

nawdex

NATIONAL WATER DATA EXCHANGE

**OPERATIONAL GUIDELINES FOR
ASSISTANCE CENTERS OF THE
NATIONAL WATER DATA EXCHANGE**



U.S. GEOLOGICAL SURVEY
Open-File Report 90-352

OPERATIONAL GUIDELINES FOR ASSISTANCE CENTERS OF THE NATIONAL WATER DATA EXCHANGE

Revised by James S. Burton, 1990

**U.S. GEOLOGICAL SURVEY
OPEN-FILE REPORT 90-352
(Supersedes Open-File Report 80-1196)**

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FOREWORD

The National Water Data Exchange (NAWDEX) is an interagency program to facilitate the exchange of water data and to promote the improvement of water-data-handling procedures. The participants in the NAWDEX program are those Federal, State, local governmental, interstate, academic, and private organizations that collect, store, and use water data. For user's convenience, NAWDEX services are available through a nationwide network of 75 Assistance Centers located in 45 States, Puerto Rico, and the District of Columbia.

This manual presents operational guidelines for the operation of NAWDEX Assistance Centers. Emphasis is placed on communication between participants and the expeditious flow of water data from holder to user.

The continuing success of the NAWDEX program depends upon the active cooperation of the participants to provide water data in a timely manner from their holdings upon request, to submit data inventory and indexing information to the NAWDEX Program Office, and to freely communicate their recommendations and suggestions for program improvements.

To contact the NAWDEX Program Office, write or call:

Program Office
National Water Data Exchange
U.S. Geological Survey
421 National Center
Reston, Virginia 22092

Telephone (703) 648-6848
FTS 959-6848

PREFACE

This document is a revision of U.S. Geological Survey Open-File Report 80-1196, "Operational Guidelines for Assistance Centers of the National Water Data Exchange," by Melvin D. Edwards and Gerald L. Thompson. The report supersedes Open-File Report 80-1196 of the same title.

**OPERATIONAL GUIDELINES FOR ASSISTANCE CENTERS
OF THE NATIONAL WATER DATA EXCHANGE (NAWDEX)**

Revised by James S. Burton, 1990

ABSTRACT

The National Water Data Exchange (NAWDEX) is a nationwide program to assist users of water data and water-related data in identifying, locating, and acquiring needed data. NAWDEX services are available through a Program Office located in the U.S. Geological Survey's National Center in Reston, Virginia, and a network of 75 Assistance Centers established in 45 States, Puerto Rico, and the District of Columbia to provide a local and convenient access to NAWDEX facilities. This manual presents operational guidelines for the operation of these Assistance Centers to accomplish the expeditious flow of data from holder to user.

PROGRAM SUMMARY

The NAWDEX Mission

The primary mission of NAWDEX is to:

- identify sources of water data
- index the data held by these sources
- provide the linkages that promote and help data exchange between those organizations who store and those who use water data.

Through a cooperative effort of its participating membership, NAWDEX also develops and sponsors the use of recommended methods for handling and exchanging water data.

The NAWDEX Organization

NAWDEX is a group of water-oriented organizations working together to fulfill the missions of the program. Each of these organizations is an active member of the NAWDEX program and each constitutes a basic foundation element of the NAWDEX organization. NAWDEX is centrally managed by the Program Office, and provides its services through a nationwide network of 75 NAWDEX Assistance Centers.

The NAWDEX Program Office

NAWDEX administration and management reside in the Program Office. This office is administratively located within the Office of the Assistant Chief Hydrologist for Scientific Information Management of the U.S. Geological Survey's Water Resources Division. (See abbreviated organization chart, fig. 1.) The Program Office is the focal point for the coordination of all membership activities and the services of the NAWDEX program. The coordination activities of NAWDEX include liaison with the Office of Water Data Coordination (OWDC) and their affiliated Federal and non-Federal Advisory Committees as well as the initiation of communication channels among participating members of NAWDEX and the water-data-user community. The Program Office is responsible for establishing and coordinating membership participation, for determining management and procedural practices within the NAWDEX program, and for developing recommended methods for the handling and exchange of water data.

Other responsibilities of the Program Office include:

- establishing request-response mechanisms
- interfacing data-base systems of NAWDEX members
- developing and maintaining a national network of Assistance Centers for providing NAWDEX services to the user community

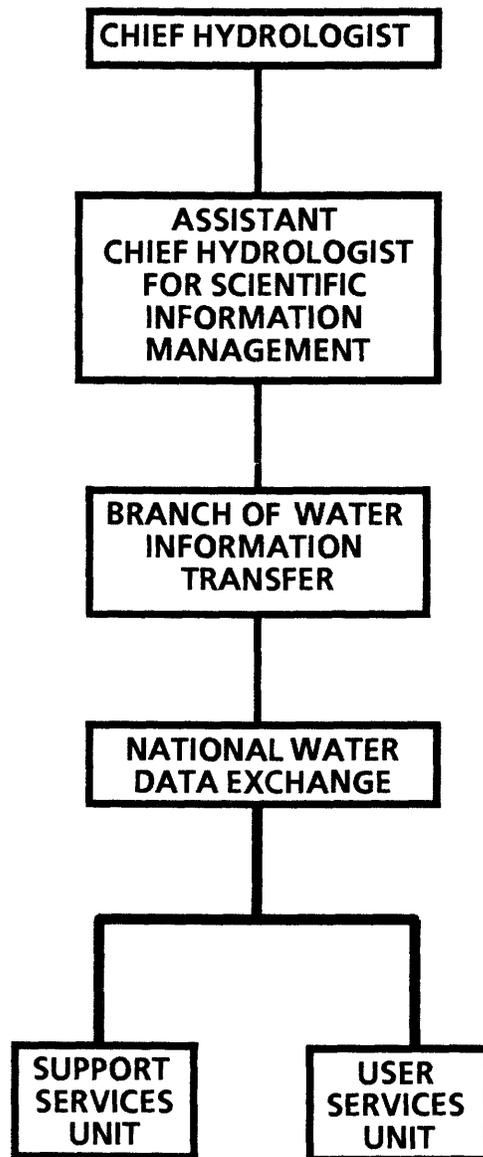


Figure 1.-- Abbreviated WRD Organization Chart

U. S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
NAWDEX

- designing, developing, and maintaining a combined manual and computerized exchange and referral system. This system incorporates the Master Water Data Index (MWDI) and the Water Data Sources Directory(WDSD) data bases for the system-search facility and the exchange of data.
- training member organizations in the use of NAWDEX facilities
- coordinating data-gathering activities for identifying water-data sources and indexing data held by these sources.

In addition, the Program Office provides services to users in the search and identification of water data and either assists in the acquisition of requested data or refers the data request to the member organization that can best provide the data in a prompt and efficient manner.

NAWDEX Assistance Centers

The user-service operations of the Program Office are supported by a nationwide network of 75 NAWDEX Assistance Centers that provide local or regional points of contact for NAWDEX services throughout the United States, Puerto Rico, and the District of Columbia. These Centers are operated by and utilize the facilities of NAWDEX member organizations. A list of these Assistance Centers and their locations is given in appendix A. The staff of each NAWDEX Assistance Center includes a contact person who serves as the principal recipient of NAWDEX user requests. The contact assists the public in obtaining NAWDEX services and in selecting, locating, and acquiring specific water data or information on water data. A directory of NAWDEX Assistance Centers containing addresses of the Centers, names of contacts, telephone numbers and office hours, is maintained by the Program Office and is available free upon request.

The Assistance Center is under the direct administration of its organization's local management. Each Center is requested, however, to adhere as closely as possible to the procedures and guidelines established by the NAWDEX Program Office, to formulate recommendations for the improvement of NAWDEX services, to recommend new procedures where desirable, and to assist in implementing and testing new procedures or techniques announced by the Program Office.

NAWDEX Services

NAWDEX provides the following services:

- indexing of water data
- identifying sources holding water data
- providing assistance in locating and acquiring water data
- promoting improvements which facilitate the exchange of water data between organizations.

Nationwide Indexing of Water Data

The Program Office maintains a Master Water Data Index (MWDI) which contains information pertinent to known data holdings of NAWDEX members and participants. This data base includes the following information:

- the identification and location of sites for which water data are available
- the type of data-collection site
- the current status of each site
- the kinds of data available
- the frequency of measurement of major parameters
- the period of record available for each type of data
- the media in which the data are available.

The contents of the MWDI are described in a report titled "Definitions of Components of the Master Water Data Index Maintained by the National Water Data Exchange." The index is a computerized data base maintained on the Geological Survey's computer facilities at Reston, Virginia.

The MWDI is the primary reference source for the identification and location of known water data held by participating organizations. The initial data base for the MWDI was generated from indexes and information on water data which are available from the Geological Survey. It incorporates information from Federal and non-Federal organizations. The MWDI is updated continually.

The MWDI is accessible to all Assistance Centers and NAWDEX members that have approved access to the Survey's computer facilities. The high volume of data contained in the index makes the frequent distribution of the published contents of the index impractical. Selected portions of the index, however, can be provided by the Program Office or by an Assistance Center.

Identification of Sources of Water Data

The Program Office maintains the Water Data Sources Directory (WDSD), a computerized data base, that indexes water-oriented organizations which are potential sources of surface- and ground-water data, and water-related data for the user community. These source organizations include those that actively collect data which can be obtained by the public, and alternate-source organizations that hold data derived from the activities of other organizations. Although identified organizations will be located primarily in the United States, this directory is designed to facilitate identification of international sources of water data and water-related data.

Each entry within the data base represents a source organization and includes general information about the organization such as its name, type of organization, the orientation of its water-related activities, the specific locations within these organizations from which data may be obtained, the kinds and volumes of data available, the media in which the data are available, and whether or not the

organization is a NAWDEX member. The contents of the WSDS are described in U.S. Geological Survey Open-File Report 82-923, titled "Definitions of Components of the Water Data Sources Directory Maintained by the National Water Data Exchange."

The Directory is maintained on the Geological Survey's computer facilities located at its National Center in Reston, Virginia. The WSDS is accessible to all Assistance Centers and NAWDEX members that have approved access to the Survey's computer facilities. Member access to the WSDS is discussed in more detail in the section, **Access to the NAWDEX, WATSTORE, and STORET Data Bases.**

Identification of Sources of Water-Related Data

Users of water data commonly need information on water-related topics. Limited amounts of information on water-related data available from various organizations are available from the WSDS. This includes information on organizations having data available on meteorology, geology, economics, water use, navigation, population, industry, and other subjects. NAWDEX does not assure the availability of data from these organizations unless the organization is identified as a NAWDEX member and has agreed to make its data available to NAWDEX users.

Data Search Assistance

NAWDEX provides the following data-search assistance to users:

- assists users in the identification, selection, and location of desired water data
- refers users to the most expedient source for acquiring the data, and
- if possible, facilitates the acquisition of these data.

Data-search assistance may be obtained from the Program Office or by contacting any Assistance Center.

Data Storage and Retrieval

NAWDEX is not a water-data bank nor a computerized repository of water data. All water data available through NAWDEX are retained by the collector organization to the maximum extent possible. Some collector organizations who elect to become members of NAWDEX, do not have the facilities to respond to numerous and extensive requests for their data. In these special situations, the NAWDEX Program Office makes an effort to obtain minimal storage and retrieval facilities with the Survey, or with other member organizations, to facilitate data to all NAWDEX users. Storage and retrieval capabilities for data within the NAWDEX system are currently restricted to the services described in the section, **Access to Geological Survey Data Files** and the section, **Access to the Environmental Protection Agency Data Files.**

Access to Geological Survey Data Files

The Geological Survey's Water Resources Division is a member of NAWDEX. This Division provides limited direct access to selected files of its National Water Data Storage and Retrieval System (WATSTORE) to other organizations and members of NAWDEX. These files contain daily values of streamflow, reservoir content, sediment discharge, ground-water levels, and a variety of water-quality parameters.

The number of users that can access these files is limited only by the physical capability of the Survey's computer system and by the number of computer terminals that can be supported by the computer. Access to the WATSTORE system is discussed in more detail in the section, **Access to the NAWDEX, WATSTORE, and STORET Data Bases.**

Access to the Environmental Protection Agency Data Files

The Office of Information Resources Management (OIRM) of the U.S. Environmental Protection Agency (EPA) is a member of NAWDEX. This office provides direct access to the Storage and Retrieval (STORET) System for NAWDEX members under a signed "Memorandum of Agreement" between the Environmental Protection Agency and NAWDEX of the Geological Survey. STORET is a utility system for the storage and retrieval of water quality data. It is used predominantly for the storage and retrieval of chemical analyses of water samples. Access to STORET is discussed in more detail on page 49.

PARTICIPATION IN NAWDEX

NAWDEX Membership

Membership in NAWDEX is voluntary and open to any water-oriented organization that wishes to participate. Various degrees of involvement are associated with NAWDEX membership; however, no organization is excluded arbitrarily from participating as a member. Governmental, industrial, university, and private organizations that wish to actively participate in the NAWDEX Program are invited to become members. Three general membership categories are defined:

- **Collectors and Major Data Holders.** These members measure, or otherwise acquire, and store water data and are willing to provide their water data to others upon request.
- **Major Data Users.** These members are organizations that are staffed mainly by scientists working in the field of hydrology or related sciences. They usually have communication with major data collectors and commonly are developers of advanced techniques and methodologies for processing and manipulating water data. They provide information on the methods, techniques, and results of their hydrological investigations.
- **Contributors.** These member organizations generally do not have the resources or facilities to respond to data requests themselves. They, therefore, store their data with another organization.

A "Directory of member organizations of the National Water Data Exchange (NAWDEX)" is maintained by the Program Office and is free upon request.

Application for Membership

All organizations applying for NAWDEX membership, or wishing to make inquiries concerning NAWDEX membership must be referred to the Program Office. Applications may be made by telephone or by letter to:

Program Manager
National Water Data Exchange
U.S. Geological Survey
421 National Center
Reston, Virginia 22092

Telephone: (703) 648-6848
FTS 959-6848

Membership Requirements

The requirements for organizations becoming a member of NAWDEX include a general commitment to:

- (1) respond to requests for data
- (2) use NAWDEX guidelines wherever possible
- (3) provide sufficient input to the Program Office to allow indexing of water data held by the member organization
- (4) designate an individual within their organization to be primary NAWDEX contact for all NAWDEX matters.

Formal membership in NAWDEX requires the preparation and signature of a "Memorandum of Understanding" between the member and the NAWDEX Program Office. This Memorandum is signed by the NAWDEX Program Manager and the appropriate liaison level within the member organization as determined by that organization. An example of this Memorandum is shown in appendix B-1. The memorandum will be amended on a one-to-one basis to reflect the true needs, responsibilities, and scope of participation of each member. For example, the Memorandum may apply only to a division, an office, or a section of the member organization. Conversely, the membership may represent several organizations. Also, a member organization may desire to indicate that it does not collect or store water data, but would take an active role in all other aspects of the NAWDEX program.

Membership Fees

There are no fees associated with membership in NAWDEX.

