## Establishing a Monitor in AQS

1) Login in to AQS and select **Screening Group Access** which allows you to make changes to your site.
    a. **Read Only User** allows you to browse sites but not make any changes to your site(s).
2) If not in Tribal Mode (you are in Tribal Mode if the words Tribal Mode appear in the blue title bar), in the AQS **Main Menu** select **Action** and "Tribal Mode On" to turn on tribal codes.
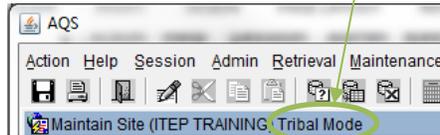
3) In the AQS **Main Menu** select **Maintain** and **Site**. A form will open up with tabs on top. The form will open in "Query Mode."
4) In **Basic Site Data** tab use the **Tribal Code** field to enter "Tribal Code." Or search for the tribal code by clicking on the box next to the field. After the correct tribal code has been entered click on "Execute Query" on top tool bar.
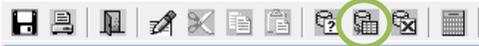
5) The "Execute Query" will then bring up all tribal records or sites associated with this tribal code. The **Basic Site Data** form will then become populated with the monitoring site information. Use the "Forward" button on the tool menu to see if there are additional sites or records. Select the site for which you want to create a monitor.
6) Go to the bottom of form and click on **Create Monitor**. This will open up the **Monitor Basic** form with tabs on the right side.
7) The **Monitor Basic** form should automatically become populated with Tribal Code, State Code, County Code, and Site ID.
8) Use **Parameter Code** field to enter appropriate "Parameter Code" for your monitor. You can consult the AQS Coding Manual or EPA Regional AQS Contact to make sure you select the correct "Parameter Code" for your monitor. For example, use code 88501 for PM2.5 Raw Data (for BAM1020 with SCC non FEM method). You can use the drop down list to search for your monitor's parameter code and click okay.
9) Use **POC** (Parameter Occurrence Code) field to enter the number of monitors at the site for each parameter. If only one monitor is established for this site and parameter, then input one (1).
10) To access the tabs to the left, click on one of the fields below and hit the "Tab" key on your keyboard. For example, click on "Dominant Source" and hit "Tab" on your keyboard.
11) Not all of the tabs will have required information but for now we will populate the tabs that will need to have data.
12) In the **Sample Periods** tab, enter in the "Begin Date" that corresponds to when your monitor began collecting data. Use the YYYYMMDD format and leave "End Date" blank as your monitor will be actively collecting data.
13) In the **Type Assignment** tab, under "Monitor Type" click on the drop down box and select TRIBAL and click okay. Also be sure to add a "Begin Date" as well.
14) In the **Network Affiliations** tab, under "Monitor Network Code" click on the drop down box and select your network. *This is not mandatory so you can skip this*.

15) In the **Agency Roles** tab, under "Agency Roles" click on the drop down box and select COLLECTING, PQAO, CERTIFYING, REPORTING and ANALYZING. Each role or row will need to correspond with your **Agency Code** or Tribal Code and needs a "Begin Date".

16) In the **Objectives** tab, under "Monitor Objective Type" click on the drop down box and select the appropriate objective. Some common selections for tribal monitors are POPULATION EXPOSURE and GENERAL/BACKGROUND. Under "Urban Areas Represented" ("UA Represented"), "MSA Represented", etc. you can view the drop down box and select if applicable or leave these blank. *For tribal monitors that are not in urban areas, you can enter a "UA Represented" of 0000-Not In An Urban Area*.

17) In the **Req Frequencies** tab, input the frequency and "Begin Date" if monitor measures PM and/or operates on a sample schedule. If the monitor measures PM continuously, such as a TEOM, enter a "Coll Freq Code" of 1 and the "Begin Date".

18) In the **QA Collocation** tab, *input monitor information if there is collocation (PM) monitor present, if not, skip this step*. If this is the designated primary sampler, enter a "Begin Date" and Y for the "Primary Sampler?" field. If this is the collocated sampler, enter a "Begin Date", N for the "Primary Sampler?" field, and a value, in meters, in the "Distance from Primary Sampler" field

19) In the **Method Code** tab, under the "Methods Code" click on the drop down list and select the monitor or instrument that you are using. For example, Met-One BAM-1020 W/PM2.5 SCC. The "Analysis Description" should automatically become populated. Be sure to provide a "Begin Date" which should correspond to when you will begin uploading data to AQS for this monitor.

20) *You do not have to enter information for the following tabs so skip*: **Exclusions, Pollutant Area, Tangent Road, Prob Obs., Reg Compliances, Protocols, Channels, and Comments tab.**

21) Return to **Monitor Basic** form or tab.

22) Go to the upper left hand corner of the tool bar and click on the **SAVE** icon to save your monitor information.

23) View the status bar on the lower right hand side of screen as well as observe the lower left hand side of screen. You should see "Transaction Complete. 10 (or more) records applied and saved" on the lower left hand side of the screen. This means all 10 (or more) tables connected to the **Monitor Basic** form has been completed.

24) The **Status Indicator** should now be changed to **P**. This means this monitor is in "Production" and you can now upload data for it.
   a. If the **Status Indicator** is still **F**, click on the "Check Completeness" button. If there are any errors listed, make the appropriate corrections, then click on the "Check Completeness" button again. If there are no errors listed and the **Status Indicator** is still **F**, try going to the AQS **Main Menu**. Then go to **Maintain** and **Monitor**. Query the monitor by entering the "Tribal Code", "Site ID", and "Parameter Code", then clicking on "Execute Query". The **Status Indicator** should now be changed to **P**.

25) Congratulations you established a monitor in AQS!