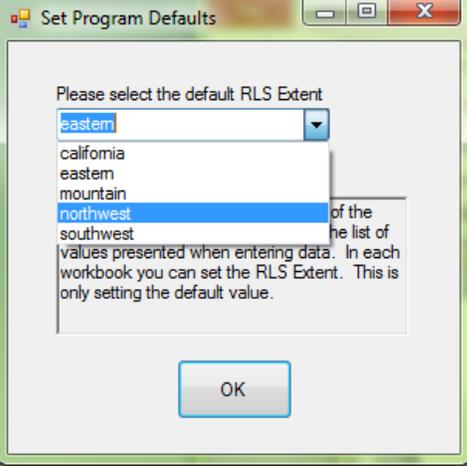
HOW TO PROVIDE DATA FROM THE LAB TO NRM AIR?

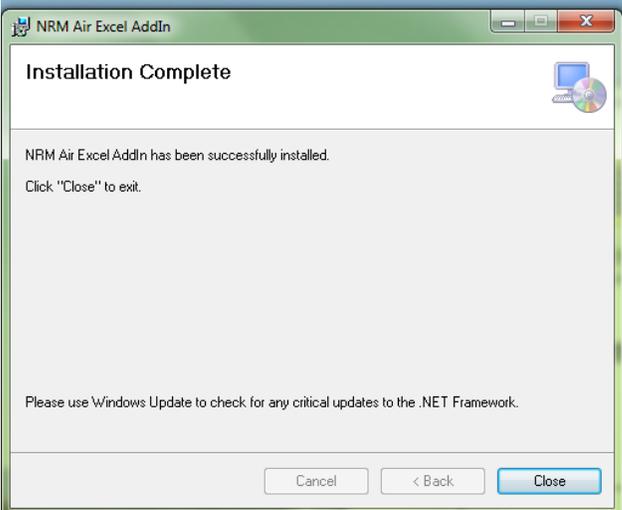
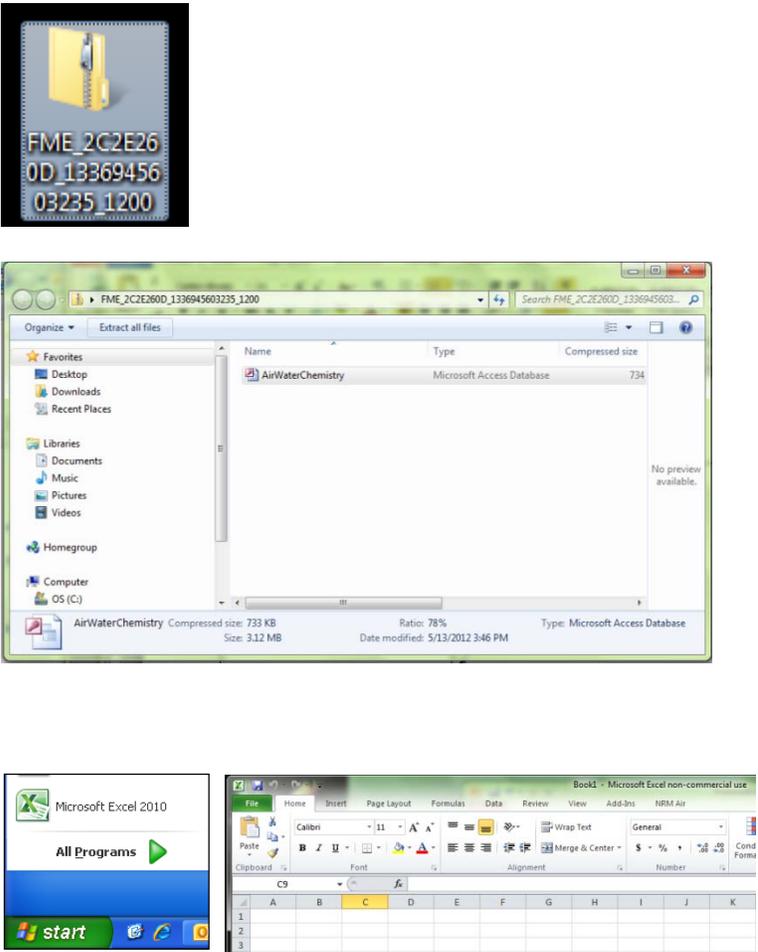
The following steps outline the process at the Lab for setting up a new Excel file and then entering sample measurement data for return to the Forest Service.