Non-Membership Participation

Although encouraged, formal membership in NAWDEX is not required for general participation in the program. For example, an organization may elect to contribute data to the Master Water Data Index and the Water Data Sources Directory, but may desire to defer formal membership until some later date. Legal restrictions may also prevent formal membership in NAWDEX. Membership, naturally, is not required before requesting data or other services from NAWDEX. Any participant, whether a member or not, is invited to provide comments and suggestions that may be pertinent to improvement of the NAWDEX systems and procedures. Non-members may not by necessity, participate in membership advisory and committee activities.

NAWDEX SERVICE PROCEDURES

NAWDEX is a user-oriented organization designed to provide access to known water data. The water data are held in various sources by over 430 organizations in many types of manual or automated files and in a variety of formats. The complexity of the user procedure required to fulfill a data request varies with the nature of the data storage, completeness of the recorded data description, availability of the data source, and the response mechanism activated by the request. The following procedural guidelines pertain to handling and responding to user requests to NAWDEX.

The NAWDEX User Accounting System

A user accounting system for data requests and response has been developed by the NAWDEX Program Office for

- documenting incoming requests for data
- providing a mechanism for tracking requests as they progress through the response process
- documenting the referral of requests to other sources for response
- providing detailed information on the data and information requested
- documenting the information on data products that are provided in response to the request
- recording changes related to the request.

The user accounting system consists of four components:

- (1) the Record of Data Request (RDR) form (app. C)
- (2) the Data-Information Description (DID) form (app. D)
- (3) the NAWDEX Control Log form (app. E)
- (4) the NAWDEX Summary of Data Requests Quarterly Report form (app. F)

The NAWDEX Request

NAWDEX services are available, upon request, to any organization or individual. All information or data requests are valid and may be made in any form, but preferably, the request should be prepared on a Record of Data Request (RDR) form (app. C) according to instructions in the section, **Record of a Data Request Form**, and submitted to the Program Office or to a NAWDEX Assistance Center. If a data request is verbally communicated to NAWDEX, or if it is not submitted on a completed RDR form, then a staff member of the Program Office or an Assistance Center contact **should record** all pertinent details on an RDR form. If additional description is needed on the kind of data being requested from NAWDEX files, then the Data-Information Description (DID) form (app. D) should also be completed as indicated by instructions in the section, **Description of Data Information Requested**.

Requested Information about Water Data

A great many users of water data commonly do not reduce their water-data problems or data needs to simple specifics. Many requests to NAWDEX for data, therefore, are highly generalized and may far exceed the essential specific data that satisfy the needs of the problem or the requester's objective. One major service that NAWDEX performs is to delineate the limits of needed data through data-search assistance of the MWDI data base and to provide information about water-data availability in a special area of water-data interest. Some of the most common NAWDEX output products that supply the above information include:

- ad hoc lists of stations in selected geographic or hydrologic areas
- stations that collect selected parametric data for quantity or quality of water activities
- statistical counts of specific parameters recorded in various hydrologic areas.

These computerized products are derived with the use of Natural Language Commands as described in the "NAWDEX System 2000 Data Retrieval Manual" or NAWDEX-developed retrieval systems.

Information requests about water data such as the kinds of data collected, where, how, when, at what frequency, and by whom it is collected are quickly answered by a query of the MWDI data base. See the section, **Access to the NAWDEX, WATSTORE, and STORET Data Bases.**

Requested Water Data

The requester's data needs dictate the specific water data, the data format, and the media that fulfill the total response by the Assistance Center contact. The Assistance Center contacts must exercise some technical judgment in responding to data requests. Their response to a request rests to some degree in the instructions in the following sections, their personal experiences, and their knowledge of the MWDI, the WDSO, and other reference sources such as the published "Index to Water-Data Acquisition," a 21-volume Index to the Catalog of Information on Water Data Coordination. After a computer search of the MWDI data base for definitive information on the desired water data, a follow-up search of the WDSO data base should identify the organization office(s), or holding source(s), from which the water data may be obtained. For example, the data may be in published hard copy at one or more of several data sources held by an agency such as the U.S. Army Corps of Engineers or any other organization. A basic-data report published annually, quarterly, or monthly may be the only data source readily available for data-exchange delivery to a requester. If copies of published data are available only through another NAWDEX member, the Assistance Center contact records the request and then officially refers the request to the appropriate office of the member that holds the desired publication. For further instruction see the section, **Request/Referral and Follow-up.**

NAWDEX Request-Handling Instructions

The NAWDEX Program Office provides a supply of the Record of Data Request (RDR) forms (app. C) and the Data Information-Description (DID) forms (app. D) to all NAWDEX members and Assistance Centers for use as a record control on each NAWDEX request. These forms should be completed, if possible, by the requester as initial documentation of the request and submitted to the Program Office or an Assistance Center for NAWDEX processing and response. The request should be legible and prepared with enough detail to enable proper handling and a correct response from NAWDEX. A concise data-description record (app. D) of the request is essential to effective response.

Receiving a Request

NAWDEX request-handling procedures require that each data request received by the Program Office or an Assistance Center (AC) office be documented as stated in the previous paragraph. If the request is not completed by the requester or is received by telephone, NAWDEX support staff or an AC contact must complete the RDR form (see the section, **Record of a Data-Information Request**) and, if necessary, a DID form (see the section, **Description of Data Information Requested**) so that the data-description request clearly defines the intended request and reflects the acknowledged agreement of the requester. Errors in recording requests and ambiguity hinder prompt professional service and incur needless expense in time and computer costs. The RDR form is assigned a request control number unique to the request-receiving AC office and dated appropriately. The request control number from the RDR form is also entered on the NAWDEX control log (app. E) together with the corresponding request identification information for documented control of the request response. The following instructions should be used in completing the RDR form.

Record of a Data Request Form

The RDR form (fig. 2 and app. C) is the first documentation that is performed on any water-data information request to NAWDEX. The format of the RDR form is simple but critical to effective response. Each line of the example RDR form on figure 2 shows appended line numbers to facilitate the encoding instructions which are to follow, but the authorized RDR form (No. 9-1953, July 1990, app. C) excludes the line numbers in the left margin. The instructions for completing the RDR form are as follows:

1. Enter the request control number, which is unique to each AC office, at the right end of line 1. For the Geological Survey, this number should contain the Federal Information Processing Standards (FIPS) State Code in the first two digits, followed by a dash and an ascending sequential number for each new request received by that office. If the district has several AC offices, each additional AC office may be indicated by an appended-decimal sequence (that is, 12.1-1; 12.2-2) that uniquely identifies the individual AC offices in the district. These unique identifiers should be reported to the Program Office for future reference.

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
NAWDEX
RECORD OF DATA REQUEST

1. _____ Control No. _____

2. Request received by: _____ Date _____

3. Data requested by: _____

4. NAME AND/OR TITLE: _____

5. ORGANIZATION NAME: _____

6. ADDRESS: _____
Street City State Zip Code County

7. TELEPHONE NO: _____ (FTS) _____ Commercial _____

8. TYPE OF REQUEST: Federal _____ State _____ County _____ Municipal _____ Other Local _____

9. University _____ Private _____ Other (Specify) _____

10. DATA REQUESTED (X) / or DATA PROVIDED ()

11. Surface Water ___ / ___ Water Quality ___ / ___ Ground Water ___ / ___ Published Reports ___ / ___

12. Magnetic Tape ___ / ___ Statistics ___ / ___ Printouts ___ / ___ Floppy Disk ___ / ___

13. Plots ___ / ___ MWDI ___ / ___ WDSD ___ / ___ Other _____

14. Data required by: _____
(Date) _____

15. DATA REQUEST ATTACHED: _____ DATA DESCRIPTION FORM ATTACHED: _____

16. REQUEST/RESPONSE:
Request Referred to: _____

17. NAME: _____ ORGANIZATION: _____

18. ADDRESS: _____
Street City State Zip Code Country

19. TELEPHONE NO: _____

20. Source of data: _____

21. Type of data provided: _____

22. Cost estimate provided: Yes _____ No _____ \$ _____ Fee Charged _____

23. Account Number Credited: _____

24. Computer processing: _____

25. Date submitted: _____ Date received: _____ Class priority: _____

26. Date request sent to requester: _____ Date record returned to NAWDEX: _____

REMARKS:

Privacy Act of 1974 (PL 93-579): -- Individuals furnishing information on this form are advised that certain of the data requested may be of personal nature. The information is collected under authority of 43 U.S.C. 31 (28 Stat. 398), OMB Cir. A.-67, and 5 U.S. C. 301, and will be used routinely to identify requesters of water or water-related data when processing requests for such information.

Figure 2. -- Record of data request (RDR) form.

The AC office of other Federal agency members also should use the FIPS State Code followed by their decimal appended NAWDEX organization code (minus U.S.), for example: 12.CE-1 = U.S. Army Corps of Engineers in Florida, or 53.BPA-1 = U.S. Bonneville Power Administration in the State of Washington.

The non-Federal members performing as a NAWDEX AC should use their NAWDEX-assigned organization code followed by a dash and an ascending sequential number for each new data request such as the following example. TX001-1 for the Texas Natural Resources Information System, Texas.

2. Enter the name of the person receiving the data/information request on line 2 of the RDR form, and record the receiving date for the request to the right on the same line.
3. Enter information on the person requesting the data.
4. Log the name or title of the person requesting the data on line 4.
5. Enter the organizational or company name on line 5.
6. Enter the complete address on line 6.
7. Enter the FTS or commercial phone number on line 7.
8. Enter type of request on lines 8 and 9 of the RDR form. The "Type of Request" on lines 8 and 9 of the RDR form describes the requestor's organization desiring water-data information or data. Indicate Federal, State, County, Municipal, and Other local on line 8.
9. Indicate University, Private, or Other (Specify) on line 9.
10. Indicate the general type of "Data Requested" in lines 11-13. Place an "X" on the left part of the underlined blank beside each data category to indicate the type of data requested. Place a "check mark" (✓) in the right side of the blank if the data were supplied to the requester. The following are examples of such requests.
 - a) Water Quality X/ = data requested.
 - b) Water Quality X✓ = data requested and supplied.
11. Indicate whether surface-water data, water-quality data, ground-water data, or published reports were requested on line 11.
12. Indicate whether magnetic tape, statistics, print-outs, or floppy disks were requested on line 12.
13. Indicate whether plots, MWDI, WDSD, or other data were requested on line 13. Also, indicate whether or not the client requested NAWDEX membership information.

14. If the data requester asks that the data/information be provided prior to a certain date, list the date on line 14.
15. Indicate whether the data request or the data description form is attached on line 15. The data request may be submitted by letter to an AC office. If this is the case, the letter is attached by the AC contact to the RDR form. In this situation, a check mark should be made on line 15 in the "Data Request Attached" blank. Also, a DID form containing additional detailed description may be "attached" and checked if needed on the RDR document, line 15.
16. Use the "Request /Response" part of the RDR form to indicate the disposition of action taken by the AC if a request is referred to another data-holding source.

Lines 17-26 of the RDR document should be completed by the data-source responding to the request. After the data provider fulfills the request, the data provider should return a copy of the completed original RDR form to the AC office to show the follow-up completion of the data request. The last part of the RDR is a record of computer-cost estimates (app. G) and physical-effort costs (that is, staff-hours spent in searching for or reproducing materials) that can be incurred, and the actual fees for computer-net costs, any physical costs, plus any additional administrative assessment that a Federal, State or other organization may require for request-response payment. For the Water Resources Division, Geological Survey, see the section, **NAWDEX Service Fees** and the section, **Types of Billing Accounts**.

The NAWDEX Control Log

The NAWDEX Control Log now indicates the specific items to be recorded from each request as documented on the RDR form. The control log has been reduced in appendix E to show all the detail. This log documents the flow of data requests submitted for NAWDEX response in the recipient AC office and the current disposition of the request. It also constitutes much of the input for the AC Quarterly Report (app. F) to the NAWDEX Program Office. The NAWDEX Control Log always should be kept up to date. Its design is recommended for use because it will assist in providing many of the needed "totals" to be reported in the "Summary of Data Requests. Quarterly Report" (section "NAWDEX Summary of Data Requests: Quarterly Report") required from all AC offices.

NAWDEX Request-Response Instructions

Kinds of Requests

Requests for water information are variations of the following major classes:

- Information about the known water data available for water-data-collection activities in any geographic or hydrologic area of the United States regardless of the collecting organization: MWDI Station Listings.
- Location sources for data holdings: WSDS Sources Listings.
- Data request for requester-specified water data: reproduced hard copy, publications, computer water-data hard copy, machine-readable output.

- Requester-specified computerized special output products: Calcomp or line-printer plots, graphics, program-generated tables.
- General requests under the Freedom of Information Act (app. H) for whatever is available as specified.
- Special-information requests for services or products of NAWDEX member organizations: published water resources subjects, water-data-related information on publications, and bibliographic searches.

NAWDEX is the sole responder to those requests in the first two classes. Any of the requests in the other classes may be either directly available through NAWDEX or through a request referral to the data-holding office of another organization.

Description of Data Information Requested

The Data-Information Description (DID) form (fig. 3 and app. D) accommodates more descriptive information for complex data requests than the RDR form. It supplements the RDR form with the necessary detail for an accurate, effective data response.

1. Enter on line 1 the data requester's name from the original RDR form (line 2) and the Request Control Number.

The request control number is the same request control number on the RDR form being supplemented. The DID document should be used with the data dictionary, "Definitions of Components of the Master Water Data Index Maintained by the National Water Data Exchange." Only the most frequently requested parameter codes of the MWDI (see: KINDS OF DATA REQUESTED on the DID form, line 11) are listed on this form; other parameters are available if needed from the MWDI contents, and frequency-measurement codes on line 12 also may be supplemented. The frequency-measurement codes are listed in appendix A, of the publication, "Definitions of Components of the Master Water Data Index Maintained by the National Water Data Exchange."

2. Enter the receiving date of the request on line 2 of the DID form.
3. In the section, "DATA-INFORMATION DESCRIPTION AS REQUESTED," enter specific information from the data requester about the data sites or parameters. This information can be used to limit the size of the data-information request.
4. Enter the interval of time for which data is desired on line 4 and note whether or not only active data collection sites are required.
5. Indicate all sites, active and discontinued, on line 5.
6. Enter the location of State data sites on line 6.
7. Enter data retrievals specified by county on line 7.
8. Record stream or river basin names on line 8.
9. Record lake or reservoir names on line 9.

