L3 Biology and Habitat

Credible Data Approval Process

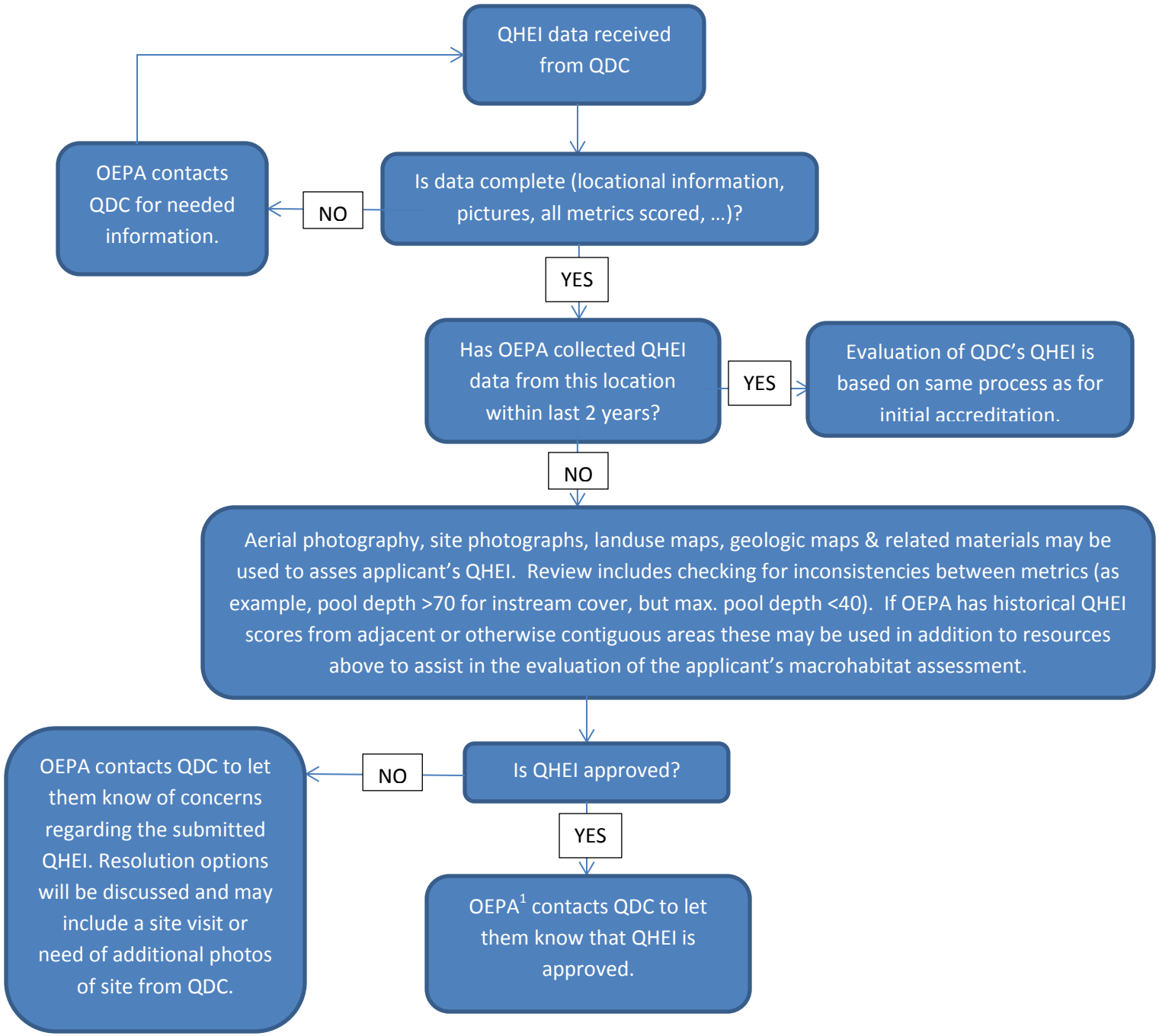
In order to maintain approved Qualified Data Collector status, each Qualified Data Collector (QDC) will submit data respective to their discipline (fish, macroinvertebrate, and/or habitat) to Ohio EPA. Minimum data submittal requirements are detailed in the table below by area of discipline. Ohio EPA will complete a review of some or all of the submitted data as outlined in the attached flow charts for each discipline. Upon completion of the review, Ohio EPA will contact the QDC to inform them whether or not their data has been approved and renewal of status granted for another two-year period or rolled over for a three-year period.

Data submitted for renewals must be collected during the effective period of certification. For first time renewals, the minimum acceptable data requirement is two samples collected during the two-year certification time period. For subsequent automatic three-year rollover renewals, the timing of the application for renewal will dictate the amount of data required to be submitted. If the request for renewal is received during year one or year two of the current certification, then two samples collected during year one and/or year two is acceptable. If the request for renewal is received during year three of the current certification, then three samples collected during the three-year certification time period is required. For the fish certification renewal, samples must be submitted per waterbody type (Headwater, Wading, and/or Boat).