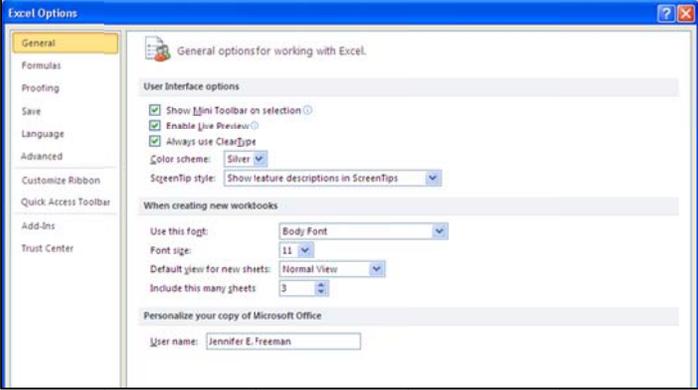
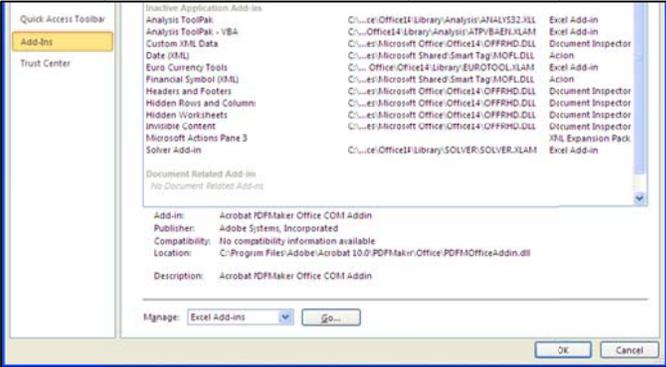
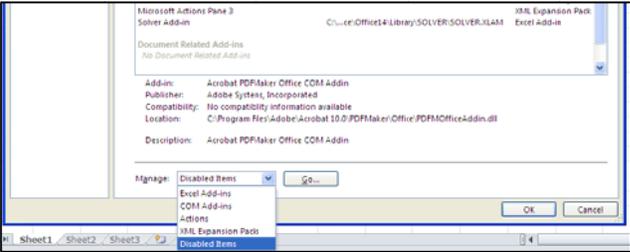
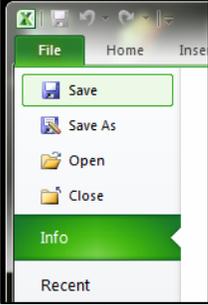
For the initial setup of the program, you need to perform the following Steps 1 (Install NRM Air Excel Add-In) and 2 (AirWaterChemistry.mdb Setup) using the files provided by your Forest Service contact. In addition, you will use the same steps when your FS contact sends you updated file to replace your existing files. These files may contain updated lists of values (LOVs) from the NRM Air centralized database.

