Key to columns: "Sites" worksheet

	Column Number	Column Name	Description	Data Format	Guidance & examples
Contact details	1	Org_Name	Organisation supplying the metadata	Text	
	2	Contact_Name	Contact name from the organisation supplying the metadata	Text	
	3	Address_ln1	Organisation address	Text	e.g. 1 County Hall, Hexham
	4	Deleted	Field no longer required	Leave blank	
	5	Address_ln3	Organisation postcode	Text	
	6	Tel	Organisation telephone number	Text	
	7	e_mail	Organisation contact's email address	Text	
Basic site info	8	Site_Name	The name of the site	Text	e.g. a unique identifier for the sampling site, such as site code, river name with sampling location, etc.
	9	Grid_Ref	Site's grid reference according to standard OS notation	Text	e.g. NG945498 or 179300 768800
	10	Easting	Easting, or OS x (to the nearest m)	Integer	e.g. 179300
	insert 1	Northing	Northing, or OS y (to the nearest m)	Integer	e.g. 768800
	11	Wider_Net	Is the site part of a wider group/network of sites?	0 (for "no") or 1 (for "yes")	e.g. of groups or networks: HMS, ECN, a local study of the effect of grip blocking in which multiple stream sites are sampled
Network or group details (if applicable)	12	Net_Name	Name of network or group of sites	Text	
	13	Net_Extent	Extent of network geographical coverage	Choose from: Local, Regional, National	
	14	Net_Country	Country of network	Choose from: England, Wales, Scotland, Northern Ireland, UK-wide	
	15	Net_Area	Geographical area network/group lies in	Text	e.g. county, catchment, upland area
	16	Net_Reason	Purpose of the monitoring network	Text	e.g. investigating the effect of burning on aquatic C losses
	17	Net_St	Network start date	To the nearest year	e.g. 1999
	18	Net_End	Network end date	To the nearest year	e.g. 2010
	19	Net_Rivers_y-n	Are river/stream sites monitored as part of this group?	0 (for "no") or 1 (for "yes")	Include ditches and drains in this category
	20	Net_Rivs_no	Number of rivers/streams in the network	Integer	
	21	Net_Lakes_y-n	Are lake/reservoir sites monitored as part of this group?	0 (for "no") or 1 (for "yes")	Include most standing waterbodies in this category, e.g. ponds
	22	Net_Lakes_no	Number of lakes/reservoirs in the network	Integer	
	23	Net_Gnd_y-n	Are groundwater sites monitored as part of this group?	0 (for "no") or 1 (for "yes")	

	24	Net_Gnd_no	Number of groundwater monitoring sites in the network	Integer	
	25	Net_Soil_y-n	Are soilwater sites monitored as part of this group?	0 (for "no") or 1 (for "yes")	
	26	Net_Soil_no	Number of soilwater monitoring sites in the network	Integer	
Site properties	27	Country	Country the site lies in	Choose from: England, Wales, Scotland, Northern Ireland	
	28	Area	Geographical area the site lies in	Text	e.g. county, catchment, upland area
	29	Samp_Freq	Sampling frequency (the most appropriate of the following options, with a comment in 30 if necessary)	Choose from: Sub-daily, Daily, Weekly, Fortnightly, Monthly, Bimonthly, Quarterly, 6-monthly, Annually, Irregularly	
	30	Samp_Freq_Comm	Sampling frequency comment	Text	e.g. fortnightly in spring, monthly at other times
	31	Waterbody_Type	Type of waterbody type monitored at this site	Choose from: River or stream, Lake or reservoir, Groundwater, Soil water	NB if multiple waterbodies are monitored at one site, fill in a separate row for each waterbody
	32	Elevation	Elevation of sampling point (m)	Integer	e.g. 250
	33	Land_Cov	Dominant catchment land cover	Text	Choose from: Heathland/mire, Semi-natural grassland, Arable/improved grassland, Coniferous forest, Broadleaved woodland, Mixed, Other
	34	Land_Cov_Comm	Comments on land cover	Text	
	35	Mon_Reason	Reasons for monitoring (if part of a network, only completed if different to question 16)	Text	e.g. investigating the effect of burning on aquatic C losses
Site chemistry	36	DOC_y-n	Is DOC measured?	0 (for "no") or 1 (for "yes")	
	37	DOC_St_Dat	Start date of DOC record	mm/yyyy	e.g. 01/1998
	38	DOC_End_Dat	End date of DOC record	mm/yyyy	If ongoing, enter 01/01/2011
	39	DOC_Sig_Gaps_y-n	Are there any significant gaps in the DOC record?	0 (for "no") or 1 (for "yes")	
	40	DOC_Sig_Gaps_yrs	If yes, list of years with data gaps	yyyy	e.g. 1999, 2008, 2009
	insert 2	TOC_y-n	Is TOC measured?	0 (for "no") or 1 (for "yes")	
	insert 3	TOC_St_Dat	Start date of TOC record	mm/yyyy	e.g. 01/1998
	insert 4	TOC_End_Dat	End date of TOC record	mm/yyyy	If ongoing, enter 01/01/2011
	insert 5	TOC_Sig_Gaps_y-n	Are there significant gaps in the TOC record?	0 (for "no") or 1 (for "yes")	
	insert 6	TOC_Sig_Gaps_yrs	If yes, list of years with data gaps	yyyy	e.g. 1999, 2008, 2009
	42	DIC_y-n	Are DIC data taken? (1 yes, 0 no)	0 (for "no") or 1 (for "yes")	
	43	DIC_St_Dat	Start date of DIC data	mm/yyyy	e.g. 01/1998
	44	DIC_End_Dat	End date of DIC data	mm/yyyy	If ongoing, enter 01/01/2011
	45	DIC_Sig_Gaps_y-n	Are there significant gaps in DIC data records?	0 (for "no") or 1 (for "yes")	
	46	DIC_Sig_Gaps_yrs	If yes, list of years with data gaps	yyyy	e.g. 1999, 2008, 2009
	47	POC_y-n	Is POC measured?	0 (for "no") or 1 (for "yes")	

