1. File from MM emailed on 2024-02-26 “Copy of Guana\_masterdata\_2024-02-26\_revised by\_MM.xlsx” was corrupted and therefore not able to be used. Was able to copy all the data into a new spreadsheet to complete the following work.
2. Separated all years into their own “sheet”.
3. Added data dictionary as a sheet at the beginning of the workbook.
   1. Added lat and long for GTMOLNUT as it was missing
   2. Added lat and long for GTMDNNUT as it was missing
   3. Added lat and long for GTMDSNUT as it was missing
4. Added a “Notes” sheet and “QAQC” sheet to describe QAQC and procedures for working with this datafile.
5. Column adjustments
   1. Removed “AdjustedDate” column as it is unnecessary and not in the original data
   2. Renamed “SampleType” column back to “ActivityType” as this column is named directly for WIN purposes.
   3. Added F\_Record column to data to allow for QAQC flags and codes that apply to the entire sample to be included in the datafile
6. UNID column stopped being used in 2019 as did entering the `Lat` and `Long` columns of information.
7. What do to about Secchi readings greater than 1.2 m? In data listed as `>1.2` which is not able to be analyzed.
   1. Created new error code [SAL] which means sample above limit. Can flag with 0, 1, or -3
8. 2017
   1. ‘GTMOLNUT\_dup’ data that was removed from the data. This can be filtered out in analyses, but should remain in “MASTER” file.
   2. All the laboratory information “Analysis Method, Lab ID, Lab Accredation, Laboratory Name” information is incorrect.
   3. Revisited laboratory documents to complete missing information and check data entry. Date Received and Date Analyzed information also missing. PQL, Dil also added.