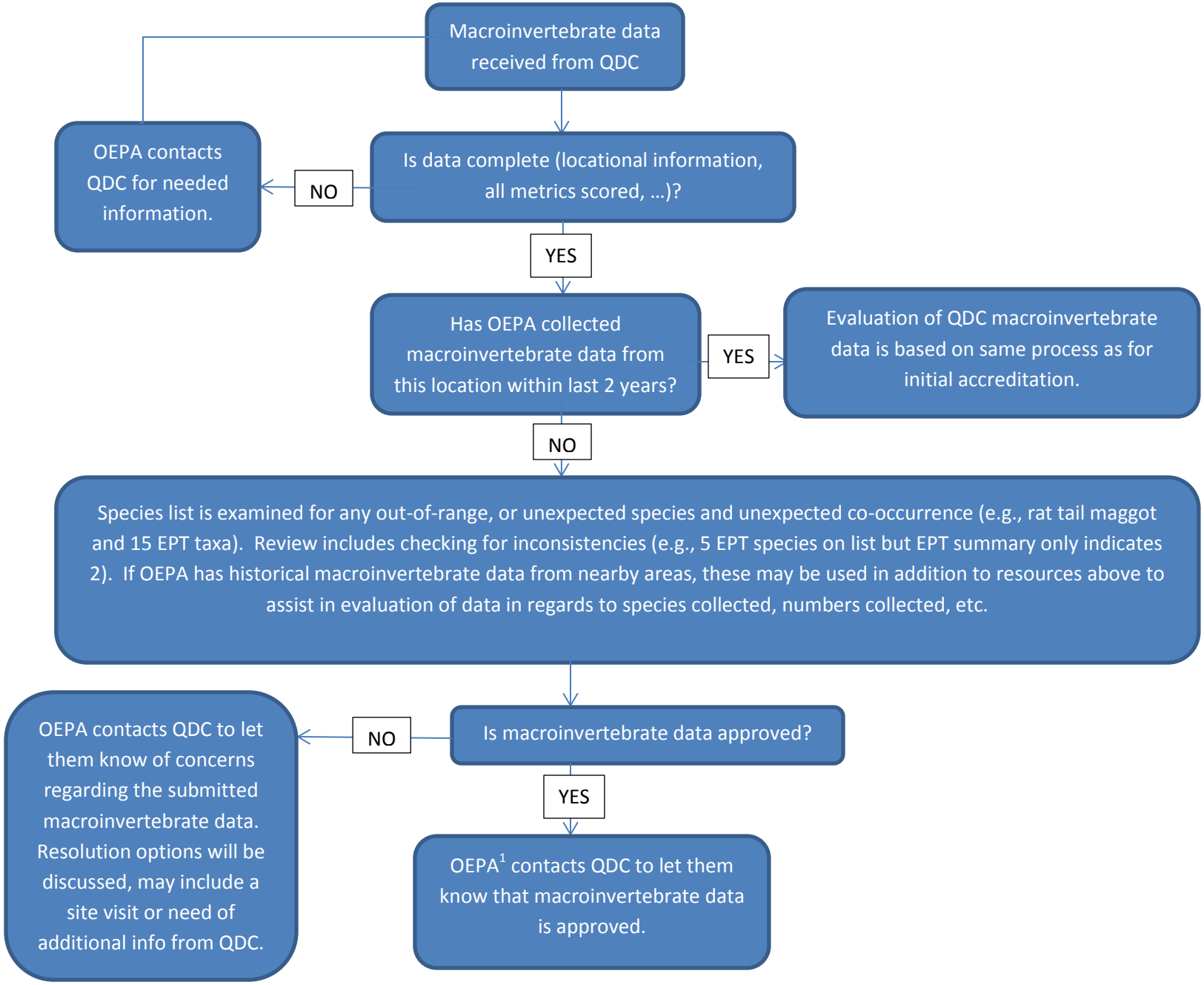
Table 1. Data submittal requirements by Credible Data Program discipline to maintain and retain Level 3 CDP certification.

Discipline	Data Submittal Requirements
Fish	Maps of the sampling locations, photographs of the sampling site documenting local conditions, and legible copies of fish data sheets and Qualitative Habitat Evaluation Index Field Sheets are required for each sampling site evaluated for each sampling method certification. IBI and MIwb scores, intermediate calculations of IBI and MIwb scores, all 12 IBI metrics and the four primary components of the MIwb (if applicable) must be included in the submittal. Vouchers of all taxa should be available upon request.
Physical Habitat (QHEI)	Site maps, photograph of the site, and Qualitative Habitat Evaluation Index Field Sheets are required. Additionally, all relevant supporting documentation