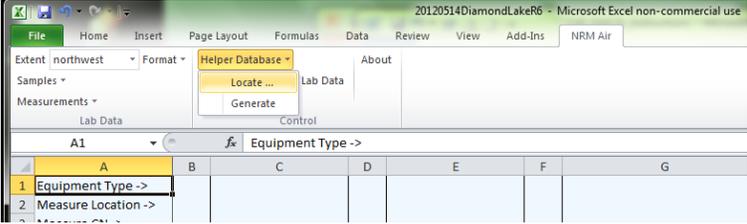
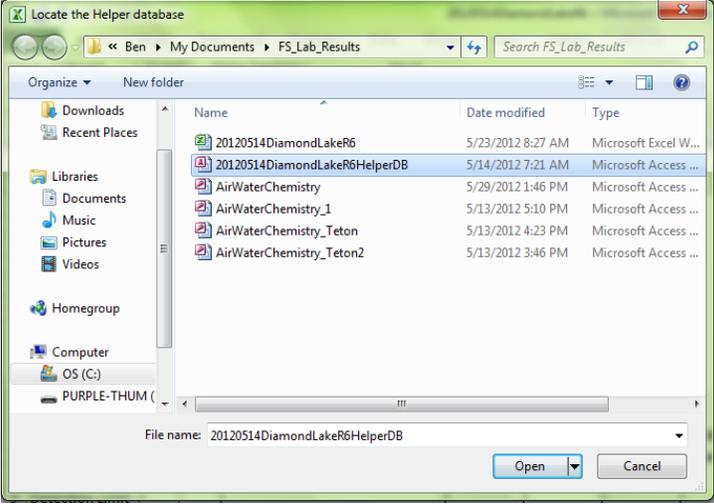
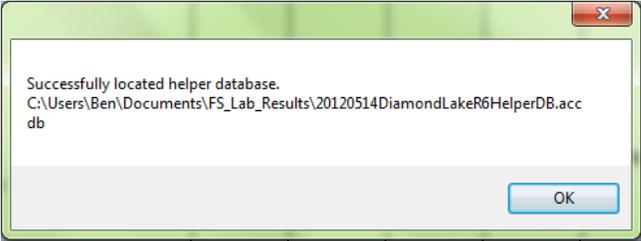
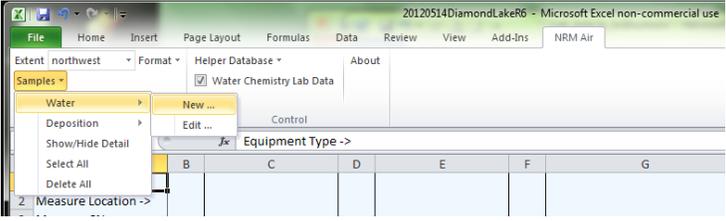
STEP	DETAIL
<p>Step 1: Install NRM Air Excel Add-In</p> <p>A. Save the file to your desktop, then double-click the icon to run the install program.</p> <p>B. Click on Next to continue with the installation.</p>	 

STEP	DETAIL
<p>C. Select the folder where you want the program installed, then click Next.</p>	
<p>D. You are given one last chance to make any changes to the installation; if you have no changes, click on Next.</p>	
<p>E. You will see a progress bar as the installation occurs.</p>	

STEP	DETAIL
<p>Should you receive a dialog box stating that the “Publisher cannot be verified,” click on Install to continue the NRM Excel Add-In installation.</p>	
<p>F. Towards the end of the installation process, you will be asked to choose the geographic area that you are working with. You will get this information from your FS contact.</p>	
<p>G. Click on the drop-down arrow to see the list of geographic areas.</p>	

STEP	DETAIL
<p>H. You will receive a confirmation window when the installation process is finished.</p>	
<p>Step 2: AirWaterChemistry.mdb file extraction and setup.</p> <p>A. Save and extract the AirWaterChemistry.mdb file from the provided ZIP file.</p> <p>B. This file must be saved in the installation folder, by default is: C:\Program Files\USDA Forest Service\NRM Air Excel AddIn\Workbook.</p> <p>When LOVs change, the Forest Service will provide an updated Airwaterchemistry.mdb file to be installed using the previous steps.</p> <p>C. Open Microsoft Excel.</p>	

STEP	DETAIL
<p>If, when you open Excel for the first time after installing the Add-In and you do not see the NRM Air tab go to the File tab and select Options. This opens the Excel Options window.</p>	
<p>Click on the Add-In button.</p>	
<p>At the bottom of the window, click on the drop-down arrow next to the Manage field and select Disabled Items. Then click Go.</p>	
<p>This window indicates any disabled items you have in Excel. Click on the one you want to enable, then click on the Enable button. When finished, click on the Close button.</p>	
<p>When you return to the Excel Options window, click OK.</p> <p>F. Save the file.</p>	

