



**DEPARTMENT OF WATER AFFAIRS AND FORESTRY**  
**RESOURCE QUALITY SERVICES**  
 PRIVATE BAG X313, PRETORIA, 0001  
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## REGISTRATION OF MONITORING PROGRAMMES ON WATER MANAGEMENT SYSTEM

This document explains the process and procedures for the registration of monitoring programmes and data handling on the Water Management System (WMS).

The objective of registering monitoring programmes is to ensure the incorporation of all monitoring activities and the generated monitoring results into the current electronic data handling and storage facilities. This will ensure access to all data generated within the Department of Water Affairs and Forestry and related monitoring information.

The current electronic data handling and storage facilities include the following:

- The **Monitoring Management** module of **WMS - (Water Management System)**. The purpose of this system is to incorporate and consolidate all monitoring programmes and activities and to facilitate the operation of a number of monitoring activities simultaneously.
- **WMS (Quality Database)**. The central database for all departmental and related monitoring results.
- The **Water Resource Management** module of **WMS**. This module provides tools for extraction of data, setting of standards and objectives, assessment, etc.

### REQUIREMENTS FOR MONITORING PROGRAMME REGISTRATION

The following information is required for the registration of a monitoring programme:

1. **Name of the programme**
2. **Description of the monitoring programme**
  - Purpose of the monitoring programme
  - The information expectations
3. **Custodian**
  - Person responsible for the design and implementation of the programme
4. **Other interested parties**
  - Data users
5. **Operational responsibilities**
  - The persons responsible for the sample and data collection at the various monitoring points identified in the programme
  - Laboratories responsible for the analysis of the sample:
  - Address, telephone numbers and contact persons
  - The responsible laboratories should supply the RQS with the analytical methods that are used.

**6. Identification and incorporation of monitoring points**

- Each monitoring point should be accompanied with the following information:
  - ⇒ A station number if it is already part of the national flow gauging or water quality monitoring networks

Or:

- ⇒ A copy of a 1:50 000 map indicating the location of the sampling station

Or:

- ⇒ The latitude and longitude of the site, a GPS reading (WGS84 datum)
- ⇒ A description of the site with the name of the water body
- ⇒ See **MONITORING POINT REGISTRATION** form (WMS 017B).

**7. Variables to be included**

- Identify all the variables to be analysed at the identified monitoring points. (Consult the appointed laboratories for the variables, the analysis methods used, containers and preservatives).

**8. Frequency of sampling for the identified variables**

**9. Monitoring actions**

- Type of samples and methods of sample collection to be used.
- Responsible person for the monitoring action

**10. Duration of the monitoring programme**

- Start date
- End date

Users with access to WMS can register their own monitoring programmes.

If WMS access is not available the RQS will register the requested monitoring programme.

**For any queries regarding programme registration, please contact Elna Vermaak or Tendani Mufamadi. Telephone: (012) 808 9500. E-mail: [wms@dwaf.gov.za](mailto:wms@dwaf.gov.za)**

**ACTIONS AFTER REGISTRATION**

After registration the relevant parties will receive the following information:

1. A monitoring programme name and number
2. Monitoring point numbers for all the requested sites
3. The monitoring programme actions will be incorporated and consolidated with existing monitoring activities.
4. Monitoring schedules will be sent to the identified personnel responsible for monitoring.
5. The executive laboratory will be supplied with an analysis schedule.
6. The generated data will be available on the WMS if the analysis was conducted at the RQS. The data generated at other laboratories will be available on WMS after the data is captured.

## REQUEST FOR DATA FROM THE WMS

Users **with** access to WMS can add, edit, delete, view, assess or extract data. Users without a login code can use “wmsread” as a login code with “readonly” as password to view or extract data from WMS.

Users **without** any access to WMS can request data from the Directorate: Resource Quality Services, Roodeplaat Dam, Private Bag X313, Pretoria, 0001, by letter, facsimile: (012) 808 0338 or E-mail.

The contact person for Hydrological data is:

F. Sibanyoni, Room 531, eManzini Building, 173, Schoeman Street, Pretoria  
[scp@dwaf.gov.za](mailto:scp@dwaf.gov.za)

The contact person for Water Quality data is:

M. Erasmus, Room 235, Resource Quality Services, Roodeplaat Dam, Pretoria  
[maricaE@dwaf.gov.za](mailto:maricaE@dwaf.gov.za)

### The following information can be provided:

- An inventory of all the monitoring stations and Determinants Analysed in a specific drainage region (primary, secondary, tertiary, or quaternary.), from which specific stations can be selected for that area.
- Water quality sampling results (**specific variables**).
- Summary statistics of the sampling results.
- Monitoring frequencies by month
- Information available for a station
- Flow for flow gauging stations.

### The data can be downloaded for a specific period:

- For a single station
- For a number of stations
- Per water management area (primary, secondary, tertiary or quaternary drainage region, water management area, municipal area or province).
- For a list of stations (batch file)
- According to latitude and longitude.
- According to the monitoring programme.

### Data can be provided in the following formats:

- A file in an ASCII format, which can be imported into most packages used by DWAF. This includes Quattro Pro, Excel, MSWord, Word Perfect, Statgraphics and Statistica. This file can be sent by:
  - ⇒ E-mail (if not too big),
  - ⇒ ftp,
  - ⇒ CD.
- Table format printout via letter or fax.

## **NOTE:**

***The RQS is not a commercial laboratory. It can therefore not conduct analysis for private clients.***

REGISTRATION OF MONITORING PROGRAMMES ON WMS

***No samples submitted by Consultants, who are conducting work on behalf of the Department of Water Affairs and Forestry, will be accepted by the RQS without prior approval by the Director on a written request to the Director: RQS.***