**CEDEN Information:**

1. This CEDEN submittal includes data from the City of Long Beach Integrated Monitoring Program (IMP) 2016-2017 Wet Weather Event 1 that took place in November 2016.
2. The provided CEDEN submittal file consists of the following template and tables:

|  |  |
| --- | --- |
| **Data Template** | **Table** |
| Field | FieldResults |
| Chemistry | Locations |
| ChemResults |
| LabBatch |
| Toxicity | ToxSummaryResults |
| ToxReplicateResults |
| ToxBatch |

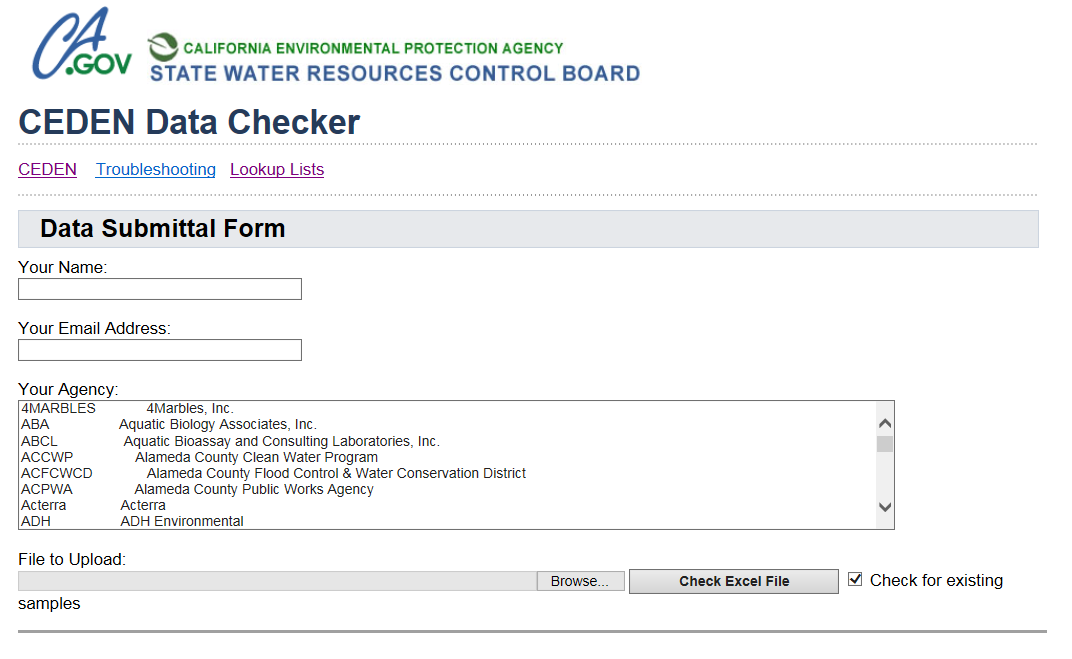
1. Regional Data Center (RDC) for the City of Long Beach Integrated Monitoring Program (COLB-IMP) is the Southern California Coastal Water Research (SCCWRP).

<http://www.ceden.org/data_centers.shtml>

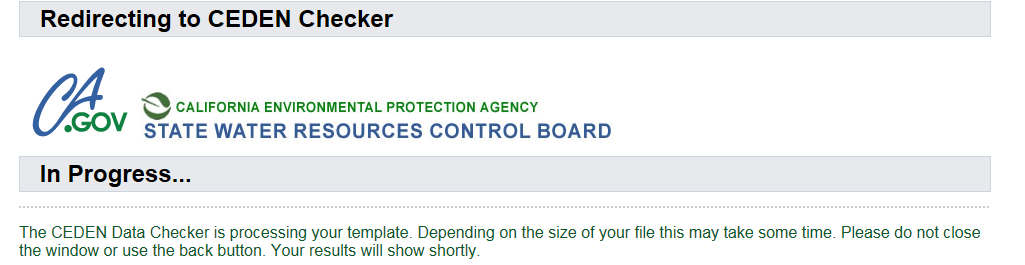
**CEDEN Submission Instructions:**

1. Download the CEDEN templates from the email message and save it to a local drive.
2. Upload the template to the CEDEN Data Checker
   1. Go to the online CEDEN Data Checker:

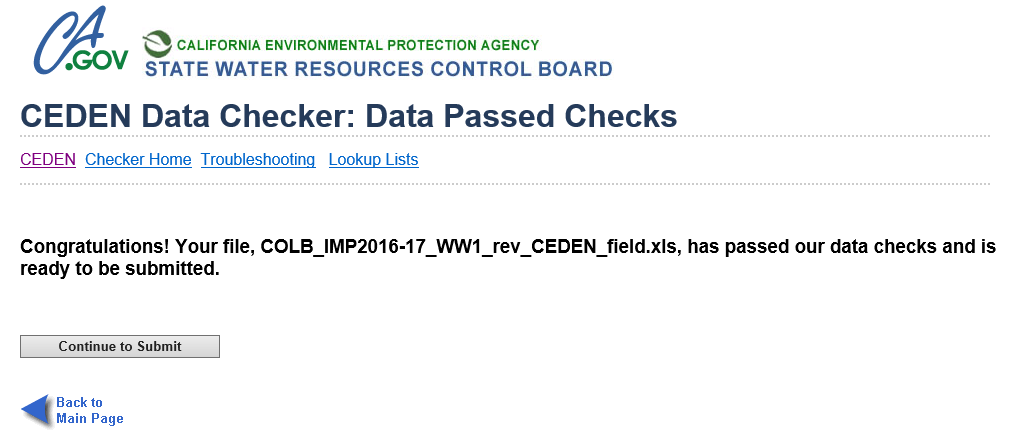
<http://ceden.org/CEDEN_Checker/Checker/CEDENUpload.php>



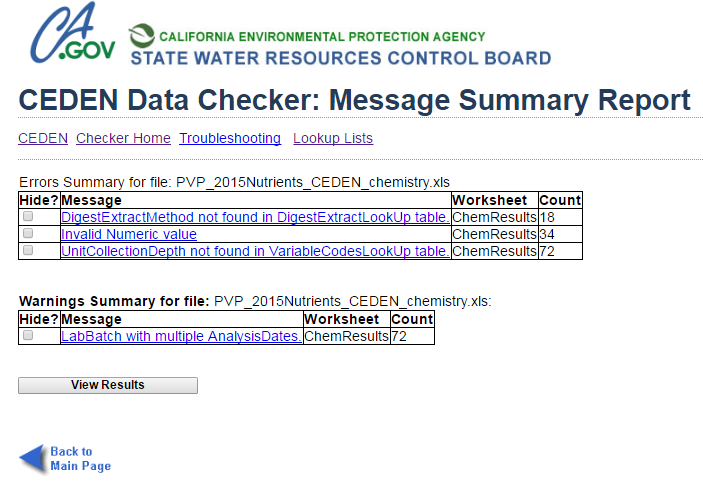
* 1. Enter your name and your email address.
  2. Select “PVPWMG” in the Agency drop-down menu. This is the code that represents the entities that belong to the Palos Verdes Peninsula Watershed Management Group.
  3. Click “Browse” to select the template to be uploaded. Navigate to the folder that contains the template (Step 1), select the template, and click “Open”.
  4. Click “Check Excel File” to start the data checking process. The message below will be displayed, indicating that the CEDEN Data Checker is processing your template.



1. If there are no Errors or Warnings, a “Data Passed Checks” message will appear.

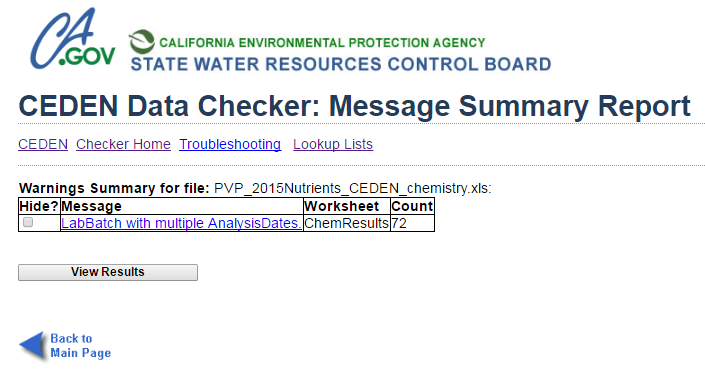


1. If there are Errors or Warnings, a “Message Summary Report” will appear on screen and be sent to the email address that was provided in step 2b. The report lists the errors or warnings and shows the table that contains the error or warning. See the following example on-screen report:

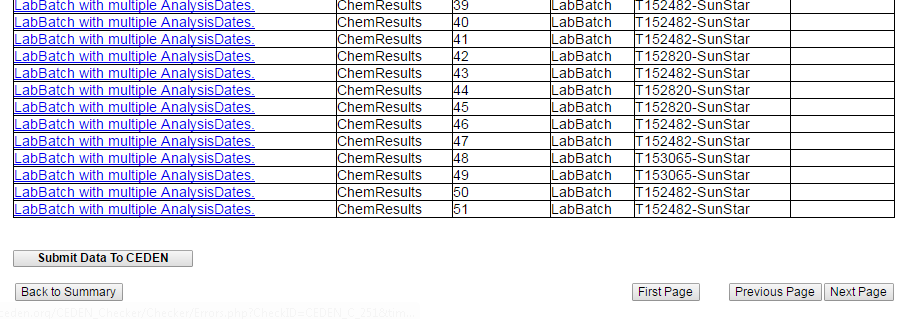


Note: Templates may not be submitted if there are Error messages. Such messages, however, may be cleared by correcting and rechecking the tables in each template. On the other hand, templates may be submitted if there are any Warning messages.

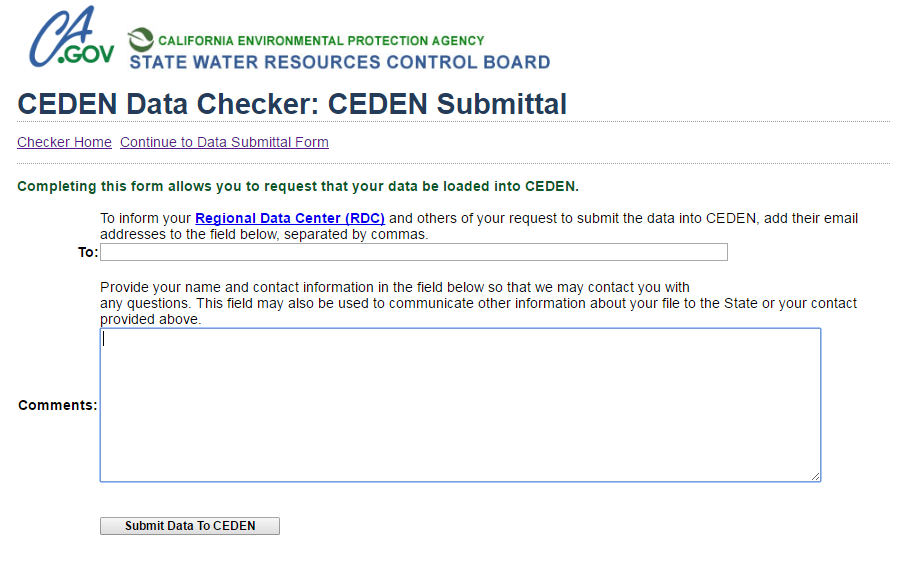
1. When the check is completed without errors, you may bypass the Warning messages by clicking on the “View Results” button.



Doing so will take you to the Warning Details page. Scroll to the last Warning message on this page and click on the “Submit Data to CEDEN” button. An email confirming that the template passed the checks may or may not be sent to the email address that was provided in step 2b. Anchor QEA has not been able to confirm with the SWRCB if this confirmation email will be sent.



1. Clicking the “Submit Data to CEDEN” button will take you to a request form. Populate the form according to the instructions shown on the page. The SCCWRP representative is Marlene Hanken and her email address is [marleneh@sccwrp.org](mailto:marleneh@sccwrp.org).



1. Upon successful submission, an email confirmation should be sent to the email address provided.
2. After the template has been submitted, the RDC (SCCWRP representative) will contact the data submitter if there are any issues.
3. For more information or assistance, contact Andy Martin ([amartin@anchorqea.com](mailto:amartin@anchorqea.com)) or Ivy Fuller ([ifuller@anchorqea.com](mailto:ifuller@anchorqea.com)).