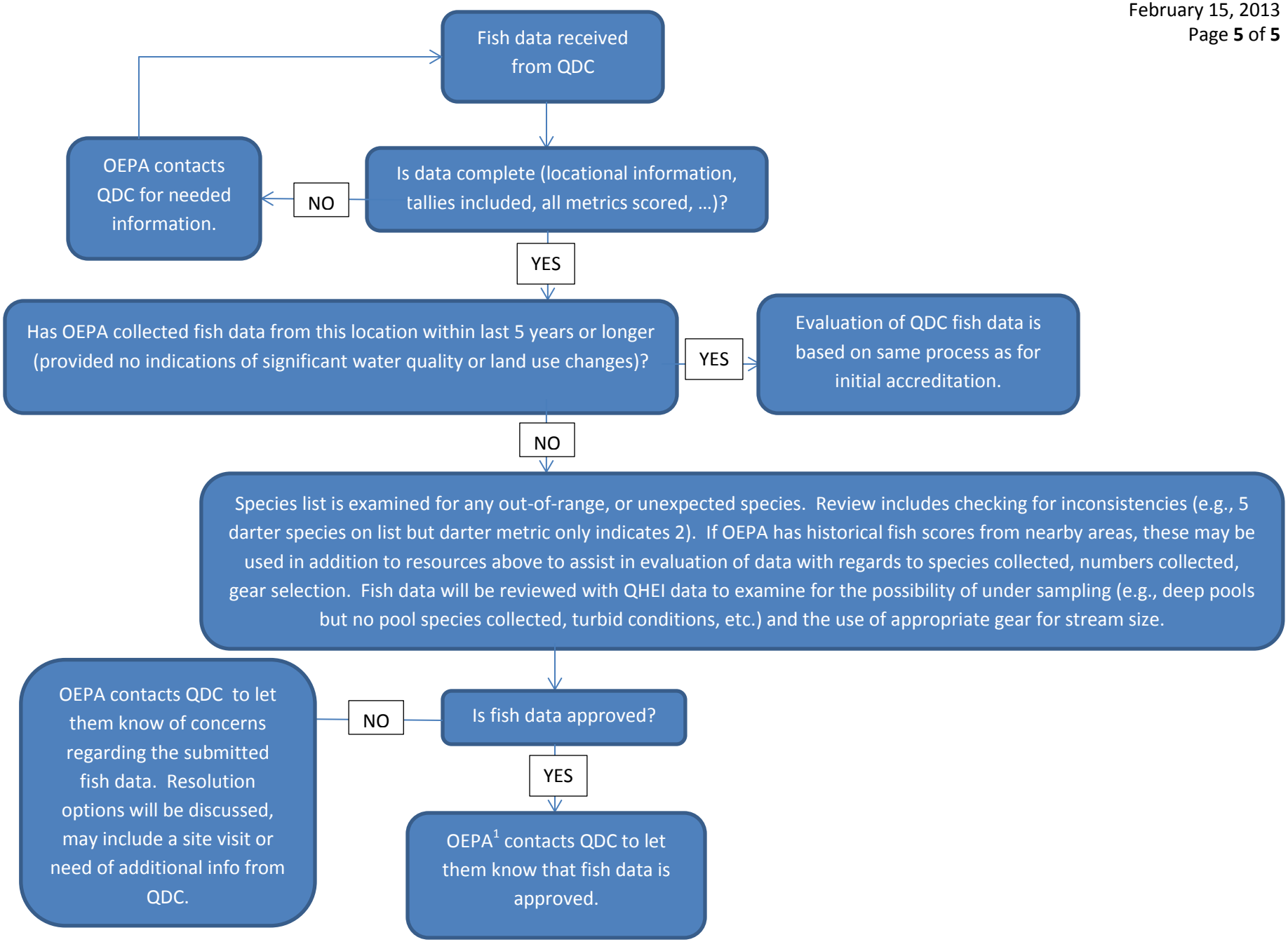
	[waterbody, location, landmark, latitude/longitude, river mile, and collector(s)] must be included.
Macroinvertebrates (all)	Maps of the sampling locations and photographs of the sampling site documenting local conditions are required to be submitted for each sample. Data from artificial substrate collections with associated qualitative multi-habitat sample results are required along with the macroinvertebrate site description sheets, calculations used in the lab sample analysis process (e.g., pre-pick results, subsampling used, and resultant math), and ICI metrics, metric scores, and total score. Vouchers of all taxa should be available upon request.
Macroinvertebrates (collection/assessment only)	Same as above but include identification of the L3 individual who completed the lab sample analysis.
Macroinvertebrates (identification only)	Data from artificial substrate collections with associated qualitative multi-habitat sample results including all calculations used in the sample analysis process (e.g., pre-pick results, subsampling used, and resultant math). Vouchers of all taxa should be available upon request.



1 – EAS emails QDC and cc's Natalie so that she may initiated the auto-renewal process.



1 – EAS emails QDC and cc's Natalie so that she may initiated the auto-renewal process.



1 – EAS emails QDC and cc's Natalie so that she may initiated the auto-renewal process.