Water Sciences Bureau Document Review Guide

The Montana Department of Natural Resources & Conservation

Sheet 1 (WSB Documents) - List of reports, documents, or publications produced by WSB with examples and required level of review.
Sheet 2 (WSB Review Categories) - Description of the minimum review process for each category of review.
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Report or Publication	Description	Potential Audience	Internal Location	How is this available to the public?	Examples	DNRC WSB Review Category
Scientific Memos	Document describing analysis of scientific condition and the procedure of how that analysis is used in practice by the DNRC.	General Public, Water Right Aplicants, WRD Staff	Cloud/Network Storage, DNRC Website	PDF on DNRC Website	Memos regarding specific groundwater aquifers	1
Hydrologic Investigation Report	Formal report that describes or informs water supply, groundwater, irrigation efficiency, and other targeted local or regional water resource issue.	General Public, Other Agencies, Water Users	Cloud/Network Storage, DNRC Website	PDF on DNRC Website	Water Budgets, Basin/Water Supply Studies, Groundwater Studies, Pilot Projects, etc.	2
Interagency Cooperative Study Contributions	Formal report in which DNRC WSB is a contributing author which generally describes basin water planning studies, river system modeling, and state or federal hydrologic investigations.	General Public, Other Agencies, Water Users	Cloud Storage, DNRC or Partner Website	PDF on Partner Agency Website or External Respository	Interagency Basin Studies, Grant Final Reports, etc.	3
Technical Methods and Standard Practices Report/Guide	Document outlining accepted practices and applied methods used by staff for data collection and analysis.	General Public, Other Agencies, Water Users, WRD Staff	Cloud/Network Storage, DNRC Website	PDF on DNRC Website	Standard Operating Procedures (SOPs), Modeling Methods Documentation, Data Analysis Methods, etc.	4
Digital Datasets	Stream gage data (stage, discharge, water temperature) and any tabular or spatial data collected or produced by any other report/study.	General Public, Water Users, Other Agencies, WRD Staff	DNRC Servers, Cloud Storage, StAGE App	PDF on DNRC Website	Stream Gage Data, Basin Study Data, etc.	5
Dynamic Reporting	Reports that issued or updated continuously (monthly or annually) to summarize data or information for a given time-frame.	General Public, Other Agencies, Water Users, WRD Staff	Cloud/Network Storage, DNRC Website, STAGE app	Electronic PDF	Stream Gage Station Analyses, Water Supply Forecasts, etc.	5
Resource/Training Guides	Planning level reports/publications/resources providing guidance or applicable information to communities on statewide water related topics.	General Public, Other Agencies, Water Users, Municipalities, WRD Staff	Cloud/Network Storage, DNRC Website	PDF on DNRC Website	Water Distribution Guide, Integrated Water Resource Planning and Mgmt Guide, Stream and Wetland Restoration resources, etc.	6
Information Pamphlet or Fact Sheet	Informational document summarizing results of a hydrologic investigation, hydrologic concepts, or broader scientific, policy, or planning information	General Public, Water Users	Cloud/Network Storage, DNRC Website	PDF on DNRC Website		6
Special Publications	Publications, reports, maps, presentations, and other materials authored by WSB staff for special projects, events, or outside entities.	General Public, Professional Organizations, Universities	Cloud/Network Storage, DNRC Website	PDF on Partner Agency Website or External Respository	Conference Reports, Presentations/Posters, Maps, Peer Reviewed Journal Articles, etc.	6
Water Rights Technical Analysis Report	Technical reports/ documentation/ memos providing hydrologic analysis required for water rights administration and/or permit applications	WRB and RO staff, Water Right Applicants, Consultants	DNRC Server (WRB permit application folders), Cloud Storage, WRIS	Directly to applicants, RO, WRIS, otherwise available upon request	Aquifer Test Reports, Depletion Reports, Return Flow Reports, Staff Expert Report, Other Technical Reports, etc.	7

This table includes the majority of documents produced by WSB; however, there may be instances where a document falls outside the listed report types. If a report does not fit one of the nine report and document types, the appropriate level of review will be chosen from the WSB Review Categories.

List of Acronymns and Definitions

DNRC	Montana Department of Natural Resources and Conservation
WRD	Water Resources Division
WSB	Water Sciences Bureau
WRB	Water Rights Bureau
RO	Water Rights Regional Office
PDF	Portable Document Format - file type

Montana DNRC Water Sciences Bureau Minimum Standards of Review for Documents								
Minimum Number of Reviewers and Review Progression (left to right)								
Review Category	WSB Hydrologist(s)	Section Supervisor	Bureau Chief	Other Division Bureau Chief[1]	Peer Agency Review	Division Administrator	DNRC Legal	Description[2]
1	2	1	1	1	1	1	1	Scientific Memos
2	2	1	1		1			Hydrologic Investigation Report
3	1	1	1					Interagency Cooperative Study Contributions
4	1	1	1					Technical Methods/Standard Practices
5	2							Digital Datasets and Dynamic Reporting
6	1	1					Case by Case	Resource/Training Guides and Information Pamphlet or Fact Sheet/Special Publications
7	1	1		BC Reviews Templates			Legal Reviews Templates	Water Rights Technical Analysis Report

[1] As the subject matter of the document may involve other Bureaus within the Division, those documents should be reviewed by that Bureau's Chief, i.e., a document involving water rights should be reviewed by Water Rights Bureau Chief

[2] WSB reports and data are reviewed based on type and content before release to allow quality assurance for information and quantities contained within. The minimum level of review falls under 1 of 7 categories that determine the minimum required number of staff that must review. Often internal reviews exceed the minimum requirements. All categories can, and often do, include external review by other DNRC Bureaus, cooperating agencies, or organizations involved in a project or where there are implications to the work that they conduct. This external review may be informal or adhere to the review, QA/QC guidelines of the external entity, but is NOT REQUIRED to meet WSB MINIMUM review requirements described above.