STEP	DETAIL
<p><u>SPECIAL NOTE: Helper Database Message</u></p> <p><i>Should you receive a message from Excel that it is unable to find the “helper database,” you will need to locate that file or generate a new one. The helper database is automatically created behind the scenes when you save a new spreadsheet with the NRM Air Excel Add-In enabled.</i></p> <p><i>To locate the helper database file, in the Control menu group, select Helper Database -> Locate. Select the Access database, that begins with the same name as the Excel file.</i></p> <p><i>If you are unable to locate the helper database, you will need to generate a new one. To generate a new helper file, select Helper Database -> Generate.</i></p> <p><i>You will receive a confirmation window when the process has completed. Click OK to continue.</i></p>	  
<p>Step 3: Establish definitions for new Lab Data samples</p> <p>A. From the Lab Data menu group, select Samples -> Water -> New. (the same procedures are used for Deposition samples)</p>	

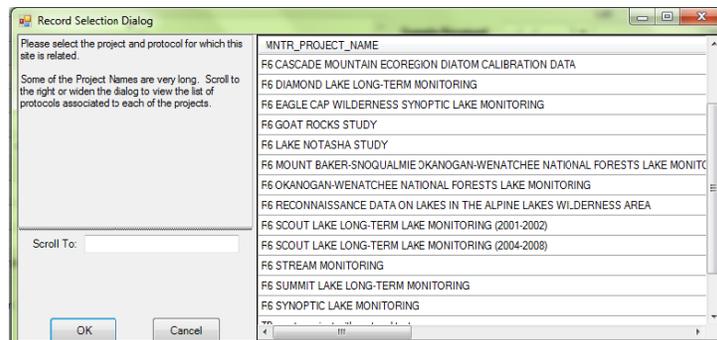
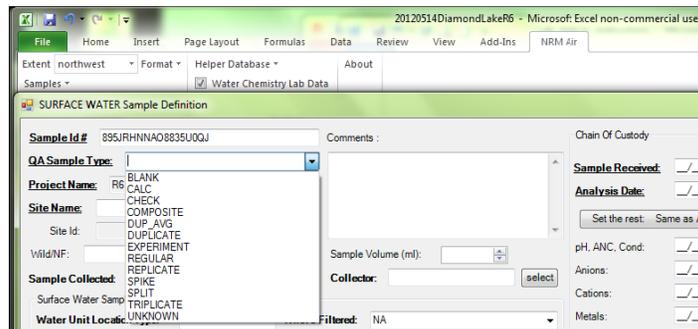
STEP

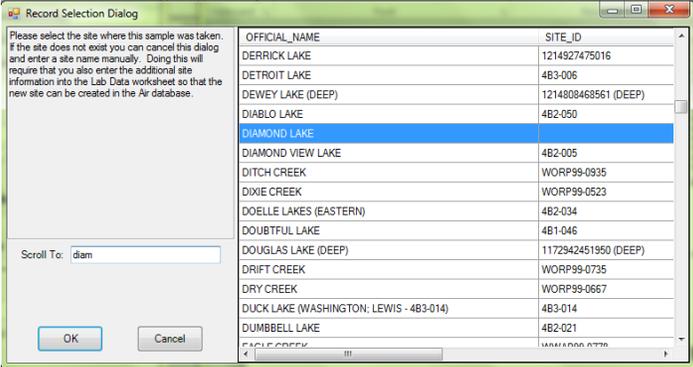
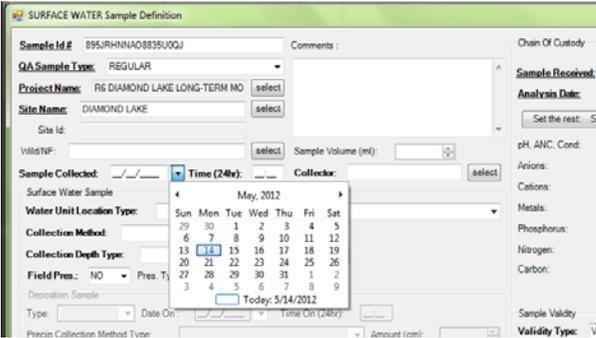
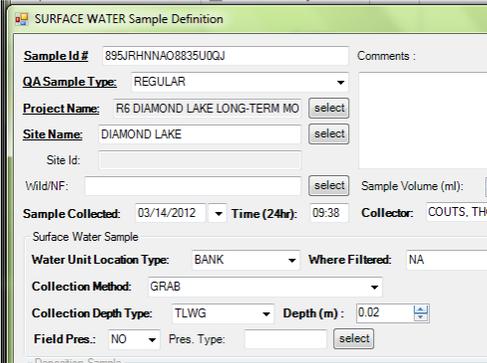
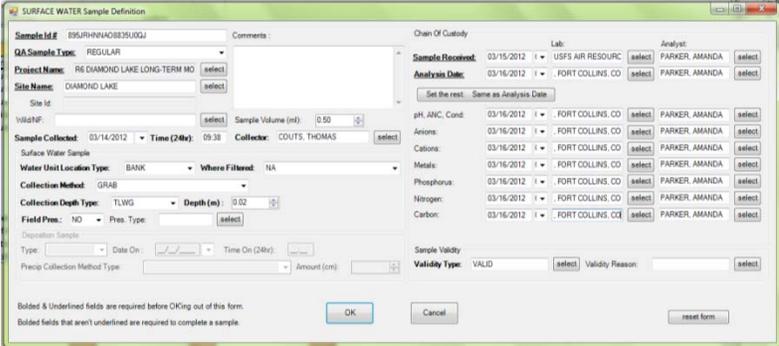
B. The Sample Definition form now opens.