NAWDEX
DATA-INFORMATION DESCRIPTION FORM
(USE WITH MWDI CONTENTS LIST)

1. Requester's Name _____ Request Control No. _____
2. _____ Date _____
3. DATA-INFORMATION DESCRIPTION AS REQUESTED:
(Only fill or mark items applicable)
4. RECORD INTERVAL from _____ to _____ year Active ONLY _____
5. _____ Active and Discontinued _____
6. Location of DATA SITES:
State(s) _____
7. County (s) _____
8. Name of Stream/River basin _____
9. Lake/Reservoir _____
10. NAWDEX Site No(s). _____ Station No(s). _____
11. KINDS of DATA REQUESTED MWDI (see MWDI contents listing for CODES):
12. Frequency Measurements, circle: I, C, O, W, M, Q, J, D, P, X, N, R,
Other _____
13. SURFACE-WATER DATA ITEMS, circle --
14. 110, 111, 112, 115, 116, 117, 124, 125, 143, Other _____
15. GROUND-WATER SITES DATA ITEMS, circle--
16. 208, 209, 210, 212, 214, 221, 243, Other _____
17. QUALITY-WATER DATA ITEMS, circle-- SW _____ GW _____
18. 343 Telemetry
19. 400 Biological, 401, 402, 403, 404, 411, Other Bio. _____
20. 500 Physical, 501, 502, 503, 506, 507, Other Phys. _____
21. 600 Sediment, 601, 602, 603, 604, 605, 606, 607, Other Sed. _____
22. 700 Chemical, 701, 702, 703, 706, 708, 710, 712, 713, 714, 715, 716, 720,
23. Other Chem. _____
24. NETWORK STATIONS: _____
25. NSQN, Other _____
26. REMARKS:

Figure 3.--Data-Information Description (DID)

10. Record specific site numbers, if known, on line 10, either by the NAWDEX unique-site number (see manual "Instructions for the Preparation of Data for the Master Water Data Index," (p. 11-5, 6), or by the organization station number which varies with the agency.
11. Lines 11 through 23 provide the most common parameter and frequency of measurement codes. These codes are defined in the publication "Definitions of Components of the Master Water Data Index Maintained by the National Water Data Exchange." The codes should be circled when applicable.
12. Identify quality-water data items on line 17 as either SW (surface water) or GW (ground water) parameters. Some station sites will be part of a data-collection network activity.
13. Record on lines 24-25 all sites which are associated with a network activity and therefore can be retrieved by the network code.
14. On line 26, provide comments about data qualification, or computer-oriented output format, and ordered sequence of the data-station listing (for example, by State, water resources region, and others).

Manual Data Search

Continued indexing of water data stored at each data-holding source, whether stored magnetically or physically in file cabinets, will reduce the time-frame effort required to physically locate, retrieve, and supply requested water data. Water-data holdings that are not inventoried in detail, but are indexed only as a body of data at a holding source, require a manual search in publications or unpublished file records to locate specific data for a requester.

Computer Data Search

The NAWDEX computerized data bases, the Master Water Data Index (MWDI) and the Water Data Sources Directory (WDS), are used to determine the availability of water data. The MWDI contains the following information:

- Identification and location of sites for which water data are available
- type of data collection site
- organizations collecting data at each site
- current status of each site
- types of data available
- period of time for which data are available
- major water-data parameters for which data are available

- frequency at which these parameters are measured
- media in which the data are available.

The WSDS contains the following data:

- information about organizations that are sources of water data
- the major orientation of water-data activities conducted by these organizations
- the names, addresses, and telephone numbers of offices within each organization from which water data may be obtained
- the types of data held by each organization and the geographic locations where these data have been collected
- alternate sources of an organization's data.

The MWDI and the WSDS can be used independently or in conjunction with each other. This is possible because a few components are common in both data bases allowing retrieved information to be cross referenced between the two data bases. For example, a retrieval can be made from the Master Water Data Index to identify all sites, within a geographic area of interest, for which water-quality data are available. A retrieval can then be made from the WSDS to determine the addresses of the organization where one can obtain the data (Perry and Williams, 1982, p.1).

Computer searches in the MWDI and the WSDS (archived file) require knowledge of System 2000 Natural Computer Language, described in the "National Water Data Exchange (NAWDEX) System 2000 Data Retrieval Manual," an understanding of the structural levels of data in the NAWDEX MWDI data base, and a knowledge of what the data components represent in the MWDI. The WSDS also exists in a dBase IV relational data base system. Retrievals from the dBase IV version of the WSDS are menu driven. Retrievals can also be made using the dBase IV programming language.

Request/Referral and Follow-up

Data requests that cannot be fulfilled directly from NAWDEX or the WATSTORE files should be referred, as soon as possible, to the data source that can best provide the requester's needs. The request may require referral to several organizations to completely supply all the data requested. A copy of the original RDR form, a DID form if needed, and a cover letter stating the purpose of the request should be sent to each office holding the desired data. The cover letter should request that the provider of data complete the lower part of the RDR form (lines 16 to 26) showing the disposition of their responding action and then return a copy of the form to the originating AC office for their records.

Response Time Frame

Prompt, professional response to each request stimulates cooperation within the water-data community, is essential in a successful nationwide data exchange, and is the foundation of NAWDEX. A goal of 10 calendar days from the time a request is received is the established maximum time in which to respond. All requests, however, should receive response in the shortest possible time frame.

NAWDEX Summary of Data Requests Quarterly Report

The NAWDEX program is an inter-organizational, nationwide effort to provide improved data-information access services through all Assistance Centers (AC's). The purpose of the AC Quarterly Report (app. F) is twofold. The report summarizes the request-response activities of each AC office to supply vital statistics about the identity of the user population, the general types of data or information requested, the data media, and the high-interest areas of the data user, all of which provide future program guidelines. In addition, the level of activity reported by an AC office reflects the variety of public service involvement provided by that Assistance Center.

Some misinterpretation of the NAWDEX program objectives and organizational needs have highlighted several points about the quarterly report that are clarified in the following discussion.

What constitutes a NAWDEX request? To provide program-planning information about the data-user community, every request for water data, information, and technical products should be handled as a NAWDEX request. This includes written and verbal requests for annual reports, interpretative reports, and raw data. The routine distribution of the annual (State) basic data releases are to be included in the quarterly report if the recipient has requested to be placed on the mailing list. All newsletters, also, should be included if they pertain to the current hydrologic conditions or other hydrologic information and if the recipient has requested to be added to the mailing list. The total distribution of publications to mailing-list recipients, however, should be recorded in the category of "Mailing List Publications" on the report, in contrast to a specifically one-time-only requested publication (app. F).

Should U.S. Geological Survey subdistrict offices be included with designated district offices' (Assistance Center) reports? Yes. If a subdistrict office is remote to the district office and responds to numerous data requests, consideration should be given to identifying this office as an Assistance Center.

Should cooperating agencies be included in reports? Yes, if they request data. Requests not to be included are those from cooperators for data to define current conditions that are covered by a formal agreement. All other requests for data from cooperators are to be included.

How do you minimize the report workload? Copies of the NAWDEX Control Log (app. E) are available from the Program Office which aid in tabulating a running account of information and statistics required by the quarterly report. The local use of NAWDEX forms is recommended for statistical uniformity, but they are not mandatory. Current forms in use are acceptable if they provide consistent statistics from all AC's. Use of the NAWDEX Summary of Data Requests Quarterly Report Form, however, is mandatory.

Is the quarterly report necessary at all? Yes. NAWDEX is attempting to obtain an accurate accounting of all data-disseminating activities. These reports are vital for future planning. NAWDEX needs to define the types of organizations using water data and the kinds of data they require. Individual AC reporting is necessary to summarize activities for a national report.

The NAWDEX Summary of Data Requests Quarterly Report is shown in figure 4 and in appendix F. The instructions for completing the quarterly report are as follows:

1. Reporting Period: Enter the beginning and ending dates for the reporting period.
2. Reporting Center: Enter the name and location of the Assistance Center or office to which the report applies.
3. Total Number of Written and Verbal Requests by Type of Water-Data User: Enter the total number of requests, both written and verbal, responded to during the report period for each category listed. If services were provided for categories other than those listed, include totals under the category "Other." The back of the form may be used to list these totals if necessary.
4. Total Number of Requests Responded to: Enter the total number of all requests processed during the report period. This includes requests referred to other organizations, telephone inquiries, and requests for which data could not be provided.
5. Total Number of Requests Referred to Other Organizations for Response: Enter the total number of requests that were referred during the report period to other organizations or offices for response.
6. Total Number of Responses for Which Charges Were Made: Enter the total number of requests responded to during the report period to which charges were applied. These charges include costs for either services or computer processing which may have been charged directly to another office's account number.
7. Total Amount Billed to Requesters: Enter the total dollar amount of charges billed for data or services provided. This includes charges billed directly to a user's account number.
8. Data Provided by This Center: Enter the data provided by the Assistance Center in this section.
- 8a. Categories of Data. Enter the total number of responses to requests for each category of data provided. Multiple counts may be shown for a single request when it includes data for more than one discipline. For example, if streamflow data and surface water quality data were provided for in a single request, the request would be tallied in both categories.
- 8b. Media in which Data Provided. Enter the total number of responses to requests for the media categories provided. If data were provided in other media, they may be shown on the back of the form.

U.S. DEPARTMENT OF THE INTERIOR
 GEOLOGICAL SURVEY
NAWDEX
 NATIONAL WATER DATA EXCHANGE
 SUMMARY OF DATA REQUESTS
 Quarterly Report

1. REPORT PERIOD: _____ TO _____ 2. REPORTING CENTER: _____

3. TOTAL NUMBER OF WRITTEN AND VERBAL REQUESTS BY TYPE OF WATER-DATA USER

Federal: _____ State: _____ County: _____ Municipal: _____ Other Local Government: _____
 University: _____ Private Organization: _____ Private Citizen: _____
 Other (Specify): _____

4. TOTAL NUMBER OF REQUESTS RESPONDED TO: _____
 (Also include requests referred to other organizations)

5. TOTAL NUMBER OF REQUESTS REFERRED TO OTHER ORGANIZATIONS FOR RESPONSE: _____

6. TOTAL NUMBER OF RESPONSES FOR WHICH CHARGES WERE MADE: _____
 (Also include service or computer processing costs charged to another office's account number)

7. TOTAL AMOUNT BILLED TO REQUESTERS: \$ _____
 (Also include charges applied direct to a user's account number)

8. DATA PROVIDED BY CENTER

8a.

CATEGORIES OF DATA	NUMBER OF RESPONSES*
Surface Water	
Ground Water	
Quality of Water:	
SW	
GW	
TOTAL	

*Multiple counts may be shown for a single request when it includes data for more than one discipline.

8b.

MEDIA IN WHICH DATA PROVIDED	NUMBER OF RESPONSES
Published	
Mailing List Publications*	
Computer Accessed	
Verbal	
Written responses and/or file copies	

*Mailing list publications, i.e., annual reports, newsletters, etc.

8c.

OTHER MAJOR TYPES OF INFORMATION/DATA SUPPLIED	NUMBER OF REQUESTS
Maps (specify type):	
Special Studies (specify):	
Bibliographic Searches:	
Other (specify):	

*The back of the form may be used if necessary to report other types of data provided but not listed.

8d.

DATA FILES ACCESSED*	NUMBER OF RESPONSES
Master Water Data Index (MWDI)	
Water Data Sources Directory (WDSD)	
Other (Specify):	

*Include referrals.

9. REPORT PREPARED BY: _____ DATE: _____

Figure 4.--Summary of Data Requests: Quarterly Report

- 8c. Other Major Types of Information/Data Supplied. Enter the number of requests made for other types of information or data supplied. For types other than maps, studies, and bibliographic searches, specify the type and responses under the category "Other."
- 8d. Data Files Accessed. Enter the number of responses satisfied by access to the computer data files indicated. If other files are used, such as STORET or locally maintained computer files, enter the name of the file and the number of responses from that file in the category "Other."
9. Report Prepared by and Date. Enter appropriate information.

Forward the report to:

National Water Data Exchange
U.S. Geological Survey
421 National Center
Reston, Virginia 22092

Quarterly reports should be submitted to the NAWDEX Program Office at the address given above no later than 2 weeks after the end of each quarter. The report is due on the following dates: **January 15, April 15, July 15, and October 15.**

TELEFAX

Vital letter copy, or other important documents, can be transmitted to the USGS National Headquarters by Telefax which is available Monday through Friday, 7:00 A.M. to 5:00 P.M., at FTS 8-959-5295, or commercial 1-703-648-5295.

NAWDEX Service Fees

Charges for NAWDEX services will be assessed at the option of the organization responding to a request for data. In general, these charges should not exceed the actual cost of providing the data. This includes the cost of computer charges, copying and reproduction charges, materials furnished such as magnetic tapes and floppy disks, and excessive labor required to fulfill a request.

Each organization or Assistance Center is responsible for obtaining reimbursement for its services.

Reproduction and Manual-Service Costs

Small jobs requiring minimal manual searching or reproduction efforts are not subject to service charges. However, a request that requires extensive manual service or extensive document duplication could require a considerable expenditure of resources which must be reimbursed to the member organization supplying the data response.

Computer Search and Retrieval Costs

Many computer data-base searches and retrievals are minimal in computer cost; however, a lengthy, complex data search and retrieval can be expensive. For Geological Survey Offices, only those requests that incur computer costs exceeding \$15.00 are reimbursable with administrative costs added. Other non-Survey Assistance Centers establish their own fee schedules and billing procedures.

Types of Billing Accounts

Within the Federal community, several types of accounts may be used for either direct billing of computer and request-related costs, or for journal voucher reimbursements. The principal billing accounts are the U.S. Geological Survey--WRD and other Survey accounts, other Federal agency (OFA) and non-Federal agency (NFA) accounts. For any office or other organization registered with the Information Systems Division as a user of the Geological Survey's computer, a direct computer charge can be made to that office's account number. Estimates for computer-user charges are largely derived by user experience with the computer. Appendix G shows the most recent computer-charge schedule issued by the Information Systems Division of the Geological Survey.

Freedom of Information requests require special handling. AC offices of the Geological Survey should review the Geological Survey Manual, Administration Series, Part 318, Chapter 1, (app. H).

Each NAWDEX Assistance Center serving with the Geological Survey should use their own district account number(s) for NAWDEX requests submitted to the computer. Additional advice and personal assistance with the NAWDEX accounting costs and journal vouchers are available through the administrative person in your district.

Access to the NAWDEX, WATSTORE, and STORET Data Bases

NAWDEX member organizations are, under certain conditions and restrictions, allowed direct, computerized access to the Water Data Sources Directory (WDSD) and the Master Water Data Index (MWDI) data bases of NAWDEX, the National Water Data Storage and Retrieval System (WATSTORE) of the U.S. Geological Survey, and the Storage and Retrieval (STORET) System of the U.S. Environmental Protection Agency. Access to each of these data bases and data systems is coordinated by the NAWDEX Program Office using the following procedures.

Application for Access

Each organization desiring computerized access to the NAWDEX, WATSTORE, and STORET Data Systems should submit a written application or call the Program Office. The application must contain sufficient information to adequately define the organization's need for access to the desired data base or system. Written application for access to NAWDEX, WATSTORE, and STORET should be forwarded to:

Program Manager
National Water Data Exchange
U.S. Geological Survey
421 National Center
Reston, Virginia 22092

Telephone: (703) 648-6848
FTS 959-6848

Approval for Access

Approval for access to the NAWDEX data bases and WATSTORE will be given by the Chief Hydrologist of the U.S. Geological Survey or his designated representative. Approval for access to STORET will be given by the Chief, Client Services Branch, Program Systems Division, Office of Information and Resource Management, or his designated representative. Each applicant will be informed in writing when access to the requested data base system is approved.

