**Submission Deadlines**

* Raw WQ and Calibration/Field Logs to Shared Folder Storage Location 🡪 2 weeks after retrieval
	+ **Raw files may and should span years**
	+ Do not alter
	+ Preferred Naming convention
		- Aquatic Preserve code, station code, data type, date file begins
		- Ex: acebpwq03152019
* Quarterly WQ Submissions:
	+ Q1 Jan *1* - Mar 31 🡪 May 1
	+ Q2 Apr 1 - June 30 🡪 August 1
	+ Q3 July1 - Sept 30 🡪 November 1
	+ Q4 Oct 1 - Dec 31 🡪 February3
* Annual Submissions
	+ WQ: April 15

**Quarterly WQ Submissions**

* Quarterly Data
	+ **Dates should be approximate for the quarter but may not span multiple years**
	+ Quarterly naming
		- Aquatic Preserve code, station code, data type, four digit year and Q#
			* Ex: bbschwq2019Q1
* Quarterly Metadata
	+ Naming convention: bbswq01-03.19m.prov
* Save files to the shared file storage location:
	+ Quarterly .CSV data files
	+ Quarterly .XLS or .XLSX Microsoft Excel data files
	+ Quarterly .DOC or DOCX Microsoft Word metadata document
* Confirm submission is complete via email to AP Data Coordinator

**WQ Annual Submission**

* To be saved to the shared file storage location:
	+ Yearly .CSV data files
	+ Yearly .XLS or .XLSX Microsoft Excel data files
	+ Yearly .DOC or DOCX Microsoft Word metadata document
		- Naming convention: bbswq01-12.19m.prov
* **Please confirm submission via email to AP Data Coordinator after all components have been submitted**