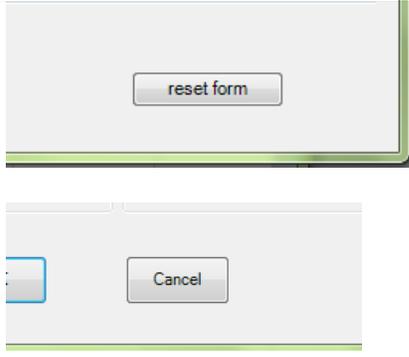
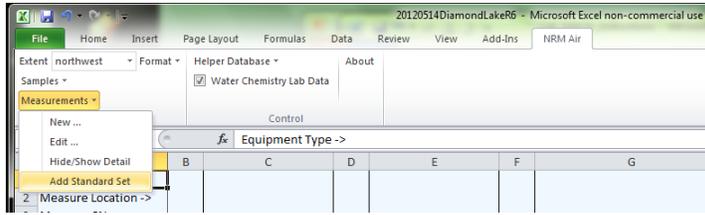
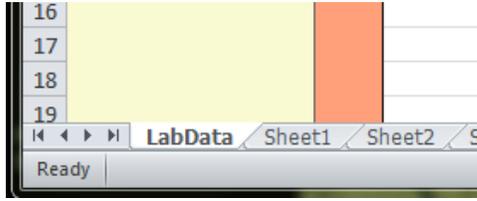
If the Sample Definition form is too wide for your screen, you can adjust the size of the visible form by clicking on the lower right-hand corner of the form and dragging it to the desired size. A scroll bar will appear along the bottom of the form.