Requirements for Access

Each organization that receives approval for access to any one or all of the NAWDEX, WATSTORE, and STORET data systems is required to sign a "Memorandum of Agreement" with the U.S. Geological Survey for this purpose. Examples of this agreement are shown in appendixes B-2 and B-3. The terms of the agreement are subject to discussion and suggested amendments may be discussed with:

Program Manager
National Water Data Exchange
U.S. Geological Survey
421 National Center
Reston, Virginia 22092

Telephone: (703) 648-5684
FTS 959-5684

The Agreement is signed for the Geological Survey by the Assistant Chief Hydrologist for Scientific Information Management of the Water Resources Division, unless a higher level of protocol is specifically requested. The requesting organization may define the level of protocol within its own organization that should sign the Agreement.

Each organization will be asked to provide specific information necessary to describe its computer terminal hardware and telecommunications needs and to become a registered user of the appropriate computer systems. Each user is responsible for the acquisition of all computer hardware and equipment associated with the use of the NAWDEX, WATSTORE, and STORET Data Systems. The user is responsible for all costs associated with their use of the computer.

Restrictions on Access

Certain restrictions are placed on the access and use of the NAWDEX, WATSTORE, and STORET Data Systems. In all cases, access to these systems is limited to the physical capabilities of the computers to support additional users. Computer

limitations are determined by the NAWDEX Program Office. If computer facilities are not available for access by a requester, a waiting list prioritized by the date of request for access and the stated urgency of need will be maintained by the Program Office for future allocation of computer resources as they become available. The following restrictions apply to the individual data bases and systems.

Restrictions on Access to the NAWDEX Data Bases

Access to the NAWDEX data bases is restricted to NAWDEX members. Exceptions to this must be determined by the NAWDEX Program Office.

Restrictions on Access to the WATSTORE Data Bases

Access to the WATSTORE data bases requires the signing of a Memorandum of Agreement with the NAWDEX Program Office, and is specifically restricted to its Header File, Daily Values File, Peak Flow File, Water Quality File, and Ground Water Site Inventory File. Any exception to this restriction on file access must be determined by the Chief, National Water Information System Program, U.S. Geological Survey, Water Resources Division, 437 National Center, Reston, Virginia 22092.

Restrictions on Access to the STORET Data Base

Access to STORET under the "Memorandum of Understanding" for its use by NAWDEX is restricted to NAWDEX members. Other restrictions also may apply to its use by nongovernmental organizations. Any such restrictions will be determined by the NAWDEX Program Office at the time of request for access.

Documentation for NAWDEX, WATSTORE, and STORET Use

After an organization has been authorized access to the NAWDEX, WATSTORE and STORET Data Systems, the NAWDEX Program Office will coordinate the acquisition of all documentation required for use of the systems. This documentation will be provided to each authorized computer terminal.

Assistance in the Use of NAWDEX, WATSTORE, and STORET

Data-base user assistance is provided by each respective organization for NAWDEX, WATSTORE, and STORET. Assistance can be obtained from the following locations:

NAWDEX Assistance. Assistance in the use of the NAWDEX data bases can be obtained from:

Support Services Unit
National Water Data Exchange
U.S. Geological Survey
421 National Center
Reston, Virginia 22092

Telephone: (703) 648-5671
FTS 959-5671

WATSTORE Assistance. Assistance in the use of WATSTORE can be obtained from:

National Water Information System
U.S. Geological Survey
437 National Center
Reston, Virginia 22092

Telephone: (703) 648-5659
FTS 959-5659

STORET Assistance. Assistance in the use of STORET can be obtained from:

STORET User Assistance
US EPA
Mail Code PM-218D
401 M Street, S.W.
Washington, D.C. 20406

Telephone: 800-424-9067
(703) 883-8861

NAWDEX Member Services

Several NAWDEX member organizations operate data-information services that accommodate a broad range of data-user needs. Part of the program mission of NAWDEX is to provide linkages to data, information, and services that are available within the NAWDEX-member organization. In this capacity, the Program Office functions as a focal point for cooperative membership activities and support services that are available through the NAWDEX program. Some of the special services provided by member organizations include the following:

- Manual Data Search
- Computer Data Search
- Data-Search Identification
- Request/Referral and Follow-Up

Storage and Retrieval (STORET)

NAWDEX is an authorized user of the Storage and Retrieval (STORET) system through "Memorandum of Understanding" signed with the Office of Water and Hazardous Materials of the U.S. Environmental Protection Agency in July 1977. The NAWDEX Program Office has computerized access to STORET and serves as a focal point for public access to water-quality data stored in the STORET system. This service is also being provided by the Assistance Center Facilities of the Texas Natural Resources Information System (TNRIS). Requests for STORET data may be directed to:

Program Office
National Water Data Exchange
U.S. Geological Survey
421 National Center
Reston, Virginia 22092

Telephone: (703) 648-5663
FTS 959-5663

Charges for STORET services will be applied at the rate of actual costs incurred by NAWDEX in acquiring the data requested. Cost estimates will be provided upon request.

The contents of the STORET Water Quality File have now been indexed in the NAWDEX Master Water Data Index. This index information may be requested from any NAWDEX Assistance Center.

Water Resources Scientific Information Center (WRSIC)

The Water Resources Scientific Information Center (WRSIC) of the U.S. Department of the Interior, Geological Survey, has an extensive bibliographic database of over 220,000 abstracts as of January 1990. WRSIC acquires, abstracts and indexes the major water resources literature of the world and makes it available to the water resources community. This database covers all aspects of water resources, including: hydrology; hydraulics; water quantity (supply, augmentation, conservation control); water quality (pollutant identification, pollution sources, wastewater treatment processes, disposal, control); management and planning (economics, water use, water law, social aspects, ecologic impact); resources data; instrumentation; computer applications; and engineering works.

Access to the WRSIC database can be obtained by the following means:

- The online bibliographic database, which grows at about 10,000 abstracts annually, is searchable by title, author, sponsoring organization, research organization, and subject index work. The database is commercially searchable worldwide through:

DIALOG Information Services, Inc., (File 117),
3460 Hillview Avenue,
Palo Alto, California 94304

- The CD-ROM version of the database is commercially available from the

National Information Services Corporation (NISC)
Suite 6, Wyman Towers
3100 St. Paul Street
Baltimore, Maryland 21218,
or
Online Computer Library Center, Inc. (OCLC)
6565 Frantz Road,
Dublin, Ohio 43017-0702

- The monthly journal SELECTED WATER RESOURCES ABSTRACTS (SWRA), with cumulative yearly indexes, is available from:

National Technical Information Service (NTIS)
U.S. Department of Commerce
5285 Port Royal Road
Springfield, Virginia 22161

- For additional information on WRSIC and its database, contact:

Program Chief
Water Resources Scientific Information Center
U.S. Geological Survey
425 National Center
Reston, Virginia 22092

The Texas Natural Resources Information System (TNRIS)

The Texas Natural Resources Information System (TNRIS) was established to link users of natural resources and related data with those entities that collect such data. TNRIS development is coordinated by an interagency task force with membership from 13 State agencies. The System is an extension of earlier work in Texas which led to the establishment of an operational Water Oriented Data Bank.

The TNRIS organizational concept follows closely the design of the U. S. Geological Survey's National Water Data Exchange (NAWDEX). A staff called "TNRIS System Central" provides a central data index to all users and data management services as desired by user agencies. The staff also processes numerous requests for data from the six major TNRIS data categories: (1) base (geographic) data, (2) meteorological resources, (3) biological resources, (4) water resources, (5) geologic and land resources, and (6) socioeconomic resources.

TNRIS serves as a NAWDEX Assistance Center for Texas. In addition to their own files, TNRIS has direct computer access to the data files of NAWDEX, the U.S. Geological Survey's WATSTORE System, and the U.S. Environmental Protection Agency's STORET System. Requests should be forwarded to:

Texas Natural Resources Information System (TNRIS)
P.O. Box 13231 Capitol Station
Austin, TX 78711

Telephone: (512) 463-8337

The Iowa Water Resources Data System (IWARDS)

The Iowa Water Resources Data System is an information service project that evolved from interagency collaboration on the Iowa Water Plan framework study. The project goal is to improve the accessibility of water-related data for planning, management, and research.

The project has sought active participation by water data users and generators, for help in outlining project objectives, task priorities, and data transfer procedures. Because of a modest budget and limited staff, a strategy of incremental development has been followed, with emphasis on provisions of demonstration-

type services by the system staff. These services to users include (a) data management software, (b) data clearinghouse, (c) systems analysis and data processing services, and (d) research. Frequently requested data will be made available to users in commonly accessible disk storage on the State computer. IWARDS serves as a NAWDEX Assistance Center for the State of Iowa. IWARDS also has direct, computer access to the data files of NAWDEX and U.S. Geological Survey's WATSTORE system. Requests should be forwarded to:

Iowa Water Resources Data System
Iowa Department of Natural Resources
123 N. Capitol Street
Iowa City, IA 52242

Telephone: (319) 335-1591

Nebraska Natural Resources Information System (NNRIS)

The Natural Resources Data Bank administered by the Nebraska Natural Resources Commission was established with the passage of a legislative bill in 1969. The operation of the Data Bank, called the Nebraska Natural Resources Information System (NNRIS), was initiated in order to aid the State, Federal and local agencies, and the public by providing them with adequate data. The soil and water data is stored, processed, and managed in the Data Bank conforming to the user requirements. This information is greatly needed during planning, development, and formulation of water resources projects.

The information presently available in the Data Bank are the climatological, streamflow, water rights, well registration, soil survey, water quality, agricultural crop, ground-water levels, storage reservoirs, and conservation dams data. Various statistical and hydrologic processing facilities are also available. The township-range information can be converted into latitude-longitude coordinates. The registered wells and station locations can be plotted to any scale drawn on Lambert conical projections. The services of the Data Bank are provided free to the users. The available data is updated on a regular basis, and further efforts to store other related soil and water data are continuing.

The NNRIS serves as a NAWDEX Assistance Center for the State of Nebraska. Requests should be forwarded to:

Nebraska Natural Resources Information Systems
Nebraska Natural Resources Commission
P.O. Box 94876
Lincoln, NE 68509

Telephone: (402) 471-2081
FTS 867-2081

Snowpack Telemetry System (SNOTEL)

SNOTEL is an automated hydrometeorological data acquisition system of the U.S. Department of Agriculture, Soil Conservation Service. The purpose of this system is to automatically sense snow water equivalent, ambient air temperature, and total precipitation at remote locations in the mountains of the Western United States.

Currently, the system has some 560 data transmitting remote sites with a planned expansion to 1,000. Readings from these automated remote sites are sent via a meteor-burst to their collection facilities which is then transferred to a central mini-computer in Portland, Oregon. Data are then available to each State snow survey supervisor of the Soil Conservation Service for validation and checking. After validation, data are made available to authorized cooperators in a near real-time mode.

SNOTEL is aimed at providing more timely and accurate forecasts of water supplies in the Western United States where as much as 75 percent of all streamflow originates as snowmelt runoff. Daily data from this system will complement the monthly snow-course readings currently taken at over 1200 locations.

Requests for SNOTEL data and information should be forwarded to:

Snow Survey and Water Supply Forecasting
Soil Conservation Service
U.S. Department of Agriculture
511 NW Broadway
Rm. 248, Federal Building
Portland, OR 97209-3489

Telephone: (503) 326-2843
FTS 423-2843

The Colorado Water Data Bank (CWDB)

The Office of the State Engineer (Division of Water Resources) has been both collecting and receiving water resource data for the State of Colorado since the 1880's. Until recently this data has been available only through review of, and copies of, the original documents. The Colorado Water Data Bank (CWDB) was established in order to further consolidate this information in a central repository, the Denver office of the Office of the State Engineer, and to make these data more available and amenable to modern methods of analysis through the use of the computer. Another vital aspect of this project is the establishment of common water resource data definitions used by, and uniform methods of recording data collected by the State Engineer.

The State Engineer's Office contracted with Colorado State University (CSU) to develop the programs and systems required for the CWDB computer operations. Colorado State University maintains a Water Project Office for the purpose of maintenance and development of programs and systems. The CWDB resides on the computer at CSU and is accessed by the State Engineer's Office through remote batch entry and interactive terminals in the Denver office. All data entry and report generation is accomplished through the use of these terminals.

The data presently stored on the CSU computer are water rights, water diversions, monthly reservoir storage, administrative information relating to the various diversion structures, and dam roster information. Gaging station and climatological data are presently being processed for storage on the CSU computer. Well and livestock water tank information is presently stored on the Division's computer. The integration of water rights data with the administrative data transfer to and integration of the well and livestock water tank files with the CWDB computer

programs at CSU, and the direct access to the Water Data Bank by the various field offices of the Division of Water Resources have been completed.

Requests for information and data should be forwarded to:

Colorado Division of Water Resources
Department of Natural Resources
1313 Sherman Street, Rm 823
Denver, CO 80203

Telephone: (303) 866-3581

Virginia Water Resources Research Center

The Water Resources Research Center of the Virginia Polytechnic Institute and State University serves as a focal point for acquiring data and information relative to water resources in the State of Virginia. It also maintains an extensive library of over 5000 items of water-resources related materials and publishes a comprehensive monthly newsletter entitled "Water News" which contains information on relevant, current water resource activities in Virginia. The newsletter is free to Virginia residents and available to other subscribers at a rate of \$11.00 per year.

The Center serves as a NAWDEX Assistance Center for Virginia and also as a search site for the Water Resources Scientific Information Center (WRSIC). Requests for information or services should be forwarded to:

Water Resources Research Center
Virginia Polytechnic Institute and
State University
671 N. Main Street
Blacksburg, Virginia 24060

Telephone: (703) 231-5624

Wyoming Water Research Center

The Wyoming Water Research Center, located at the University of Wyoming, is a valuable addition to our membership. This center has direct access to the computerized data bases of NAWDEX, WATSTORE, and STORET. In addition, they have agreed to serve as a NAWDEX Assistance Center and to work in cooperation with the other Assistance Centers in the Northwestern United States to provide water data information. Requests for information and services should be forwarded to:

Wyoming Water Research Center
University of Wyoming
P.O. Box 3067, University Station
Laramie, WY 82071

Telephone: (307) 766-2143

National Environmental Satellite, Data, and Information Service (NESDIS)

The National Environmental Satellite, Data, and Information Services (NESDIS) of the National Oceanic and Atmospheric Administration (NOAA), a member of NAWDEX, offers an extensive level of service through each of its environmental data centers. Of particular interest to NAWDEX are the NESDIS information referral services which provide direct access to over 100 computerized, bibliographic data files covering a wide array of water data and water-related subjects and its Environmental Data Index (ENDEX) which provides references to nearly 10,000 environmental data files available in various organizations throughout the environmental community. Close coordination has been established between NAWDEX and NESDIS which greatly strengthens the availability of data services to those involved in programs which require the interfacing of water data with other areas of the environment.

NAWDEX and NESDIS are working under a reciprocal arrangement whereby requests for NESDIS referral services and ENDEX will be accepted by any NAWDEX Assistance Center and referred to the appropriate NESDIS Service Center. Requests for water data received by the ENDEX activity will also be referred to NAWDEX. NESDIS operates a network of specialized service centers and a comprehensive referral service. To use the NOAA/NESDIS referral services, call, visit, or write any of the NESDIS centers or NOAA libraries, or NESDIS Liaison Officers listed below. An NESDIS information specialist will analyze your request and provide the information needed.

