



## Blue Water Task Force Website Written Instructions

**Landing Page:** [surfrider.org/blue-water-task-force](https://surfrider.org/blue-water-task-force)

Optimal use of this website is on either Google Chrome or Firefox browsers.

**In order to look at labs and their data, click on the map where it says “Explore Data.”**

This site includes map indicators for all sampling sites across the country. From here, you can navigate directly to a BWTF lab or directly to a sampling site. On mobile devices, the map will have the option to geolocate to easily locate water quality info from beaches near them.

Please note, the pins on the map will go grey after 28 days with no recent data entered.

### DATA ENTRY

**Access to data entry is possible through any Surfrider Chapter or BWTF emails. If you are working from a personal email, email Jaime at [jleduc@surfrider.org](mailto:jleduc@surfrider.org) for access.**

**Click “Sign In” on the top right corner of the screen.**

- Click “Continue with Google”
- Proceed using your Surfrider email or volunteer@bwtf#.surfrider.org email

**Once you are signed in, you will see a dashboard.**

- On this dashboard, you will see a table titled, “My Samples.” This table lists your lab’s most recent water quality samples.
- You can sort this data table in various ways by clicking the small arrow next to heading titles.

**To enter data, click on the yellow box that says “ + NEW SAMPLE”**

- Required fields include: Site Name, Sampling Date and Time, & Bacteria Value
- To enter enterococcus, e coli, and/or total coliform data:
  - Under “Bacteria Parameters” select either enterococcus, e coli, or total coliform.
  - Please note when entering bacteria data, you’ll see a drop down menu for “<,,>”.
  - **We do not accept entries of “0” or “Zero” for the method’s lower detection limit. Instead, we enter “less than 10”.** Please specify “Less than” in the dropdown menu. This is the true result our methods detect for the enterolert/colilert’s lower limits, and is consistent with how most agencies report their data.
  - **Results that exceed the test’s maximum detection limit (meaning, all wells glowing) will be entered as “greater than 24,196”.** Please specify “Greater than” in the dropdown menu.



- To add multiple bacteria parameters, click “ + ADD MULTIPLE”, and enter your next parameter.
- To add any additional water quality parameters, first choose from the dropdown menu and input the numerical value in the adjacent data field.
- Click submit to complete one sample’s data entry, and repeat until submitting all data.
- To identify recent rain, please select “Yes” or “No”
  - It’s up to each lab to determine a consistent marker for “Recent Precipitation” depending on the local climate, i.e. previous 72 hours for dry California, and maybe 24-48 for wetter locations. Good to be consistent with your local/state beach program on this.

AFTER ENTERING DATA, DOUBLE-CHECK THAT YOUR LATEST SAMPLE IS LOCATED UNDER THE “MY RESULTS” TABLE, AND ALWAYS NAVIGATE BACK TO YOUR FRONT-FACING BWTF PAGE TO MAKE SURE ENTRIES WERE ENTERED CORRECTLY.

## TO VIEW YOUR DATA ON YOUR LAB PAGES

**Navigate back to the Blue Water Task Force website by either clicking on the Logo in the top left-hand corner or clicking “Explore.” Use the Find a Lab drop down menu on the top bar to navigate to your Lab Page Dialogue:**

- This page serves as a quick glimpse of your local lab or BWTF program.
- This page displays:
  - Recognition of chapter’s community partners who help run their BWTF programs by having all relevant organization logos and information about the partnership.
  - Your state/ territory-specific water quality key
  - A list of the latest results showing green (low), yellow (medium), and red (high) bacteria levels
  - A local BWTF Coordinator contact
  - How to connect with your Chapter
  - Other local water quality information - like information for your agency run beach program.
- **If any of this information needs to be adjusted, or if you have other local resources/links you’d like to add, contact [jleduc@surfrider.org](mailto:jleduc@surfrider.org).**

**From here, click “Full Report” to see all of your lab’s information. This is your Lab Full Report.**

- **This is the page you will post on social media or in water quality alerts to share your latest sampling results. Scroll down to the bottom of this document to see instructions on how to share on social media.**
- This page shows:



- Map of sampling sites and most recent results for each sampling location
  - If your lab is sampling for both e coli and enterococcus, both will show up in the “Test Results” table
- The bacteria key based on your state /territory’s standard
- And again, your program information.
- When you click on a site pin on the map, it highlights the most recent results for that site within the “Test Results” table.
- Use the “Download Data” dropdown menu to download all historical data in either CSV or JSON format. All historical data will download directly to your computer.

## TO VIEW YOUR TESTING SITE PAGES

**Return to the national map by clicking “Explore” in the top blue banner.**

- Zoom into your area, and click on a site pin.

**When clicking on a pin, a **Site Dialogue Page** comes up.**

The site dialogue page presents a quick snapshot of the site and its latest results to provide the most relevant information for beach-goers to determine if that site is a good choice to visit or swim at. It is designed to be easy to view on a mobile device.

It shows:

- Whether the latest test result met the health standard set by your state.
- The percentage of samples taken within the past 365 days that meet the health standard.
- A small graph of the latest water quality results.
  - The X axis is the date of the water quality sample.
  - The Y axis is a scale of MPN enterococcus bacteria results to accommodate both low and high bacteria levels
- A table of latest results including the past 6 months of data.

**From the Site Dialogue Page, click on “Full Report”. This is a **Site Full Report**.**

This page shows the complete data history at this location and is meant to help you evaluate and communicate water quality trends at each testing location. **This is the page you would share on social media when highlighting a certain site’s history.**

Page features include:

- Summary stats showing how the latest test results compare to state health standards.
- The percentage of times the site exceeded your state’s standard **in the past 365 days**.
- Under “Analysis,” you can change the time scale for data displayed in the graph and table below (i.e., 30 days, 6 mths, 12 mths, all time/historical)
  - Similar to the site dialogue graph, the X axis is the date of the water quality sample.



- The Y axis is a scale of MPN/100mL enterococcus.
- Hover over the bars of the graph to see precise bacteria results and the date sampled.
- Download all historical data from this site by using the dropdown “download data” option and choosing either CSV or JSON format.

## **TOOLS TO HELP CREATE WATER QUALITY ALERT EMAILS / SHARE ON SOCIAL MEDIA**

**Navigate again to the “Lab Full Report Page”. Above the map, click on “Assets.”**

This page should be used to help create water quality alert emails, and the image of your map can also be used to share on social media.

- If you **do not** use MailChimp:
  - You can easily copy and paste the map image and Test Results table into an email to send out to the public.

Michelle can provide access and instructions for custom MailChimp templates.