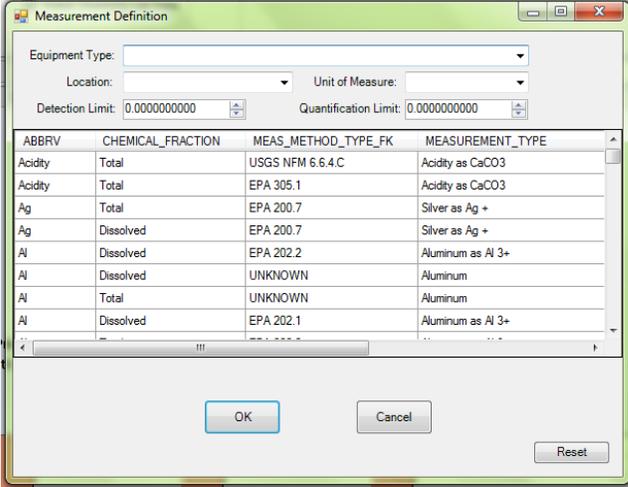
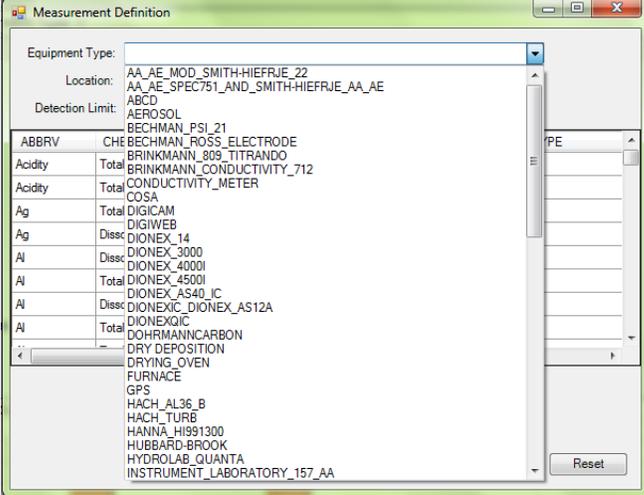
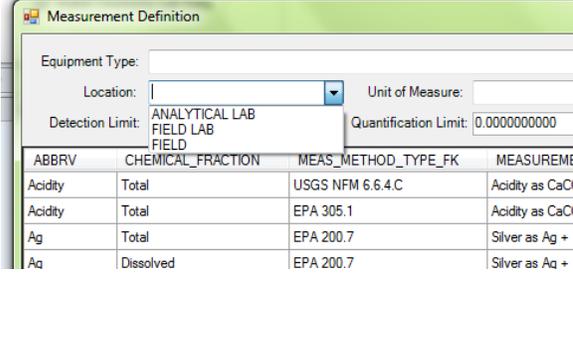
- C. To complete the Sample Definition form:
- Enter the Sample ID#.
 - Click on the drop-down arrow QA Sample Type to select a valid option.
 - Click on the Select button to bring up dialog box with valid Project Name options.

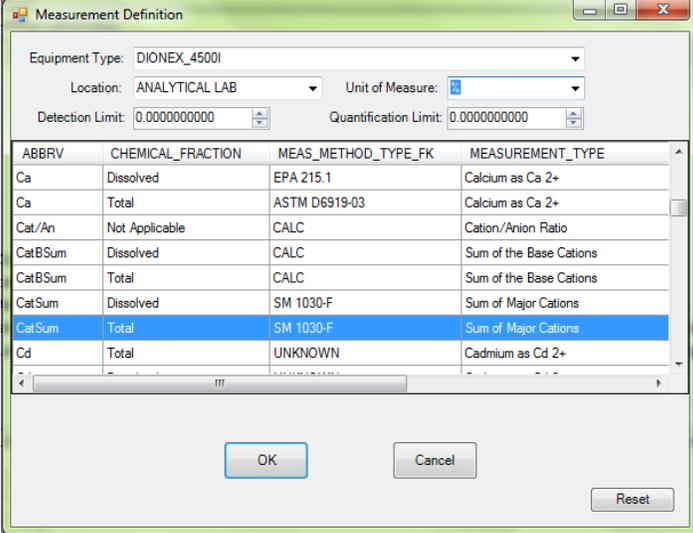
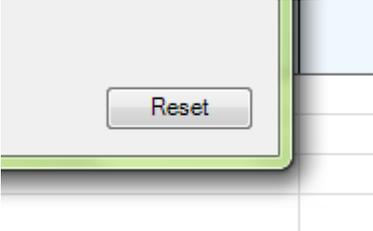
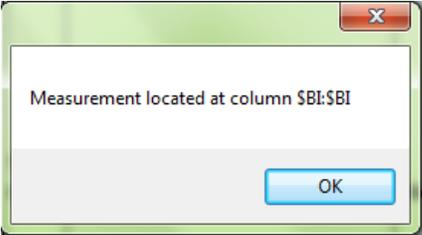
DETAIL