ADDRESSES OF NOAA/NESDIS LIBRARIES, EDIS INFORMATION SERVICE CENTERS,
AND LIAISON OFFICERS

NODC Liaison Office
National Oceanic and Atmospheric
Administration
707 A Street, Room 116
Anchorage, AK 99501
Telephone: (907) 271-4063

NODC Liaison Officer
National Oceanic and Atmospheric
Administration
AOML Building
4301 Rickenbacker Causeway
Miami, FL 33149
Telephone: (305) 361-4305

NODC Liaison Office
Woods Hole Oceanographic
Institute
McLean Laboratory
Woods Hole, MA 02543
Telephone: (617) 548-1400
Ext. 2497

NODC Liaison Office
National Oceanic and Atmospheric
Administration
Bin C15700/NOAA Bldg. 1
7600 Sand Point, Way, NE
Seattle, WA 98105-0070
Telephone: (206) 526-6263

NODC Liaison Officer
National Oceanic and Atmospheric
Administration
8604 La Jolla Shores Drive
P.O. Box 271
La Jolla, CA 92038
Telephone: (619) 546-7110

References

1. Blackwell, C.D., 1990, Directory of member organizations of the National Water Data Exchange (NAWDEX): U.S. Geological Survey Open-File Report 90-141, 81 p.
2. Edwards, M.D., and Knecht, W.A., 1980, Instructions for the preparation of data for the Master Water Data Index: U.S. Geological Survey Open-File Report 80-415, 140 p.
3. Edwards, M.D. 1982, Definitions of components of the Water Data Sources Directory maintained by the National Water Data Exchange: U.S. Geological Survey Open-File Report 82-923, 126 p.
4. Office of Water Data Coordination, 1980, Index to water-data acquisition: U.S. Geological Survey, Office of Water Data Coordination, 21 volume index.
5. Perry, R.A., and Williams, O.O., 1982 Definitions of components of the Master Water Data Index maintained by the National Water Data Exchange: U.S. Geological Survey Open-File Report 82-327, 269 p.
6. Williams, O.O., and Knecht W. A., 1981, National Water Data Exchange (NAWDEX) System 2000 data retrieval manual: U.S. Geological Survey Open-File Report 81-419, 196 p.

Appendix A. LOCATIONS OF NAWDEX ASSISTANCE CENTERS

LOCATIONS OF NAWDEX ASSISTANCE CENTERS 1/

ALABAMA, Tuscaloosa
ALASKA, Anchorage
ARIZONA, Tucson
ARKANSAS, Little Rock
CALIFORNIA, Menlo Park, Sacramento, Los Angeles, San Francisco
COLORADO, Denver, Lakewood (USGS); Fort Collins (Colorado Water Resources Research Institute)
CONNECTICUT, Hartford
DISTRICT OF COLUMBIA, Washington
FLORIDA, Altamonte Springs, Miami, Tallahassee, and Tampa
GEORGIA, Doraville (Atlanta)
HAWAII, Honolulu (includes American Samoa and Guam)
IDAHO, Boise
ILLINOIS, Champaign and Urbana
INDIANA, Indianapolis
IOWA, Iowa City, 2 locations, (Iowa Department of Natural Resources and USGS)
KANSAS, Lawrence
KENTUCKY, Louisville
LOUISIANA, Baton Rouge
MARYLAND, Laurel (General Sciences Corp.) Towson (includes Delaware and District of Columbia)
MASSACHUSETTS, Acton (Environmental Services, Inc.) and Boston (includes Maine, New Hampshire, Rhode Island, and Vermont)
MICHIGAN, Lansing
MINNESOTA, St. Paul
MISSISSIPPI, Jackson
MISSOURI, Rolla
MONTANA, Helena
NEBRASKA, Lincoln 2 locations (USGS and Nebraska Natural Resources Commission)
NEVADA, Carson City
NEW JERSEY, West Trenton
NEW MEXICO, Albuquerque
NEW YORK, Albany and Syosset
NORTH CAROLINA, Raleigh, 2 locations (Computer Innovations and USGS)
NORTH DAKOTA, Bismarck
OHIO, Columbus
OKLAHOMA, Oklahoma City
OREGON, Portland
PENNSYLVANIA, Harrisburg, Malvern, and Pittsburgh
PUERTO RICO, San Juan, (includes Virgin Islands)
SOUTH CAROLINA, Columbia, 2 locations (South Carolina Water Resources Commission and USGS)
SOUTH DAKOTA, Huron
TENNESSEE, Nashville
TEXAS, Austin (Texas Natural Resources Information System)
UTAH, Salt Lake City, 3 locations (Utah Division of Water Rights, and USGS), Logan, Center for Water Resources Research
VIRGINIA, Richmond (USGS) and Blacksburg (Virginia Water Resources Research Center), Reston, 2 locations.

WASHINGTON, Tacoma and Spokane
WEST VIRGINIA, Charleston
WISCONSIN, Madison
WYOMING, Cheyenne and Laramie (Wyoming Water Resources
Research Center)

1/

Unless otherwise noted, NAWDEX Assistance Centers are located in the U.S.
Geological Survey

**NOTE: For specific information about any of the NAWDEX Assistance Center
offices above, reference should be made to the most recent Directory of
Assistance Centers of the National Water Data Exchange (NAWDEX): U.S.
Geological Survey, Open-File Report 90-142.**

APPENDIX B.1 NAWDEX MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING
BETWEEN

AND THE
UNITED STATES GEOLOGICAL SURVEY
PERTAINING TO THE NATIONAL WATER DATA EXCHANGE

The National Water Data Exchange (NAWDEX) is comprised of water-oriented organizations working together to provide convenient access to water data. The NAWDEX mission is to identify sources of water data, to index data holdings of water-oriented organizations, and to provide the linkage between those who acquire and those who use water data.

This memorandum recognizes ***** , as a participating member of the National Water Data Exchange (NAWDEX). This membership will continue in effect until terminated by mutual agreement or by either agency providing 60 days written notice to the other agency.

The U.S. Geological Survey (USGS), through its NAWDEX Program Office, will provide the central management of NAWDEX, and will serve as a coordinating facility for all NAWDEX facilities.

The NAWDEX Program Office will be responsible for:

- Establishing response and referral mechanisms for handling requests for water data in the files of NAWDEX members.
- Establishing and maintaining a Master Water Data Index of data holdings of NAWDEX members and making the index available to all.
- Establishing and maintaining a Water Data Sources Directory and making this directory available to all.
- Establishing a nationwide network of NAWDEX Assistance Centers that will provide data search assistance to requestors and aid them in gaining access to water data held by NAWDEX members.

***** , will be responsible for:

Taking an active role in the formulation of NAWDEX policies, procedures and standards and implementing them within its organization to the extent practicable.

- Participating in the development of standard techniques and methodologies for handling of water data and using them within its organization to the extent practicable.

- Providing information on internally held water data for inclusion in the Master Water Data Index and, as requested, providing current information to update the Master Water Data Index to reflect additions, changes, and corrections to the index.
- Providing data from its internal holdings either in response to a referral from the NAWDEX Program Office or a NAWDEX Assistance Center, or in response to a direct request for water data.
- Designating a representative of its organization to function as the primary contact for all NAWDEX matters.

It is mutually understood that membership in NAWDEX is voluntary and that all members will participate on an equal basis, and consent to be listed as a source of water data in the Water Data Sources Directory. There will be an open exchange of information among NAWDEX members and every effort will be made to provide water data to the user community in a timely and equitable manner.

James S. Burton
 Program Manager
 National Water Data Exchange

 Signature, Title

 Signature, Title

Date _____

Date _____

APPENDIX B-2. NAWDEX/WATSTORE MEMORANDUM OF AGREEMENT

**MEMORANDUM OF AGREEMENT
BETWEEN

AND THE
UNITED STATES GEOLOGICAL SURVEY
RELATING TO THE USE OF THE GEOLOGICAL SURVEY'S DATA FACILITIES
OF THE
NATIONAL WATER DATA EXCHANGE
AND THE
NATIONAL WATER DATA STORAGE AND RETRIEVAL SYSTEM**

This agreement with ***** relates to the use of the data facilities of the National Water Data Exchange (NAWDEX) and the National Water Data Storage and Retrieval System (WATSTORE) managed by the United States Geological Survey (USGS), Water Resources Division (WRD). This Agreement will continue in effect until terminated by mutual agreement or by either organization providing 60 days written notice to the other organization.

Definitions:

For the initial purposes of this Agreement, NAWDEX data facilities consist of a Water Data Sources Directory and a Master Water Data Index. The Water Data Sources Directory is a computerized data base which identifies organizations that are a source of water data. The Master Water Data Index is a computerized data base which identifies individual sites for which water data are available, the location of these sites, and the types and frequencies of measurement of available water data. This Agreement also applies to the use of any additional NAWDEX data facilities made available in the future.

For the initial purposes of this Agreement, WATSTORE consists of a Station Header File and a Daily Values File. The Station Header File is an automated index of all sites for which data are stored in WATSTORE. It contains information pertinent to the identification, location, and geographic description of each site. The Daily Values file contains water-data parameters measured or observed on either a daily schedule or on a continuous basis and numerically reduced to daily values. This Agreement also applies to the use of any additional files and data facilities of WATSTORE made available in the future.

Both the NAWDEX data facilities and the WATSTORE system are operated and maintained by the Geological Survey in Reston, Virginia. These computer facilities are under the management and control of the Information Systems Division, USGS. Therefore, neither NAWDEX nor WATSTORE has administrative responsibilities related to the operation of the computer facilities or the scheduling of computer-related services. Also, future additional access to the USGS computer is dependent upon the number of computer terminals that can be physically supported by the computer systems.

Responsibilities:

Related to this Agreement, The Water Resources Division will:

- **Allow access to the Header and Daily Values Files of the WATSTORE system, and the Water Data Sources Directory and Master Water Data Index Files of the NAWDEX system, and application software associated with these files. This will include any additional files and software systems in NAWDEX and WATSTORE that may be made available in the future.**
- **Provide documentation necessary to access and use the NAWDEX and WATSTORE files.**
- **Provide user assistance services as required in the use of the NAWDEX and WATSTORE files and software systems.**
- **Serve as liaison between ***** and the Information Systems Division, USGS, in matters related to NAWDEX and WATSTORE.**
- **Provide training in the use of NAWDEX and WATSTORE to the extent possible within budgetary and manpower capabilities.**

Related to this Agreement, *** will:**

- **Acquire all computer terminal hardware and related peripheral hardware necessary for access of the USGS computer facilities.**
- **Assume full responsibility for all costs associated with ***** use of the NAWDEX and WATSTORE data files and reimburse the USGS for all costs incurred.**
- **Not use the USGS computer facilities for any purpose other than those related to the use of the NAWDEX and WATSTORE files unless prior agreement has been arranged with the USGS for additional computer usage.**
- **Be identified as a source of water data by NAWDEX and permit all data entered into NAWDEX data files by ***** to be disseminated to other users upon request.**
- **Enter data into WATSTORE, unless password protected, to be indexed in the Master Water Data Index maintained by NAWDEX and to be disseminated to other users upon request.**

Designated Representatives:

*****, will designate a principal and one or more alternate representatives at each remote job site to serve as contacts for NAWDEX and WATSTORE matters.

The Water Resources Division designates as its WATSTORE representative :

Gary D. Cobb
Acting Chief, Branch of Computer Technology
Water Resources Division
U.S. Geological Survey
440 National Center
12201 Sunrise Valley Drive
Reston, Virginia 22092
Telephone: (703) 648-5667

The National Water Data Exchange designates as its representative:

James S. Burton
Program Manager
National Water Data Exchange
Water Resources Division
U.S. Geological Survey
421 National Center
12201 Sunrise Valley Drive
Reston, Virginia 22092
Telephone: (703) 648-5684

Cooperation:

In order to successfully develop and maintain the concepts of this Agreement, an open exchange of information relative to NAWDEX and WATSTORE, their functions and operations, will be established between *****, and the USGS, Water Resources Division.

James F. Daniel
Assistant Chief Hydrologist
for Scientific Information Management
Signature, Title

Date _____

Signature, Title

Date _____

APPENDIX B-3. NAWDEX/WATSTORE/STORET
MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT
BETWEEN

AND THE
UNITED STATES GEOLOGICAL SURVEY
RELATING TO THE USE OF THE GEOLOGICAL SURVEY'S DATA FACILITIES
OF THE
NATIONAL WATER DATA EXCHANGE
AND THE
NATIONAL WATER DATA STORAGE AND RETRIEVAL SYSTEM
AND THE
STORAGE AND RETRIEVAL (STORET) SYSTEM

This Agreement with ***** relates to the use of the data facilities of the National Water Data Exchange (NAWDEX) and the National Water Data Storage and Retrieval System (WATSTORE) managed by the U.S. Geological Survey (USGS), Water Resources Division (WRD) and the use of the Storage and Retrieval System (STORET) managed by the Office of Water Hazardous Materials of the U.S. Environmental Protection Agency (USEPA) under terms of the provisional use of STORET by members of NAWDEX as defined by the Memorandum of Understanding (EPA-IAG-#RW14933767-0) between the U.S. Environmental Protection Agency and the U.S. Geological Survey. This Agreement will continue in effect until terminated by mutual agreement or by either organization providing 60 days written notice to the other organization. Any restrictions or termination placed by the U.S. Environmental Protection Agency on the use of STORET by NAWDEX will also immediately apply to the use of STORET by ***** under terms of this Agreement.

Definitions

For the initial purposes of this Agreement, NAWDEX data facilities consist of a Water Data Sources Directory and a Master Water Data Index. The Water Data Sources Directory is a computerized data base which identifies organizations that are a source of water data. The Master Water Data Index is a computerized data base which identifies individual sites for which water data are available, the location of these sites, and the types and frequencies of measurement of available water data. This Agreement also applies to the use of any additional NAWDEX data facilities made available in the future.

For the initial purposes of this Agreement, WATSTORE consists of a Station Header File and a Daily Values File. The Station Header File is an automated index of all sites for which data are stored in WATSTORE. It contains information pertinent to the identification, location, and geographic description of each site. The Daily Values File contains water-data parameters measured or observed on either a daily schedule or on a continuous basis and numerically reduced to daily values. This Agreement also applies to the use of any additional files and data facilities of WATSTORE made available in the future.

For the initial purposes of this Agreement, STORET is a computerized data base utility maintained by the USEPA for the storage and retrieval of parametric data relating to the quality of the waterways of the United States. This Agreement also applies to the use of any additional future data facilities that are made available by STORET to NAWDEX members.

Both the NAWDEX data facilities and the WATSTORE system are operated and maintained by the USGS on its central computer facilities located at the National Center in Reston, Virginia. These computer facilities are under the management and control of the Information Systems Division, USGS. Therefore, neither NAWDEX nor WATSTORE have administrative responsibilities related to the operation of the computer facilities or the scheduling of computer-related services. Also, future additional access to the USGS computer is dependent upon the number of computer terminals that can be physically supported by the computer systems. The STORET data facilities are operated and maintained by the USEPA on computer facilities under their contract and control. NAWDEX, therefore, has no administrative responsibilities related to the operation of the STORET computer facilities or the scheduling of computer-related services. Access to the STORET computer facilities is subject to the sole approval of the USEPA.

