

WHITE data fields should be used to enter information.

Dark Gray data fields contain formulas; DO NOT enter information into the field.

DO NOT DELETE any rows or columns.

To make changes, clear the cell, and enter again.

Instructions: This form should be used to document weekly microbiological laboratory analysis reports that are received from freshwater bathing beaches pursuant N.J.A.C. 8:26-7.2. Please be sure to complete all required fields.

The same form should be used to enter your locality's weekly data over the course of the summer recreational bathing season. After downloading the form onto your device, please rename the form yourjurisdiction_Week1_geo24 (Ex: Lawrencetwp_week1_Geo24). Once you have entered your data for the week forward the form via email to prb@doh.nj.gov. Submissions are due by the end of the day Monday following the reporting week. Please insert the form name into the subject line of the email, so that the form submissions can be easily identified for each jurisdiction. Any questions the Program may have about the data will be directed to the individual completing the form and the Health Officer listed on the Freshwater Bathing Survey completed by each Jurisdiction.

When entering data into the weekly sampling data form:

Fill up each freshwater bathing beach information under 'Facility Info & Instructions' tab including Site name, Physical Address, Primary Contact information. **Do not delete any rows or columns.** You should only change/update site information under this tab.

Under 'Data Log' tab, choose sample sites from the drop-down list, if a site does not show up from the list, check 'Facility Info & Instructions' tab and make sure the site is properly entered. Choose sample weeks from the drop-down list and sample dates should be automatically filled up (the dates may not be exact sample dates, just an approximation). Fill up sample count and resample count when a resample is required. Fill up the form as you receive test results, **do not leave blank rows in-between.**

Once data input is accomplished, move to 'Data Summary' tab, anywhere within data field, right click and then choose 'refresh', data will be sorted and summarized for each sample site. **Do not modified any parts of this sheet.**

Important Notes:

- Use the same form from week to week.
- Use the number **1** for any sample resulting <1 , **blank is not acceptable**.
- Do not enter any signs and symbols into the data fields. Doing so will not allow the geomean to be calculated properly.
- Monitor your 30-Day Rolling Geomean as it is used as an indicator of pollution. Ensure the total do not exceed 320 colony forming unites (cfu) of *E.coli* per 100mL.
- If your 30-Day Rolling Geomean indicates an exceedance you must
 - Respond in accordance with N.J.A.C. 8:26-7.18(e).
 - Evaluate the exceedance by investigating the factors contributing to the exceedance (Ex: heavy rains, point source pollution) document under 'Exceedance Notes' tab and when possible, take steps to mitigating the issue of concern.
- If the name of a sample site name was changed after data entry in 'data log' tab, the site name in 'data log' will be highlighted yellow, simply update site name from the drop-down list.
- Cells with Sample counts >320 and Geomean >100 will be highlighted Red.
- If a sample week is missing, an alert of orange highlight will display on the next recorded sample week in 'Data Summary' tab (after refresh).