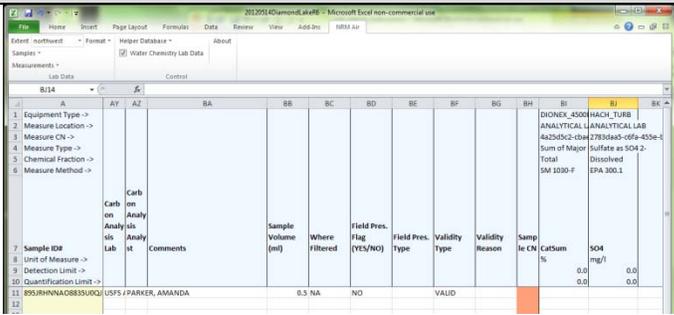


STEP	DETAIL																																																	
<ul style="list-style-type: none"> - Click on the arrow to the right of Sample Collected to view a calendar to select the correct date. 	 <p>Record Selection Dialog</p> <p>Please select the site where this sample was taken. If the site does not exist you can cancel this dialog and enter a site name manually. Doing this will require that you also enter the additional site information into the Lab Data worksheet so that the new site can be created in the Air database.</p> <table border="1"> <thead> <tr> <th>OFFICIAL_NAME</th> <th>SITE_ID</th> </tr> </thead> <tbody> <tr><td>DERRICK LAKE</td><td>1214927475016</td></tr> <tr><td>DETROIT LAKE</td><td>483-006</td></tr> <tr><td>DEWEY LAKE (DEEP)</td><td>1214808468561 (DEEP)</td></tr> <tr><td>DIABLO LAKE</td><td>482-050</td></tr> <tr><td>DIAMOND LAKE</td><td></td></tr> <tr><td>DIAMOND VIEW LAKE</td><td>482-005</td></tr> <tr><td>DITCH CREEK</td><td>WORP99-0935</td></tr> <tr><td>DIXIE CREEK</td><td>WORP99-0523</td></tr> <tr><td>DOELLE LAKES (EASTERN)</td><td>482-034</td></tr> <tr><td>DOUBTFUL LAKE</td><td>481-046</td></tr> <tr><td>DOUGLAS LAKE (DEEP)</td><td>1172842451950 (DEEP)</td></tr> <tr><td>DRIFT CREEK</td><td>WORP99-0735</td></tr> <tr><td>DRY CREEK</td><td>WORP99-0667</td></tr> <tr><td>DUCK LAKE (WASHINGTON; LEWIS - 483-014)</td><td>483-014</td></tr> <tr><td>DUMBELL LAKE</td><td>482-021</td></tr> <tr><td>DRY CREEK</td><td>481-006 0735</td></tr> </tbody> </table> <p>Scroll To: diam</p> <p>OK Cancel</p>	OFFICIAL_NAME	SITE_ID	DERRICK LAKE	1214927475016	DETROIT LAKE	483-006	DEWEY LAKE (DEEP)	1214808468561 (DEEP)	DIABLO LAKE	482-050	DIAMOND LAKE		DIAMOND VIEW LAKE	482-005	DITCH CREEK	WORP99-0935	DIXIE CREEK	WORP99-0523	DOELLE LAKES (EASTERN)	482-034	DOUBTFUL LAKE	481-046	DOUGLAS LAKE (DEEP)	1172842451950 (DEEP)	DRIFT CREEK	WORP99-0735	DRY CREEK	WORP99-0667	DUCK LAKE (WASHINGTON; LEWIS - 483-014)	483-014	DUMBELL LAKE	482-021	DRY CREEK	481-006 0735															
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<p>Step 4: Establish lab data measurements standard set</p> <p>A. To add the pre-established standard set of measurements, go to the Lab Data menu group and select Measurements -> Add Standard Set. This automatically inserts columns at the far right side of the LabData worksheet.</p>	
<p>Step 5: Create new Lab Data Measurements (optional)</p> <p>This step is only necessary if additional measurements (not in the “standard set”) are analyzed.</p> <p>A. Make sure that you are in the LabData worksheet.</p>	