Responsibilities:

Related to this Agreement, the Water Resources Division will:

- Allow access to the Header and Daily Values Files of the WATSTORE system, the Water Data Sources Directory and Master Water Data Index Files of the NAWDEX system, and application software associated with these files. This will include any additional files and software systems in NAWDEX and WATSTORE that may be made available in the future.
- Allow access to the STORET system of the USEPA as defined under terms of existing agreements and understandings between the USGS and the USEPA.
- Provide documentation necessary to access and use the NAWDEX and WATSTORE files. The documentation to access the STORET files will be provided by the USEPA.
- Provide user assistance services as required in the use of the NAWDEX and WATSTORE files and software systems.
- Serve as liaison between ***** and the Information Systems Division, USGS, in matters related to NAWDEX and WATSTORE; and the USEPA in matters related to STORET.
- Provide training in the use of NAWDEX and WATSTORE to the extent possible within budgetary and manpower capabilities.

Related to this Agreement, ***** will:

- Acquire all computer terminal hardware and related peripheral hardware necessary for access to the USGS computer facilities and computer facilities of the USEPA.
- Assume full responsibility for all costs associated with ***** use of the NAWDEX, WATSTORE, and STORET data files and reimburse the USGS for all costs incurred.
- Not use the USGS and USEPA computer facilities for any purpose other than those related to the use of the NAWDEX, WATSTORE, and STORET files unless prior agreement has been arranged with the USGS for additional computer usage.
- Be identified as a source of water data by NAWDEX and permit all data entered into NAWDEX data files by ***** to be disseminated to other users upon request.
- All data entered into WATSTORE and STORET by ***** , will, unless password protected, be indexed in the Master Water Data Index maintained by NAWDEX and will be disseminated to other users upon request.

Designated Representatives:

***** will designate a principal and one or more alternate representatives at each remote job site to serve as contacts for all NAWDEX and WATSTORE matters.

The Water Resources Division designates as its WATSTORE representative:

Gary D. Cobb
Acting Chief, Branch of Computer Technology
Water Resources Division
U.S. Geological Survey
440 National Center
12201 Sunrise Valley Drive
Reston, Virginia 22092
Telephone: (703) 648-5667

The National Water Data Exchange designates as its representative:

James S. Burton
Program Manager
National Water Data Exchange
Water Resources Division
U.S. Geological Survey
421 National Center
12201 Sunrise Valley Drive
Reston, Virginia 22092
Telephone: (703) 648-5684

Cooperation:

In order to successfully develop and maintain the concepts of this Agreement, an open exchange of information relative to NAWDEX and WATSTORE, their functions and operations, will be established between ***** , and the USGS, Water Resources Division.

James F. Daniel
Assistant Chief Hydrologist
for Scientific Information Management
Signature, Title

Date _____

Signature, Title

Date _____

APPENDIX C. RECORD OF DATA REQUEST (RDR) FORM

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
NAWDEX
RECORD OF DATA REQUEST

Control No. _____
Date _____

Request received by: _____
Data requested by: _____
NAME AND/OR TITLE: _____
ORGANIZATION NAME: _____
ADDRESS: _____

Street City State Zip Code County
TELEPHONE NO: _____ (FTS) _____ Commercial _____
TYPE OF REQUEST: Federal _____ State _____ County _____ Municipal _____ Other Local _____
University _____ Private _____ Other (Specify) _____

DATA REQUESTED (X) / or DATA PROVIDED ()

Surface Water ___ / Water Quality ___ / Ground Water ___ / Published Reports ___ /
Magnetic Tape ___ / Statistics ___ / Printouts ___ / Floppy Disk ___ /
Plots ___ / MWDI ___ / WSDS ___ / Other _____
Data required by: _____
(Date)

DATA REQUEST ATTACHED: _____ DATA DESCRIPTION FORM ATTACHED: _____

REQUEST RESPONSE:

Request Referred to:
NAME: _____ ORGANIZATION: _____
ADDRESS: _____
Street City State Zip Code Country
TELEPHONE NO: _____
Source of data: _____
Type of data provided: _____

Cost estimate provided: Yes _____ No _____ \$ _____ Fee Charged _____

Account Number Credited: _____

Computer processing:

Date submitted: _____ Date received: _____ Class priority: _____

Date request sent to requester: _____ Date record returned to NAWDEX: _____

REMARKS:

Privacy Act of 1974 (PL 93-579): -- Individuals furnishing information on this form are advised that certain of the data requested may be of personal nature. The information is collected under authority of 43 U.S.C. 31 (28 Stat. 398), OMB Cir. A.-67, and 5 U.S.C. 301, and will be used routinely to identify requesters of water or water-related data when processing requests for such information.

APPENDIX D. DATA-INFORMATION DESCRIPTION (DID) FORM

NAWDEX
DATA-INFORMATION DESCRIPTION FORM
(USE WITH MWDI CONTENTS LIST)

1. Requester's Name _____ REQUEST CONTROL No. _____
2. Date _____
3. DATA-INFORMATION DESCRIPTION AS REQUESTED:
(Only fill or mark items applicable)
4. RECORD INTERVAL from _____ to _____ year Active ONLY _____
5. Active and Discontinued _____
6. Location of DATA SITES: State(s) _____
7. County (s) _____
8. Name of Stream/River basin _____
9. Lake/Reservoir _____
10. NAWDEX Site No(s). _____ Station No(s). _____
11. KINDS of DATA REQUESTED MWDI (see MWDI contents listing for CODES):
12. Frequency Measurements, Circle: I, C, O, W, M, Q, J, D, P, X, N, R,
Other _____
13. SURFACE-WATER DATA ITEMS, circle --
14. 110, 111, 112, 115, 116, 117, 124, 125, 143, Other _____
15. GROUND-WATER SITES DATA ITEMS, Circle--
16. 208, 209, 210, 212, 214, 221, 243, Other _____
17. QUALITY-WATER DATA ITEMS, circle-- SW _____ GW _____
18. 343 Telemetry
19. 400 Biological, 401, 402, 403, 404, 411, Other Bio. _____
20. 500 Physical, 501, 502, 503, 506, 507, Other Phys. _____
21. 600 Sediment, 601, 602, 603, 604, 605, 606, 607, Other Sed. _____
22. 700 Chemical, 701, 702, 703, 706, 708, 710, 712, 713, 714, 715, 716, 720,
23. Other Chem. _____
24. NETWORK STATIONS: _____
25. NSQN, Other _____
26. REMARKS:

APPENDIX E. NAWDEX CONTROL LOG FORM

**APPENDIX F. NAWDEX SUMMARY OF DATA REQUESTS
QUARTERLY REPORT**

U.S. DEPARTMENT OF THE INTERIOR
 GEOLOGICAL SURVEY
 NAWDEX
 NATIONAL WATER DATA EXCHANGE
 SUMMARY OF DATA REQUESTS
 Quarterly Report

REPORT PERIOD: _____ TO _____ REPORTING CENTER: _____

TOTAL NUMBER OF WRITTEN AND VERBAL REQUESTS BY TYPE OF WATER-DATA USER

Federal: _____ State: _____ County: _____ Municipal: _____ Other Local Government: _____

University: _____ Private Organization: _____ Private Citizen: _____

Other (Specify): _____

TOTAL NUMBER OF REQUESTS RESPONDED TO: _____
 (Also include requests referred to other organizations)

TOTAL NUMBER OF REQUESTS REFERRED TO OTHER ORGANIZATIONS FOR RESPONSE: _____

TOTAL NUMBER OF RESPONSES FOR WHICH CHARGES WERE MADE: _____
 (Also include service or computer processing costs charged to another office's account number)

TOTAL AMOUNT BILLED TO REQUESTERS: \$ _____
 (Also include charges applied direct to a user's account number)

DATA PROVIDED BY CENTER

CATEGORIES OF DATA	NUMBER OF RESPONSES*
Surface Water	
Ground Water	
Quality of Water:	
SW	
GW	
TOTAL	

*Multiple counts may be shown for a single request when it includes data for more than one discipline.

MEDIA IN WHICH DATA PROVIDED	NUMBER OF RESPONSES
Published	
Mailing List Publications*	
Computer Accessed	
Verbal	
Written responses and/or file copies	

*Mailing list publications, i.e., annual reports, newsletters, etc.

DATA FILES ACCESSED*	NUMBER OF RESPONSES
Master Water Data Index (MWDI)	
Water Data Sources Directory (WDSD)	
Other (Specify): *Include referrals.	

OTHER MAJOR TYPES OF INFORMATION/DATA SUPPLIED	NUMBER OF REQUESTS
<u>Maps</u> (specify type):	
<u>Special Studies</u> (specify):	
<u>Bibliographic Searches</u> :	
<u>Other</u> (specify):	

*The back of the form may be used if necessary to report other types of data provided but not listed.

REPORT PREPARED BY: _____ DATE: _____

APPENDIX G. GENERAL SCHEDULE OF COMPUTER-USE CHARGES

INFORMATION SYSTEMS DIVISION
U.S. GEOLOGICAL SURVEY
SCHEDULE OF CHARGES

I. PROCESSING CHARGES FOR THE AMDAHL 5890 COMPUTER: Batch processing charges are computed for 24-hour turnaround:

CPU Sec	1000 Lines Printed	1000 Disk Accesses	1000 Reel Tape Accesses	1000 Cartridge Tape Accesses	Class
\$0.52	\$1.35	\$1.20	\$0.66	\$0.50	E

5-hour turnaround is 1.67 times the basic rate, use class C.

2-hour turnaround is 3.3 times the basic rate, use class B.

30-minute turnaround is 5 times the basic rate, use class A.

Weekend processing is .5 times the basic rate, use class G.

If your job fails to be executed in the requested time, the charge reverts to the service provided.

NOTE: A basic fee of \$1.25 is charged to all jobs which begin execution regardless of job class.

II. INTERACTIVE TERMINAL SESSIONS: TSO, Wylbur, Model 204, and CICS:

Connect hour	CPU Sec	Disk Accesses per 1000	1000 Lines Printed
\$4.00	\$0.81	\$2.00	\$2.25

III. NUMERIC INTENSIVE COMPUTING (NIC): NIC will be \$450 per CPU hour. NIC is defined as a batch job that consumes 0.05 CPU-second or more per input/output operation. To register for this service call Joe Aquilino on (FTS) 959-7020 or (commercial) 703-648-7020.

IV. VM TEST DOMAIN:

Connect hour	CPU Sec	Disk Accesses per 1000	1000 Lines Printed
\$4.00	\$0.00	\$0.00	\$2.25

Note: These rates are effective November 22, 1989. If you have questions on this service, please call Mark Kutso (648-7153) or Tod Huffman (648-7128).

V. DISK STORAGE: The charge for online disk (3350 type) storage is \$0.15 per track month and for online disk (3380 type) storage \$0.25 per track month. The charge for dedicated use of a disk is \$1500 per month for a 3350 type, \$2150 per month for a 3380 type, and \$3010 per month for a dual density 3380 type. An appropriate fraction of the full monthly charge is calculated for use of storage for less than a full month.

VI. TAPE STORAGE: Onsite \$3.00 per reel per month (or part month).
Offsite \$1.50 per reel per month (or part month).

VII. Rolm equipment will be billed at cost plus a 12-1/2 percent handling fee. For rates and information in Reston call Jay O'Donnell on 648-7070; in Menlo Park call Tom Margrave on 329-4038.

VIII. CONTRACTOR SERVICES (e.g., keypunching, xeroxing, microfiche): Work sent to a contractor will be billed at the contractor's rate plus a 12-1/2 percent handling fee. Current rates can be obtained from the Branch of Management Information at (commercial) 703-648-7170 or (FTS) 959-7170 or

IX. PROGRAMMING: Programming Services - \$45.00 per hour.

For long programming projects 125 percent of the employee's salary will be charged. Call Larry Harms at (commercial) 648-7161 or (FTS) 959-7161 for more information or to schedule a project.

X. GEONET PUBLIC NET: The charge is computed by totaling the following components.

Connect Charges	
Prime Time	\$3.17 per hour
Non-Prime Time	1.90 per hour
Characters Transferred	
Prime Time	\$.012 per 1000
Non-Prime Time	.005 per 1000
Use of WATS	
Prime Time	\$22.60 per hour
Non-Prime Time	17.90 per hour

NOTE: Prime Time is 7:00 a.m. to 6:00 p.m. originator's local time.

XI. PROCESSING CHARGES FOR THE VAX COMPUTERS:

	<u>Prime Time</u>	<u>Non-Prime Time</u>
CPU Hour	\$75.00	\$47.00
Connect Time Hour	2.00	1.25
Per 1000 I/O Requests	.40	.29
Per Page of Printing	.02	.015
Per Block Month of Online Storage	.005	.005
Dedicated Disk per Month	1100.00	1100.00

XII. ELECTRONIC MESSAGING: The USGS is using the contract issued by the Department of the Interior for Compuserve mail services. Call Barbara Norton on (commercial) 703-648-7121 or (FTS) 959-7121 or to register or obtain more information. Service billed at \$8.50 per hour.

XIII. BINDING SERVICES: Printouts or other items can be bound by production control at a rate of \$2.00 per item bound. Call 648-7062 to schedule work or to get information on this service.

APPENDIX H. FREEDOM OF INFORMATION ACT (FOIA)

**Department of the Interior
GEOLOGICAL SURVEY MANUAL**

Subject: Freedom of Information Act—General	Series/Chapter/Paragraph: 318.1.1
Originating Office: Admin/Administrative Services	Distribution: Survey Manual

Instructions: Remove 318.1 dated 2/29/88

1. Purpose. This chapter establishes Surveywide policies, procedures, and responsibilities for the administration of the Freedom of Information Act (FOIA).

2. Authority. This chapter implements the following:

A. Freedom of Information Act (5 U.S.C. 552).

B. 43 CFR 2, Subpart B—Requests for Records (see Appendix A).

C. 316 DM 1, Freedom of Information Act.

3. Definitions.

A. *FOIA Request.* A FOIA request to inspect or copy records may be made by any individual, partnership, corporation, association, or public or private organization other than an agency. The request must be in writing, must specifically invoke the Act, and must otherwise conform to requirements in 43 CFR 2.14.

B. *Record.* "Record" means all films, books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by the USGS pursuant to Federal law or in connection with the transaction of public business and preserved by the USGS as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the USGS, or because of the information value of data contained therein. It does not include physical evidence that cannot be copied; requests for response to questions; creating records or providing computations; or items such as published books; documents published in the Federal Register or Congressional Record; or other publications available to the general public through the Government Printing Office, National

Technical Information Service, Geological Survey Open-File Services Section, or other recognized publication outlets.

C. *Office of Record.* "Office of Record" means that office responsible for maintaining records on a given subject, as well as that office responsible for making an initial written recommendation (letter of response) regarding the availability of such records upon receipt of a FOIA request.

D. *Denial.* "Denial" means to withhold access to inspect or copy records (in whole or in part) based upon any of the nine categories of statutory exemptions provided by the FOIA. See 43 CFR 2.13(c) for such exemptions.

4. Policy. It is USGS policy to make its records available to the public to the greatest extent possible in accordance with the provisions and spirit of the Freedom of Information Act.