	48	POC_St_Dat	Start date of POC record	mm/yyyy	e.g. 01/1998
	49	POC_End_Dat	End date of POC record	mm/yyyy	If ongoing, enter 01/01/2011
	50	POC_Sig_Gaps_y-n	Are there significant gaps in the POC record?	0 (for "no") or 1 (for "yes")	
	51	POC_Sig_Gaps_yrs	If yes, list of years with data gaps	yyyy	e.g. 1999, 2008, 2009
	52	CO2_y-n	Are CO_2 data taken? (1 yes, 0 no)	0 (for "no") or 1 (for "yes")	
	53	CO2_St_Dat	Start date of CO_2 data	mm/yyyy	e.g. 01/1998
	54	CO2_End_Dat	End date of CO_2 data	mm/yyyy	If ongoing, enter 01/01/2011
	55	CO2_Sig_Gaps_y-n	Are there significant gaps in CO_2 data records?	0 (for "no") or 1 (for "yes")	
	56	CO2_Sig_Gaps_yrs	If yes, list of years with data gaps	yyyy	e.g. 1999, 2008, 2009
	57	CH4_y-n	Are CH_4 data taken? (1 yes, 0 no)	0 (for "no") or 1 (for "yes")	
	58	CH4_St_Dat	Start date of CH_4 data	mm/yyyy	e.g. 01/1998
	59	CH4_End_Dat	End date of CH_4 data	mm/yyyy	If ongoing, enter 01/01/2011
	60	CH4_Sig_Gaps_y-n	Are there significant gaps in CH_4 data records?	0 (for "no") or 1 (for "yes")	
	61	CH4_Sig_Gaps_yrs	If yes, list of years with data gaps	yyyy	e.g. 1999, 2008, 2009
River questions	62	Drain_Area	Catchment drainage area (km^2)	Number	
Lake questions	63	Outflow_or_Body	Samples generally taken from the outflow or the main body of the lake?	Choose from: Outflow; Main body at surface; Main body at depth; Main body, depth-profiled; Combination	
	64	Lake_Area	Lake area (km^2)	Number	
Groundwater questions	65	Borehole_Depth	Depth of borehole(s) (m)	Number	e.g. 4
Soil solution questions	66	Soil_Method	Soil solution collection method	Choose from: Gravimetric/Tensionless, Suction	
	67	Lys_No	Number of lysimeters at the site	Integer	
	68	Lys_Depth	Depth of lysimeter(s) (cm)	Number	e.g. 20
	69	Lys_Comm	Comment on lysimeter depths	Text	e.g. 4 at 20cm depth, 2 at 1m depth
Analytical methods	70	Filt_Pore_Size	Filter pore size used to filter samples (micrometers)	Choose from: Unfiltered, 0.45, 0.7, 1.2, Combination, Other	
	71	DOC_Conc	For DOC, was it a surrogate or a direct measurement?	Choose from: Direct, Surrogate, Both	e.g. colorimetry would be a surrogate method
	72	DOC_Inst	DOC instrumentation used in analysis	Text	e.g. Shimadzu Total Organic Carbon Analyzer
	73	DOC_Meth_Chng_y-n	Has the analytical method for DOC analysis changed during monitoring?	0 (for "no") or 1 (for "yes")	
	74	DOC_Meth_Chng_How	If "yes", how the DOC method changed	Text	
	insert 7	TOC_Conc	For TOC, was it a surrogate or a direct measurement?	Choose from: Direct, Surrogate, Both	
	insert 8	TOC_Inst	TOC instrumentation used in analysis	Text	
	insert 9	TOC_Meth_Chng_y-n	Has the analytical method for TOC analysis changed during monitoring?	0 (for "no") or 1 (for "yes")	

