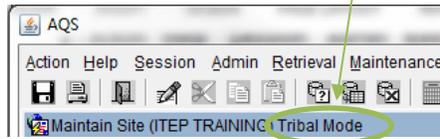


## Establishing a Site in AQS

- 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.



- 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 **AQCR 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.