Water Management Bureau (WMB) Report and Publication Guide

The Montana Department of Natural Resources & Conservation

Sheet 1 (WMB Reports and Publications) - List of reports, documents, or publications produced by WMB with examples and required level of review.
Sheet 2 (WMB 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 WMB Review Category
Hydrologic Investigation Report	Studies to describe or inform water supply, groundwater, irrigation efficiency, and other targeted local or regional water resource issues.	General Public, Other Agencies, Water Users	WMB Cloud Storage, DNRC Website, In-print	Electronic PDF, Print Copy	Water Budgets, Basin/Water Supply Studies, Groundwater Studies, Pilot Projects, etc.	1
Interagency Cooperative Study	Basin water planning studies, river system modeling, and federal grant deliverables.	General Public, Other Agencies, Water Users	WMB Cloud Storage, DNRC or Partner Website	Electronic PDF	Interagency Basin Studies, Grant Final Reports, etc.	2
Technical Methods Report	Reports outlining accepted practices and applied methods used by WMB staff for data collection and anlysis.	General Public, Other Agencies, Water Users, WRD Staff	DNRC Servers, WMB Cloud Storage, DNRC Website	Electronic PDF, Print Copy	Standard Operating Procedures (SOPs), Forecasting Methods Documentation, Water Rights Methods Memos, etc.	2
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, WMB Cloud Storage, StAGE App	Electronic Data Files (spreadsheet, GIS, csv, text-files, etc.)	Stream Gage Data, Basin Study Data, etc.	3
Planning 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	WMB Cloud Storage, DNRC Website, In-print	Electronic PDF, Print Copy	Water Distribution Guide, Integrated Water Resource Planning and Mgmt Guide, Stream and Wetland Restoration resources, etc.	4
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	WMB Cloud Storage, DNRC Website	Electronic PDF, Print Copy		4
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), WMB Cloud Storage, WRIS	Directly to applicants, WRIS, otherwise available upon request	Aquifer Test Reports, Depletion Reports, Return Flow Reports, Staff Expert Report, Other Technical Reports, 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	DNRC Servers, WMB Cloud Storage, DNRC Website, StAGE App	Electronic PDF	Stream Gage Station Analyses, Water Supply Forecasts, etc.	5
Special Publications	Publications, reports, presentations, and other materials authored by WMB staff for events/outside entities.	General Public, Professional Organizations, Universities	WMB Cloud Storage, DNRC Website	Electronic PDF, link to external repository	Conference Reports, Presentations/Posters, Maps, Peer Reviewed Journal Articles, etc.	6

This table includes the majority of reports and documents produced by WMB; 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 WMB Review Categories.

Montana DNRC Water Management Bureau Minimum Standards of Review for Written Reports, Data, and Publications

	Number of Reviewers From				
Review Category	Hydro-Science	Planning	Supervisor	Bureau Chief	Description[1]
1	2	1	1	1	2 Hydro-Science Section, 1 Planning Section, 1 Supervisor (either Section), and 1 Bureau Chief review.
2	1		1	1	1 Hydro-Science Section, 1 Supervisor (either Section), and 1 Bureau Chief review. This category also includes documents produced by interdepartmental or interagency working groups with additional levels of review within the Department or by other Agencies in addition to what is required by WMB.
3	2				2 Hydro-Science Section reviews.
4		1	1		1 Planning Section and 1 Supervisor (either Section) reviews.
5	1				1 Hydro-Science Section review.
6			1		1 Supervisor (either section)

[1] WMB 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 5 categories that determine the required number of staff that must review. Often this review may exceed the minimum level of review. All categories can, and often do, include external review by cooperating agencies or organizations involved in a project. This external review may be informal or adhere to the review, QA/QC guidelines of the external entity, but is NOT REQUIRED to meet WMB MINIMUM review requirements described above.