DMMO Dredging Characterization Data Template v.3a - Quick Start

The DMMO template is designed for dredged material characterization information to be provided to the DMMO in a standardized format, without the need for post-processing so to ease the import into the DMMO database. Thus the checks in each of the templates are detailed, stringent, and specific. You will experience frustration on your first attempt to populate the templates and run checking code. Reading the guidance and instructions carefully will alleviate some of this frustration. Depending on your experience with the SWAMP templates and/or data management in general, the learning curve will increase quickly after processing 2-3 templates.

This Quick Start guide is not intended to replace the instructions, but to help you get a start in the process.

1. Make sure you have the latest version of the DMMO template and documentation. These are available from the DMMO website ([www.dmmosfbay.org/](http://www.dmmosfbay.org/)). Use a fresh set for each study you intend to process.
2. Read the User Manual.
3. File the templates in your project folder, and re-name each template so as they are unique to this project. Do not attempt to use the template from a zip file or an email attachment.
4. When re-naming the templates, ensure that the following key phrases are imbedded in each file name: “Stat”, “Core”, “SedC”, “BioA”, “Tiss” and “Elut.”
5. Do not rename or change the order of the worksheets, nor the column headers of each template (the first row).
6. Populate the data templates (all but Master), following the guidance in each of the templates under the Instructions tab.
7. The chemistry and bioassay laboratories can provide the data for sediment, elutriate, and tissue chemistry as well as bioassay data in the required template format. The applicant or primary contractor is responsible for making sure the field information (stations/cores) is populated correctly, and that all the templates are internally consistent, as checked by the Master template checking code.
8. The templates should be saved in Excel 2003 (e.g., as an 'xls' file and not an 'xlsx' or other Excel-based format).
9. All checks need to be run and all critical errors resolved before the data can be submitted. Run the checks in the individual data templates first (exception: Core and Station templates do not have an individual checker). Then save and close all of the templates in your project folder. Now you can run the Master template to check consistency between all of the templates.
10. Once the data has passed the Master you can submit the data over the DMMO website.