**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**