**2016 Integrated Report (IR)**

**Call for Data: Submission Checklist**

Provided below is a list of files that are **required** to be submitted as part of a data submission package. Files not included in this list should still be reviewed by the submitter because important submission information is provided in them (e.g., the FAQs files).

* + Acceptance Form
	+ Data Submission Template: Sample Site Information (only 1 file per data package)
	+ Data Submission Template (1 file for each year of data)
	+ Organization Information
	+ Sample Results
	+ E.coli Benchsheet (only if submitting E.coli data)

Provided below is a list of files that are **recommended** to be submitted as part of a data submission package for Grade “A” data quality. Please refer to the data quality matrices for more information of what subset of these files are needed for Grade “B” data quality.

* + QAPP
	+ SAP
	+ SOPs (only is submitting E.coli data)
	+ Field Notes/ documentation
	+ Calibration Forms (only if submitting Field Grab Samples)
	+ Flow Data (only if submitting Field or Lab/Analytical Grab Samples)