

Data Submission Questionnaire

Data submitter/Contact Information				
Name:				
Organization				
Address				
Phone Number				
Quality Assurance Information				
Has the data been quality checked? (Y/N)				
Were irregularities identified in the data? If yes, please explain.				
Have irregularities in the data been flagged? If yes, how?				
Has a copy of the QA Plan been submitted? (Y/N)				
Data Documentation				
Has data documentation been submitted? (Y/N)				
Report Title				
Report Author				
Data Format and File Structure				
Format Type (dBase, Microsoft Access, Flat ASCII-fixed format, Flat ASCII-character delimited)				
Please document each field included in the dataset. If additional space is needed, please attach a separate piece of paper. Fwd B the number of digits for the total filed, including the number of decimal points (e.g., 42.432 would be formatted as F6.3)	Field Name	Field Type (Character or Numeric)	Field Width (For fixed format files)	Field Format (Fwd)* (for numeric fields)
Delimiter Used (if applicable)				
Printout of first 10-50 lines included? (Y/N)				
Data Transfer				
Transfer Method (FTP, other)				
File Name(s)				
Date of Transfer				
File Size				