



# California Regional Water Quality Control Board

## Central Valley Region

Steven T. Butler, Chair



Gray Davis  
Governor

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Environmental  
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### DIGITAL DATABASE FORMAT FOR MONITORING DATA

Some of your monitoring and reporting programs contain wording to the effect that you must submit data "in a digital database format acceptable to the Executive." This requirement is now typically included in all Title 27 permits adopted. This letter defines what constitutes a "digital database format acceptable to the Executive Officer." In general, this format is one that can be readily imported by Board staff into a standard database program. Specific requirements are as follows:

**File-Format Requirements** – Board staff currently use Microsoft Access 2000, so any file format from which Access can import data is acceptable. Acceptable formats include but are not necessarily limited to Access, dBase, Excel, Lotus 1-2-3, Paradox, or tab- or comma-delimited text files.

**Table-Structure Requirements** – The preferred table structure for monitoring data includes at a minimum the following fields or columns:

Column	Data	Format
1	Sampling Location	Text
2	Date Sampled	Date
3	Constituent Name	Text
4	Analytical Result	Number
5	Quantitation Limit	Number
6	Detection Limit	Number
7	Detection Flag <sup>1</sup>	Text

<sup>1</sup> The detection flag would indicate whether a constituent was undetected, present in trace amounts or exceeded a censoring limit.

Variations from this preferred structure will be considered on a case-by-case basis. In any case, all analyzed constituents should be included, whether detected or not, and sufficient data should be included to enable the original laboratory data sheet to be located for each sampled constituent. Note that a table structure that simply reproduces the tables in the monitoring report will generally not be acceptable.

If you have any questions, please contact Stanley Gilbert by phone at (559) 445-5652 or by e-mail at [gilbers@rb5f.swrcb.ca.gov](mailto:gilbers@rb5f.swrcb.ca.gov).

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