Establishing a Site in AQS

1) Login to AQS and select Screening Group Access which allows you to make changes to your site.
   a. Read Only User allows you to browse sites but not make any changes to your site(s).
2) If not in Tribal Mode (you are in Tribal Mode if the words Tribal Mode appear in the blue title bar), in the AQS Main Menu select Action and “Tribal Mode On” to turn on tribal codes.
   - ![Main Menu Screenshot]
3) In the AQS Main Menu select Maintain then Site. The Basic Site Data tab or form will open up with tabs on top. The form will open in “Query Mode.”
4) Cancel “Query Mode” because if not AQS will query any record information you put into AQS.
   a. Do this by de-selecting “Query Mode” by clicking on the Query button with “X” in it.
   b. This will then enable “Input Mode.” You will need to be in “Input Mode” in order to add information into AQS.
5) Print a blank copy of Maintain Site and fill in information separately. Note that bold fields are required fields.
6) Use Tribal Code field to enter “Tribal Code.” Or search for the tribal code by clicking on box next to the field.
7) Use State Code field to enter “State Code” or the state where your monitoring site is located. Or search for the state code by clicking on the box next to the field.
8) Use County Code field to enter “County Code” or the county where your monitoring site is located. Again you can always search for the county by clicking on the box next to field.
9) Consult with EPA Regional AQS contact regarding Site ID.
10) Leave Status Indicator blank. Status indicator will have the code F. Until the site and monitor is established and at that point AQS change status indicator to a P. Other AQS users will then be able to view the site and monitor.
11) Horizontal Datum field identifies the datum for the system of geographic coordinates. For example, WGS84.
12) Type in latitude and longitude. Then click “Lookup Geography,” which then AQS fills in the Standard Coordinates for you.
13) Use Horizontal Method to identify how you determined (lat. and long.) coordinates. Example GPS.
14) Use Horizontal Accuracy to identify how close to the truth your coordinates are. Example +/- 10 meters.
15) Use Vertical Measure to identify the distance (in meters) your monitoring site is above sea level.
16) Use Vertical Accuracy to identify how close to the truth your site altitude in meters. Example +/- 10 meters.
17) Use Vertical Datum to identify your elevation using above mean sea level (MSL).
18) Use Vertical Method to identify how you measured or verified your altitude. Example GPS Carrier Phase Static Relative Position.
19) Use **Street Address** to identify the address to your monitoring site.
20) Use **Land Use Type** to identify the land use area of your monitoring site. Example agricultural or residential.
21) Use **Location Setting** to identify the land use setting. Example rural.
22) City Code and community should already be filled in based on the address zip code.
23) The Urban Area Code is not a bolded field so it is optional and you can skip this and move to the next step.
24) Use **AQC Code** to identify monitoring site location within the state.
25) Use **Site Established Date** to identify when the monitoring site was established.
26) Use **Time Zone Name** to identify the time zone for the location of the monitoring site. Example MST.
27) Use **Owning Agency** to input your tribal code.
28) Before clicking on **Check Validity**, “print screen” just so you have a copy of your site information in case your computer crashes or AQS kicks you out and you have to re-establish your site. Use the “Print Screen” button on the top tool bar to do this.
29) Now you can click on **Check Validity**.
30) You should see no “Field Level Errors” which is good. You might see “Relational Errors.” For example you might get an error saying, “To enter a new Site record, you must have a Supporting Agency Role record.” Or an error saying, “To enter a new Site record, you must enter at least one Monitor record.”
31) Click “Exit.”
32) You should now see new tabs on the top that are now highlighted. Click on **Agency Roles** and enter in “Supporting” for **Agency Role** and “Tribal Code (example: 101)” for **Agency Code** along with begin date.
33) Now, go back to **Basic Site Data** tab and **Check Completeness**. If you get no errors.
   **Congratulations you established a site in AQS!**
34) You now can click on save (icon) on the top tool bar and your site is now established.