5. Procedures. Detailed Departmentwide procedures, covering all aspects of the FOIA are contained in 43 CFR 2, Appendix A to this chapter. The FOIA and 43 CFR 2.17 require that the USGS determine whether to grant or deny a request within 10 working days and to immediately communicate this determination to the requester.

6. Responsibilities.

A. *Director.* Has the responsibility for USGS compliance with Departmental policy as well as the spirit and provisions of the FOIA. Has the authority to deny access to headquarters records after consultation with the Solicitor's Office. See Appendix B for a sample denial letter.

B. *Regional Management Officers* are responsible for regional compliance with the contents of this

**Department of the Interior
GEOLOGICAL SURVEY MANUAL**

Subject: Freedom of Information Act—General

Series/Chapter/Paragraph:

318.16C

chapter. A FOIA request made to a field installation to inspect or copy a record located at that installation may be denied by the Regional Management Officer (RMO) only after consultation with the Regional Solicitor. (A listing of Regional Solicitors' offices is at Appendix C.) RMO's are also responsible for ensuring that copies of all FOIA requests and responses are forwarded to the USGS FOIA Officer.

C. USGS FOIA Officer, Office of Administrative Services, is responsible for the following:

- (1) Developing and implementing Survey-wide administrative procedure for the efficient and effective processing of FOIA requests.
- (2) Providing advice on FOIA-related matters to USGS personnel.
- (3) Reviewing and maintaining copies of all FOIA requests and responses.
- (4) Reviewing all Headquarters denials or partial denials for access to information prior to their being forwarded to the Director.
- (5) Performing liaison duties between the USGS and the Department on FOIA matters.
- (6) Preparing the USGS Annual FOIA Report.

D. Division FOIA Representatives (see Appendix D) are responsible for:

- (1) Reviewing and taking appropriate action on requests from the public to ensure the preparation of fully developed responses within prescribed time frames.
- (2) Monitoring the system of processing requests within their respective divisions and, if necessary, developing and implementing internal operating procedures to ensure effective

processing of such requests. Any procedures developed must be consistent with this chapter.

(3) Contacting the USGS FOIA Officer on any problems encountered in processing requests.

(4) Providing a copy of all FOIA requests and responses to the USGS FOIA Officer.

(5) Forwarding all Headquarters denials or partial denials for access to information through the USGS FOIA Officer prior to forwarding to the Director.

(6) Ensuring that consultation has been made with the appropriate Solicitor's Office before a decision is made to deny a record, to release a record that is exempt from disclosure, or to deny a fee waiver request.

(7) Coordinating responses to requests from the news media and requests concerning major environmental issues as follows:

(a) *Headquarters.* Responses to all such requests must be routed through the FOIA Officer and the Chief, Public Affairs Office.

(b) *Field Offices.* Copies of such responses must be sent to the Chief, Public Affairs Office (119 National Center). NOTE: Any response that deals with issues that may be potentially sensitive beyond the regional level must be coordinated with the Chief, Public Affairs Office, before the response is sent.

(8) Providing the USGS FOIA Officer with Division input for the Annual FOIA Report.

7. Uniform Fee Schedule. Appendix A includes the Departmentwide uniform fee schedule for requests under the FOIA. Note that 43 CFR 2.14(b)(3)(i)(B)

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provides that a requester indicate the maximum amount of fees that he/she is willing to pay. (See Appendix E for a sample Bill for Collection.)

8. Exemptions. The exemptions listed in 43 CFR 2.13(c) are not mandatory bars to disclosure, and only describe the information that USGS officials may, in their discretion, choose not to release; i.e., information falling under the exemptions can still be released unless other Federal statutes prohibit disclosure. If an exemption is to be invoked to deny

access to information, a justification (sound grounds) for withholding the information must be provided—a mere assertion that an exemption applies is insufficient.

9. Annual Report. In February of each year the USGS is required to prepare for submission to Congress through the Solicitor's Office a report summarizing FOIA activities during the previous calendar year. The USGS FOIA Officer will request information from appropriate offices to satisfy the requirements of this report.


Jack J. Stassi
Assistant Director for Administration

DEPARTMENT OF THE INTERIOR

Office of the Secretary

43 CFR Part 2

Records and Testimony; Freedom of Information Act

AGENCY: Office of the Secretary, Interior

ACTION: Final rule.

SUMMARY: This final rule amends the Freedom of Information Act (FOIA) regulations of the Department of the Interior to incorporate the changes concerning fee charges, fee waivers and law enforcement records made by the Freedom of Information Reform Act of 1986. The revisions conform to the provisions of the Uniform Freedom of Information Act Fee Schedule and Guidelines published by the Office of Management and Budget on March 27, 1987 and the Executive Order 12800 of June 23, 1987 pertaining to predisclosure notification procedures for confidential commercial information. The rule also clarifies the Department's submitter notice procedures, and revises, updates and simplifies the Department's procedures governing submission and consideration of FOIA requests.

EFFECTIVE DATE: December 30, 1987.

List of Subjects in 43 CFR Part 2

Administrative practice and procedure. Classified information. Freedom of Information Act, Privacy Act.

For the reasons set out in the preamble, Title 43, Subtitle A, Part 2, is amended as set forth below.

PART 2—[AMENDED]

1. The authority citation for 43 CFR Part 2 continues to read as follows:

Authority: 5 U.S.C. 301, 552 and 552a; 31 U.S.C. 9701; and 43 U.S.C. 1460.

2. The heading for Part 2 is revised to read as follows:

PART 2—RECORDS AND TESTIMONY; FREEDOM OF INFORMATION ACT

3. Subpart B of 43 CFR Part 2 is revised to read as follows:

Subpart B—Requests for Records

- Sec. 2.11 Purpose and scope. 2.12 Definitions. 2.13 Records available. 2.14 Requests for records. 2.15 Preliminary processing of requests. 2.16 Action on initial requests.

- Sec. 2.17 Time limits for processing initial requests. 2.18 Appeals. 2.19 Action on appeals. 2.20 Fees. 2.21 Waiver of fees. 2.22 Special rules governing certain information concerning coal obtained under the Mineral Leasing Act.

Subpart B—Requests for Records

§ 2.11 Purpose and scope.

(a) This subpart contains the procedures for submission to and consideration by the Department of the Interior of requests for records under the Freedom of Information Act.

(b) Before invoking the formal procedures set out below, persons seeking records from the Department may find it useful to consult with the appropriate bureau FOIA officer. Bureau offices are listed in Appendix B.

(c) The procedures in this subpart do not apply to:

(1) Records published in the Federal Register, opinions in the adjudication of cases, statements of policy and interpretations, and administrative staff manuals that have been published or made available under Subpart A of this part.

(2) Records or information compiled for law enforcement purposes and covered by the disclosure exemption described in § 2.13(c)(7) if—

(i) The investigation or proceeding involves a possible violation of criminal law; and

(ii) There is reason to believe that—

(A) The subject of the investigation or proceeding is not aware of its pendency, and

(B) Disclosure of the existence of the records could reasonably be expected to interfere with enforcement proceedings.

(3) Informant records maintained by a criminal law enforcement component of the Department under an informant's name or personal identifier, if requested by a third party according to the informant's name or personal identifier, unless the informant's status as an informant has been officially confirmed.

§ 2.12 Definitions.

(a) Act and FOIA mean the Freedom of Information Act, 5 U.S.C. 552.

(b) Bureau refers to all constituent bureaus of the Department of the Interior, the Office of the Secretary, and the other Departmental offices. A list of bureaus is contained in Appendix B.

(c) Working day means a regular Federal workday. It does not include Saturdays, Sundays or public legal holidays.

(ii) A request for records of the Office of Inspector General shall be submitted to: Inspector General, Office of the Inspector General, U.S. Department of the Interior, Washington, DC 20240.

(iii) A request for records of the Office of the Solicitor shall be submitted to: Solicitor, Office of the Solicitor, U.S. Department of the Interior, Washington, DC 20240.

(b) *Form of requests.* (1) Requests under this subpart shall be in writing and must specifically invoke the Act.

(2) A request must reasonably describe the records requested. A request reasonably describes the records requested if it will enable an employee of the Department familiar with the subject area of the request to locate the record with a reasonable amount of effort. If such information is available, the request should identify the subject matter of the record, the date when it was made, the place where it was made, the person or office that made it, the present custodian of the record, and any other information that will assist in locating the requested record. If the request involves a matter known by the requester to be in litigation, the request should also state the case name and court hearing the case.

(3)(i) A request shall—

(A) Specify the fee category (commercial use, news media, educational institution, noncommercial scientific institution, or other) in which the requester claims the request to fall and the basis of this claim (see § 2.20(b)–(e) for definitions) and

(B) State the maximum amount of fees that the requester is willing to pay or include a request for a fee waiver.

(ii) Requesters are advised that, under § 2.20 (f) and (g), the time for responding to requests may be delayed—

(A) If a requester has not sufficiently identified the fee category applicable to the request,

(B) If a requester has not stated a willingness to pay fees as high as anticipated by the Department or

(C) If a fee waiver request is denied and the requester has not included an alternative statement of willingness to pay fees as high as anticipated by the Department.

(4) A request seeking a fee waiver shall, to the extent possible, address why the requester believes that the criteria for fee waivers set out in § 2.21 are met.

(5) To ensure expeditious handling, requests should be prominently marked, both the envelope and on the face of the request, with the legend "FREEDOM OF INFORMATION REQUEST."

(c) *Creation of records.* A request may seek only records that are in existence at the time the request is received. A request may not seek records that come into existence after the date on which it is received and may not require that new records be created in response to the request by, for example, combining or compiling selected items from manual files, preparing a new computer program, or calculating proportions, percentages, frequency distributions, trends or comparisons. In those instances where the Department determines that creating a new record will be less burdensome than disclosing large volumes of unassembled material, the Department may, in its discretion, agree to creation of a new record as an alternative to disclosing existing records.

§ 2.15 Preliminary processing of requests.

(a) *Scope of requests.* (1) Unless a request clearly specifies otherwise, requests to field installations of a bureau may be presumed to seek only records at that installation and requests to a bureau head or bureau FOIA officer may be presumed to seek only records of that bureau.

(2) If a request to a field installation of a bureau specifies that it seeks records located at other installations of the same bureau, the installation shall refer the request to the other installation(s) or the bureau FOIA officer for appropriate processing. The time limit provided in § 2.17(a) does not start until the request is received at the installation having the records or by the bureau FOIA officer.

(3) If a request to a bureau specifies that it seeks records of another bureau, the bureau may return the request (or the relevant portion thereof) to the requester with instructions as to how the request may be resubmitted to the other bureau.

(b) *Intradepartmental consultation and referral.* (1) If a bureau (other than the Office of Inspector General) receives a request for records in its possession that originated with or are of substantial concern to another bureau, it shall consult with that bureau before deciding whether to release or withhold the records.

(2) As an alternative to consultation, a bureau may refer the request (or the relevant portion thereof) to the bureau that originated or is substantially concerned with the records. Such referrals shall be made expeditiously and the requester shall be notified in writing that a referral has been made. A referral under this paragraph does not restart the time limit provided in § 2.17.

may be, when and how copies will be provided. If fees are due, the official shall state the amount of fees due and the procedures for payment, as described in § 2.20.

(2) If a requested record (or portion thereof) is being made available over the objections of a submitter made in accordance with § 2.15(d), both the requester and the submitter shall be notified of the decision. The notice to the submitter (a copy of which shall be made available to the requester) shall be forwarded a reasonable number of days prior to the date on which disclosure is to be made and shall include:

(i) A statement of the reasons why the submitter's objections were not sustained;

(ii) A specification of the portions of the record to be disclosed, if the submitter's objections were sustained in part; and

(iii) A specified disclosure date.

(3) If a claim of confidentiality has been found frivolous in accordance with § 2.15(d)(4)(vi) and a determination is made to release the information without consultation with the submitter, the submitter of the information shall be notified of the decision and the reasons therefor a reasonable number of days prior to the date on which disclosure is to be made.

(c) *Form of denial.* (1) A decision withholding a requested record shall be in writing and shall include:

(i) A reference to the specific exemption or exemptions authorizing the withholding;

(ii) If neither a statute or an Executive order requires withholding, the sound ground for withholding;

(iii) A listing of the names and titles or positions of each person responsible for the denial; and

(iv) A statement that the denial may be appealed to the Assistant Secretary—Policy, Budget and Administration and a description of the procedures in § 2.18 for appeal.

(2) A decision denying a request for failure to reasonably describe requested records or for other procedural deficiency or because requested records cannot be located shall be in writing and shall include:

(i) A description of the basis of the decision;

(ii) A list of the names and titles or positions of each person responsible; and

(iii) A statement that the matter may be appealed to the Assistant Secretary—Policy, Budget and Administration and a description of the procedures in § 2.18 for appeal.

§ 2.17 Time limits for processing initial requests.

(a) *Basic limit.* Requests for records shall be processed promptly. A determination whether to grant or deny a request shall be made within no more than 10 working days after receipt of a request. This determination shall be communicated immediately to the requester.

(b) *Running of basic time limit.* (1) The 10 working day time limit begins to run when a request meeting the requirements of § 2.14(b) is received at a field installation or bureau headquarters designated in § 2.14(a) to receive the request.

(2) The running of the basic time limit may be delayed or tolled as explained in § 2.20 (f), (g) and (h) if a requester—

(i) Has not stated a willingness to pay fees as high as are anticipated and has not sought and been granted a full fee waiver, or

(ii) Has not made a required advance payment.

(c) *Extensions of time.* In the following unusual circumstances, the time limit for acting on an initial request may be extended to the extent reasonably necessary to the proper processing of the request, but in no case may the time limit be extended for more than 10 working days:

(1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the installation processing the request;

(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records demanded in a single request; or

(3) The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the Department having substantial subject-matter interest therein.

(d) *Notice of extension.* A requester shall be notified in writing of an extension under paragraph (c) of this section. The notice shall state the reason for the extension and the date on which a determination on the request is expected to be made.

(e) *Treatment of delay as denial.* If no determination has been reached at the end of the 10 working day period for deciding an initial request, or an extension thereof under paragraph (c) of this section, the requester may deem the request denied and may exercise a right of appeal in accordance with § 2.18.

(f) *Notice of delay.* When a determination cannot be reached within the time limit, or extension thereof, the

§ 2.20 Fees.

(a) *Policy.* (1) Unless waived pursuant to the provisions of § 2.21, fees for responding to FOIA requests shall be charged in accordance with the provisions of this section and the schedule of charges contained in Appendix A to this part.

(2) Fees shall not be charged if the total amount chargeable does not exceed \$15.00.

(3) Where there is a reasonable basis to conclude that a requester or group of requesters acting in concert has divided a request into a series of requests on a single subject or related subjects to avoid assessment of fees, the requests may be aggregated and fees charged accordingly.

(b) *Commercial use requests.* (1) A requester seeking records for commercial use shall be charged fees for costs incurred in document search, duplication and review.

(2) A commercial use requester may not be charged fees for time spent resolving legal and policy issues affecting access to requested records.