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	75	DIC_Conc	For DIC, was it a surrogate or direct measurement?	Choose from: Direct, Surrogate, Both	e.g. alkalinity calculations would be a surrogate method
	76	DIC_Inst	DIC instrumentation used in analysis	Text	
	77	DIC_Meth_Chng_y-n	Has the analytical method for DIC analysis changed during monitoring?	0 (for "no") or 1 (for "yes")	
	78	DIC_Meth_Chng_How	If "yes", how the method changed	Text	
	79	POC_Conc	For POC, was it a surrogate or direct measurement?	Choose from: Direct, Surrogate, Both	
	80	POC_Inst	POC instrumentation used in analysis	Text	
	81	POC_Meth_Chng_y-n	Has the analytical method for POC analysis changed during monitoring?	0 (for "no") or 1 (for "yes")	
	82	POC_Meth_Chng_How	If "yes", how the POC method changed	Text	
	83	CO2_Conc	For CO_2, was it a surrogate or a direct measurement?	Choose from: Direct, Surrogate, Both	e.g. of surrogate: calculation from pH
	84	CO2_Inst	CO_2 instrumentation used in analysis	Text	
	85	CO2_Meth_Chng_y-n	Has the analytical method for CO_2 analysis changed during monitoring?	0 (for "no") or 1 (for "yes")	
	86	CO2_Meth_Chng_How	If "yes", how the CO_2 method changed	Text	
	87	CH4_Conc	For CH_4, was it a surrogate or a direct measurement?	Choose from: Direct, Surrogate, Both	
	88	CH4_Inst	CH_4 instrumentation used in analysis	Text	
	89	CH4_Meth_Chng_y-n	Has the analytical method for CH_4 analysis changed during monitoring?	0 (for "no") or 1 (for "yes")	
	90	CH4_Meth_Chng_How	If "yes", how the CH_4 method changed	Text	
	91	Qual_Comm	General comments on data quality	Text	
Ancillary datasets held for the site	92	Lnd_Use_y-n	Are land use data held?	0 (for "no") or 1 (for "yes")	i.e. what the land is used for, e.g. forestry, semi-natural, etc.
	93	Lnd_Man_y-n	Are land management data held?	0 (for "no") or 1 (for "yes")	i.e. land management practices taking place, e.g. tree planting rotations, burning, etc.
	94	Veg_Type_y-n	Are vegetation/habitat data held?	0 (for "no") or 1 (for "yes")	i.e. dominant habitat types
	95	Soil_Type_y-n	Are soil type data held?	0 (for "no") or 1 (for "yes")	
	96	Water_Chem_y-n	Have other determinands of water chemistry been measured?	0 (for "no") or 1 (for "yes")	
	97	Water_AnCat_y-n	If yes, does this include major anions and cations?	0 (for "no") or 1 (for "yes")	
	98	Water_pH_y-n	If yes, does this include pH?	0 (for "no") or 1 (for "yes")	
	99	Water_TraceEl_y-n	If yes, does this include trace elements?	0 (for "no") or 1 (for "yes")	
	100	Water_Other_y-n	Any other chemical/isotopic measurements?	0 (for "no") or 1 (for "yes")	
	101	Water_Other_Comm	If "yes", comments	Text	e.g. carbon isotopic composition
	102	AirT_y-n	Are air temperature data held?	0 (for "no") or 1 (for "yes")	
	103	Pptn_y-n	Are precipitation data held?	0 (for "no") or 1 (for "yes")	

	104	WaterT_y-n	Are water temperature data held?	0 (for "no") or 1 (for "yes")	
	105	Dep_S_y-n	Are deposition S data held?	0 (for "no") or 1 (for "yes")	
	106	Dep_N_y-n	Are deposition N data held?	0 (for "no") or 1 (for "yes")	
	107	Dep_AnCat_y-n	Are deposition major anions & cations held?	0 (for "no") or 1 (for "yes")	
	108	Q_y-n	Are stream discharge data held?	0 (for "no") or 1 (for "yes")	
	109	Q_Meth	Method for measuring discharge	Choose from: Measured, Modelled, Both	
	110	Q_Loc_y-n	Is flow measured at the chemical sampling location?	0 (for "no") or 1 (for "yes")	
	111	Q_Loc_Comm	Comment on the flow data location	Text	e.g. discharge measured at catchment outflow
	112	Q_Cont	Qualitative description of continuity of flow records	Choose from: Few/no gaps, Some small gaps, Some large gaps, Many large gaps	
Data Storage	113	C_Data_Stor	How is the carbon data stored?	Choose from: Paper records, Electronic database, Website, GIS/Spatial database	
	114	Q_Data_Stor	How is the discharge data stored (if held)?	Choose from: Paper records, Electronic database, Website, GIS/Spatial database	
	115	Deleted	Field no longer required	Leave blank	
Licensing & permissions	116	Owns_Name	Name of the data owner	Text	NB Leave blank if you prefer this not to appear in the metadatabase
	117	Owns_E_Mail	Data owner email address	Text	NB Leave blank if you prefer this not to appear in the metadatabase
	118	License_y-n	Is a licence required to use the data?	0 (for "no") or 1 (for "yes")	
	119	Lic_Conds	Conditions on the licence	Text	
	120	Pub_Resp_y-n	Agree to making questionnaire responses publically available?	0 (for "no") or 1 (for "yes")	
	121	Pub_E_Mail_y-n	Agreement to contact details being made publically available?	0 (for "no") or 1 (for "yes")	
	122	Lst_Reps	List of references relating to the data	Text	e.g. papers or reports describing methods or analyses using the data