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<p>B. From the Lab Data menu group, select Measurements -> New. This opens the Measurement Definition form.</p>	 <table border="1"> <thead> <tr> <th>ABBRV</th> <th>CHEMICAL_FRACTION</th> <th>MEAS_METHOD_TYPE_FK</th> <th>MEASUREMENT_TYPE</th> </tr> </thead> <tbody> <tr><td>Acidity</td><td>Total</td><td>USGS NFM 6.6.4.C</td><td>Acidity as CaCO3</td></tr> <tr><td>Acidity</td><td>Total</td><td>EPA 305.1</td><td>Acidity as CaCO3</td></tr> <tr><td>Ag</td><td>Total</td><td>EPA 200.7</td><td>Silver as Ag +</td></tr> <tr><td>Ag</td><td>Dissolved</td><td>EPA 200.7</td><td>Silver as Ag +</td></tr> <tr><td>Al</td><td>Dissolved</td><td>EPA 202.2</td><td>Aluminum as Al 3+</td></tr> <tr><td>Al</td><td>Dissolved</td><td>UNKNOWN</td><td>Aluminum</td></tr> <tr><td>Al</td><td>Total</td><td>UNKNOWN</td><td>Aluminum</td></tr> <tr><td>Al</td><td>Dissolved</td><td>EPA 202.1</td><td>Aluminum as Al 3+</td></tr> </tbody> </table>	ABBRV	CHEMICAL_FRACTION	MEAS_METHOD_TYPE_FK	MEASUREMENT_TYPE	Acidity	Total	USGS NFM 6.6.4.C	Acidity as CaCO3	Acidity	Total	EPA 305.1	Acidity as CaCO3	Ag	Total	EPA 200.7	Silver as Ag +	Ag	Dissolved	EPA 200.7	Silver as Ag +	Al	Dissolved	EPA 202.2	Aluminum as Al 3+	Al	Dissolved	UNKNOWN	Aluminum	Al	Total	UNKNOWN	Aluminum	Al	Dissolved	EPA 202.1	Aluminum as Al 3+
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<p>C. Click on the drop-down on the right side of the Equipment Type field to view the List of Values (LOV). Scroll to find the right type.</p>																																					
<p>D. The Location and Unit of Measure fields also have drop-down LOVs.</p>	 <table border="1"> <thead> <tr> <th>ABBRV</th> <th>CHEMICAL_FRACTION</th> <th>MEAS_METHOD_TYPE_FK</th> <th>MEASUREMENT_TYPE</th> </tr> </thead> <tbody> <tr><td>Acidity</td><td>Total</td><td>USGS NFM 6.6.4.C</td><td>Acidity as CaCO3</td></tr> <tr><td>Acidity</td><td>Total</td><td>EPA 305.1</td><td>Acidity as CaCO3</td></tr> <tr><td>Ag</td><td>Total</td><td>EPA 200.7</td><td>Silver as Ag +</td></tr> <tr><td>Ag</td><td>Dissolved</td><td>EPA 200.7</td><td>Silver as Ag +</td></tr> </tbody> </table>	ABBRV	CHEMICAL_FRACTION	MEAS_METHOD_TYPE_FK	MEASUREMENT_TYPE	Acidity	Total	USGS NFM 6.6.4.C	Acidity as CaCO3	Acidity	Total	EPA 305.1	Acidity as CaCO3	Ag	Total	EPA 200.7	Silver as Ag +	Ag	Dissolved	EPA 200.7	Silver as Ag +																
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STEP	DETAIL
<p>E. You can either type in or use the up/down arrows to enter the values for Detection and Quantification Limits.</p> <p>F. Scroll to find the Measurement Type. Click on the row to select it.</p>	
<p>G. At any time you can clear all of your entries in the form by clicking on the Reset button.</p>	
<p>H. After making your selections, click on OK. Then click OK and receive a confirmation of where this measurement has been included in the workbook. Click OK to complete this measurement.</p>	

STEP	DETAIL
<p>A. Repeat steps 2-8 for all of the measurements you want to add. They will appear in the far right column of the spreadsheet in the order you enter them. Then you are ready to enter the results data.</p> <p><i>SPECIAL NOTE:</i> <i>If you create a spreadsheet with standard and customized definitions, measurements, and equipment types that will be used more than once, you might consider saving a copy of this file with "MASTER" in the file name.</i></p> <p>B. After all measurement data is entered, the Excel spreadsheet is sent back to your Forest Service contact for quality control and loading into the NRM Air database.</p>	
<p><i>Should you have any questions about using these instructions, please contact Sharon Grant (tel: 209.532.3671, ext. 231; email: sgrant@fs.fed.us) or refer to Chapter 5 of the User Guide (http://www.fs.fed.us/nrm/index.shtml)</i></p>	