(3) A commercial use request is a request from or on behalf of a person who seeks information for a use or purpose that further the commercial, trade or profit interests of the requester or the person on whose behalf the request is made. The intended use of records may be determined on the basis of information submitted by a requester and from reasonable inferences based on the identity of the requester and any other available information.

(c) *Educational and noncommercial scientific institution requests.* (1) A requester seeking records under the auspices of an educational institution in furtherance of scholarly research or a noncommercial scientific institution in furtherance of scientific research shall be charged for document duplication, except that the first 100 pages of paper copies (or the equivalent cost thereof if the records are in some other form) shall be provided without charge.

(2) Such requesters may not be charged fees for costs incurred in—

(i) Searching for requested records,

(ii) Examining requested records to determine whether they are exempt from mandatory disclosure,

(iii) Deleting reasonably segregable exempt matter,

(iv) Monitoring the requesters' inspection of agency records, or

(v) Resolving legal and policy issues affecting access to requested records.

(3) An "educational institution" is a preschool, a public or private elementary or secondary school, an institution of graduate higher education, an institution of undergraduate higher

education, an institution of professional education, or an institution of vocational education, which operates a program or programs of scholarly research.

(4) A "noncommercial scientific institution" is an institution that is not operated for commerce, trade or profit and that is operated solely for the purpose of conducting scientific research the results of which are not intended to promote any particular product or industry.

(d) *News media requests.* (1) A representative of the news media shall be charged for document duplication, except that the first 100 pages of paper copies (or the equivalent cost thereof if the records are in some other form) shall be provided without charge.

(2) Representatives of the news media may not be charged fees for costs incurred in—

(i) Searching for requested records,

(ii) Examining requested records to determine whether they are exempt from mandatory disclosure,

(iii) Deleting reasonably segregable exempt matter,

(iv) Monitoring the requester's inspection of agency records, or

(v) Resolving legal and policy issues affecting access to requested records.

(3)(i) A "representative of the news media" is any person actively gathering news for an entity that is organized and operated to publish or broadcast news to the public. The term "news" means information that is about current events or that is (or would be) of current interest to the public. Examples of news media entities include, but are not limited to, television or radio stations broadcasting to the public at large, and publishers of periodicals (but only in those instances when they can qualify as disseminators of "news") who make their products available for purchase or subscription by the general public. As traditional methods of news delivery evolve (e.g., electronic dissemination of newspapers through telecommunications services), such alternative media would be included in this category.

(ii) Free-lance journalists may be considered "representatives of the news media" if they demonstrate a solid basis for expecting publication through a news organization, even though not actually employed by it. A publication contract or past record of publication, or evidence of a specific free-lance assignment from a news organization may indicate a solid basis for expecting publication.

(e) *Other requests.* (1) A requester not covered by paragraphs (b), (c) or (d) of this section shall be charged fees for document search and duplication.

activity affects the public. The connection between the records and the operations and activities to which they are said to relate should be clear and direct, not remote and attenuated. Records developed outside of the government and submitted to or obtained by the Department may relate to the operations and activities of the government if they are informative on how an agency is carrying out its regulatory, enforcement, procurement or other activities that involve private entities.

(ii) If a record concerns the operations or activities of the government, is its disclosure *likely to contribute to public understanding* of these operations and activities? The likelihood of a contribution to public understanding will depend on consideration of the content of the record, the identity of the requester, and the interrelationship between the two. Is there a logical connection between the content of the requested record and the operations or activities in which the requester is interested? Are the disclosable contents of the record meaningfully informative on the operations or activities? Is the focus of the requester on contribution to public understanding, rather than on the individual understanding of the requester or a narrow segment of interested persons? Does the requester have expertise in the subject area and the ability and intention to disseminate the information to the general public or otherwise use the information in a manner that will contribute to public understanding of government operations or activities? Is the requested information sought by the requester because it may be informative on government operations or activities or because of the intrinsic value of the information independent of the light that it may shed on government operations or activities?

(iii) If there is likely to be a contribution to public understanding, will that contribution be *significant*? A contribution to public understanding will be significant if the information disclosed is new, clearly supports public oversight of Department operations, including the quality of Department activities and the effect of policy and regulations on public health and safety, or otherwise confirms or clarifies data on past or present operations of the Department. A contribution will not be significant if disclosure will not have a positive impact on the level of public understanding of the operations or activities involved that existed prior to the disclosure. In particular, a significant contribution is not likely to arise from disclosure of information

already in the public domain because it has, for example, previously been published or is routinely available to the general public in a public reading room.

(3) Factors to be considered in determining whether disclosure "is primarily in the commercial interest of the requester" are the following:

(i) Does the requester have a *commercial interest* that would be furthered by the requested disclosure? A commercial interest is a commercial, trade or profit interest as these terms are commonly understood. An entity's status is not determinative. Not only profit-making corporations, but also individuals or other organizations, may have a commercial interest to be served by disclosure, depending on the circumstances involved.

(ii) If the requester has a commercial interest, will disclosure be *primarily* in that interest? The requester's commercial interest is the primary interest if the magnitude of that interest is greater than the public interest to be served by disclosure. Where a requester is a representative of a news media organization seeking information as part of the news gathering process, it may be presumed that the public interest outweighs the organization's commercial interest.

(4) *Notice of denial.* If a requested statutory fee waiver or reduction is denied, the requester shall be notified in writing. The notice shall include:

(i) A statement of the basis on which the waiver or reduction has been denied.

(ii) A listing of the names and titles or positions of each person responsible for the denial.

(iii) A statement that the denial may be appealed to the Assistant Secretary—Policy, Budget and Administration and a description of the procedures in § 2.18 for appeal.

(b) *Discretionary waivers.* Fees otherwise chargeable may be waived at the discretion of a bureau if a request involves:

(1) Furnishing unauthenticated copies of documents reproduced for gratuitous distribution;

(2) Furnishing one copy of a personal document (e.g., a birth certificate) to a person who has been required to furnish it for retention by the Department;

(3) Furnishing one copy of the transcript of a hearing before a hearing officer in a grievance or similar proceeding to the employee for whom the hearing was held.

(4) Furnishing records to donors with respect to their gifts;

(5) Furnishing records to individuals or private non-profit organizations

Appendix A—Fees

The following uniform fee schedule is applicable to all constituent units of the Department. It states the fees to be charged to members of the public for services performed in searching for, reviewing and duplicating requested records in connection with FOIA requests made under Subpart B of this part and to services performed in making documents available for inspection and copying under Subpart A of this part. The duplicating fees stated in the schedule are also applicable to duplicating of records in response to requests made under the Privacy Act. The schedule also states the fee to be charged for certification of documents.

(1) *Copies, basic fee.* For copies of documents reproduced on a standard office copying machine in sizes to 8½" x 14", the charge will be \$0.13 per page.

Examples: For one copy of a three-page document, the fee would be \$0.39. For two copies of a three-page document, the fee would be \$0.78. For one copy of a 60-page document, the fee would be \$7.80.

(2) *Copies, documents requiring special handling.* For copies of documents which require special handling because of their age, size, etc., cost will be based on direct costs of reproducing the materials.

(3)-(4) [Reserved]

(5) *Searches.* For each quarter hour, or portion thereof, spent by clerical personnel in manual searches to locate requested records: \$2.30. For each quarter hour, or portion thereof, spent by professional or managerial personnel in manual searches to locate requested records because the search cannot be performed by clerical personnel: \$4.65.

Search time for which fees may be charged includes all time spent looking for material that is responsive to a request, including line-by-line or page-by-page search to determine whether a record is responsive, even if the search fails to locate records or the records located are determined to be exempt from disclosure. Searches will be conducted in the most efficient and least expensive manner, so as to minimize costs for both the agency and the requester. Line-by-line or page-by-page identification should not be necessary if it is clear on the face of a document that it is covered by a request.

(6) *Review of records.* For each quarter hour, or portion thereof, spent by clerical personnel in reviewing records: \$2.30. For each quarter hour, or portion thereof, spent by professional or managerial personnel in reviewing records: \$4.65.

Review is the examination of documents located in response to a commercial use request to determine whether any portion of any document located is permitted to be withheld and the subsequent processing of documents for disclosure by excluding exempt material or otherwise preparing them for release. Review does not include time spent in resolving general legal or policy issues regarding the application of exemptions.

(7) [Reserved]

(8) *Certification.* For each certificate of verification attached to authenticated copies of records furnished to the public the charge will be \$0.25.

(9) [Reserved]

(10) *Computerized records.* Charges for services in processing requests for records maintained in computerized form will be calculated in accordance with the following criteria:

(a) Costs for processing a data request will be calculated using the same standard direct costs charged to other users of the facility, and/or as specified in the user's manual or handbook published by the computer center in which the work will be performed.

(b) An itemized listing of operations required to process the job will be prepared (i.e., time for central processing unit, input/output, remote terminal, storage, plotters, printing, tape/disc mounting, etc.) with related associated costs applicable to each operation.

(c) Material costs (i.e., paper, disks, tape, etc.) will be calculated using the latest acquisition price paid by the facility.

(d) ADP facility managers must assure that all cost estimates are accurate, and if challenged, be prepared to substantiate that the rates are not higher than those charged to other users of the facility for similar work. Upon request, itemized listings of operations and associated costs for processing the job may be furnished to members of the public.

(e) Requesters entitled to two hours of free search time under 43 CFR 2.20(e) shall not be charged for that portion of a computer search that equals two hours of the salary of the operator performing the search.

(11) *Postage/ mailing costs.* Mailing charges may be added for services (such as express mail) that exceed the cost of first class postage.

(12)-(13) [Reserved]

(14) *Other services.* When a response to a request requires services or materials other than those described in this schedule, the direct cost of such services or materials to the Government may be charged, but only if the requester has been notified of such cost before it is incurred.

(15) *Effective date.* This schedule applies to all requests made under the Freedom of Information Act and Privacy Act after December 30, 1987.



United States Department of the Interior

GEOLOGICAL SURVEY
RESTON, VA. 22092

FOIA SAMPLE DENIAL LETTER

Mr. John Doe
1234 Main Street
Anytown, USA 00000

Dear Mr. Doe:

This responds to your letter of _____, in which you requested under the Freedom of Information Act copies of certain documents from the USGS relating to _____.

- We have carefully examined the files under our jurisdiction, and enclosed most of the information you requested. Certain documents (identify specific material or records withheld) are being withheld because they reflect preliminary staff recommendations and deliberative matter prepared in reaching a decision by the USGS. Disclosure of such material would inhibit the open and candid discussion necessary to the decisionmaking process. This denial of information is authorized under exemption (b)(5) of the Freedom of Information Act (5 U.S.C. 552), and section 2.13(c)(5) of Title 43 Code of Federal Regulations.
- (1) In addition to myself, the officials responsible for this partial denial are (name(s), title(s), and organization(s), of official(s)).
 - (2) This partial denial may be appealed to:

U.S. Department of the Interior
Freedom of Information Act Appeals Officer
Office of the Assistant Secretary for
Policy, Budget, and Administration
Washington, D.C. 20240

Any appeal and the transmittal envelope must (1) bear the words "FREEDOM OF INFORMATION APPEAL", (2) be in writing, and (3) be received no later than 20 working days after the date of the initial denial, in the case of a denial of an entire request, or 20 working days after records have been made available, in the case of a partial denial. The appeal must be accompanied by copies of the original request and the initial denial. It should contain a brief statement of the reason(s) why you believe the denial to have been in error.

- (5) Any fees associated with processing your request have been waived.

Sincerely yours,

- (1) Sound grounds
- (2) Denial authority
- (3) Denial officials
- (4) Appeal procedure
- (5) Fees

Director

► NOTE: Copies of denial letters are no longer required by the Department's FOIA Officer. ◀

Enclosures

Regional Solicitor's Offices

Northeast Region. States served: Connecticut, Delaware, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Wisconsin.

Office of the Regional Solicitor
U.S. Department of the Interior
Suite 612, One Gateway Center
Newton Corner, Massachusetts 02158

Southeast Region. States served: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and the Virgin Islands.

Office of the Regional Solicitor
U.S. Department of the Interior
Richard B. Russell Federal Building
75 Spring Street, S.W. Suite 1328
Atlanta, Georgia 30303

Southwest Region. States served: Arizona (Window Rock only), Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

Office of the Regional Solicitor
U.S. Department of the Interior
Page Belcher Federal Building, Room 3068
333 West 4th Street
Tulsa, Oklahoma 74103

Office of the Field Solicitor
U.S. Department of the Interior
Osage Agency, Grandview Avenue
Pawhuska, Oklahoma 74056

Office of the Field Solicitor
U.S. Department of the Interior
P.O. Box 1042
Santa Fe, New Mexico 87504-1042

Office of the Field Solicitor
U.S. Department of the Interior
P.O. Box M
Window Rock, Arizona 86515-0714

Pacific Northwest Region. States served: Minnesota, Montana, North Dakota, Oregon, South Dakota, and Washington.

**Office of the Regional Solicitor
U.S. Department of the Interior
500 N.E. Multnomah, Lloyd 500 Building, Suite 607
Portland, Oregon 97232**

**Office of the Field Solicitor
U.S. Department of the Interior
686 Federal Building, Fort Snelling
Twin Cities, Minnesota 55111**

**Office of the Field Solicitor
U.S. Department of the Interior
P.O. Box 31394
Billings, Montana 59107-1394**

Alaska Region. State served: Alaska.

**Office of the Regional Solicitor
U.S. Department of the Interior
Box 34
701 C Street
Anchorage, Alaska 99513**

Geological Survey - Freedom of Information Act Officer

Geraldine A. Wilson
Paperwork Management Officer
Mail Stop 208, National Center
648-7309 - FTS 8-959-7309

Division Freedom of Information Act Representatives

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Geologic	John A. Aaron Chief, Office of Scientific Publications Mail Stop 904, National Center 648-6077, FTS 8-959-6077
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National Mapping	Joan Johnson Administrative Officer Mail Stop 518, National Center 648-5751, FTS 8-959-5751
Water Resources	Eugene R. Hampton Chief, Scientific Publications Program Mail Stop 439, National Center 648-5653, FTS 8-959-5653

Appendix E
Part 318, Chapter 1

BILL FOR COLLECTION

DI-1040b
Revised
(Aug 1975)

Bill No. 20094-12-88

Memo Remittance Payable To: U.S. Geological Survey Date 6/30/88

(Bureau or Office)

Mail Payment To: Office of Financial Management, MS 270 U.S. Geological Survey 12201 Sunrise Valley Drive
Reston, VA 22092

(Address)

PAYER:

Xerox Corporation
Federal Government Branch
1616 North Fort Myer Drive
Arlington, Virginia 22209

Amount of Payment \$ 29.10

Date	DESCRIPTION	Quantity	Unit Price		Amount
			Cost	Per	
6/30/88	Non-clerical search time	1 hr	18.60	hr	18.60
	Clerical services	1 hr	9.20	hr	9.20
	Copying charges	10 pg	.13	pg	1.30
AMOUNT DUE THIS BILL,					\$ 29.10
Amount received, \$					
ACCOUNTING CLASSIFICATION (Appropriation Symbol must be shown, other classification optional)					
Account No. 2111-12345					
ACCOUNTING					

OFFICE OF THE SOLICITOR
Regional Organization

