



Make sure you put a '0' value for your Start and End dates/times for the Start and end of your batch e.g. if Batch is from 1/1/2014 8:00 to 1/06/2014 12:00 you have a value of '0' added into your working

Double Mass Curves?

Neighbouring site where applicable?

Synthetic with daily totals filed
@12:00

Check the Provisional to see if the site has both 'Rainfall' and 'SCADA Rainfall'; if so, you will need to convert the SCADA Rainfall in your batch into 'Rainfall' data. To do this, from your working file click 'Transform'. Call the file 'NEMS Rainfall'. Click the 'Repack' button. Type '6 minutes' for the interval. Click 'Average' tick box. Once it has been transformed make sure to remove the first value as it creates an extra 6 minute punch.

Edit the data:
1) Remove tips
2) Fill gaps (Downloads, Backup, Synthetic Data)

Update the Rainfall
Inspection Register

Copy SCADA Rainfall to final
site (*Site Code*)/ Copy Backup
Rainfall (6 minutes) to (*Site Code*)

Transform SCADA Rainfall to 6
minute Rainfall (*Site Code*)

Remove additional 6 minute
step at beginning of data set

Apply Quality Code

Check HIRDS curves:
- 10 minute,
- 1 hour
- 1 Day totals.
Sanity check with flow/
nearby flow site

Attach any working –
update all site information
where appropriate

Copy data to the
Provisional
Archive

NEMS Quality Code

Quality coding is required for all the changes that have been made to the data:

- Cautionary/Unverified Data (Backup Rainfall sites with no Check Gauge) QC = 200 with comment
- Synthetic data QC = 300 with comment; apportioned to daily totals filed at 12:00
- Missing record QC = 100 with comment

Failed Verification [Comment]

When inserting quality codes, the lowest quality prevails, except for synthetic data (QC 300) missing record in which the decision has been made to fill (and how to fill it).

Quality codes are applied from the previous inspection, i.e. the quality code you calculated for each inspection are applied to the previous inspection when you enter the information into Hilltop.

Print off to hand in (in 1pdf document):

1. URF
2. Rainfall Inspection Register
3. Comment Sheet
4. Final print out with QC and Raw
5. HIRDS curves for the site – where applicable
6. Rainfall + Flow plot (site, or neighbouring site) – where applicable
7. Rainfall + Rainfall from neighbouring sites – where applicable
8. Any NCR's
9. Logsheets