Establishing a New Site

When establishing a new site, you will need to complete two steps to create your site within the VA SOS system. When creating your site you must include a unique station ID, county, watershed, stream, a detailed location description, and lat/long coordinates. Please note: coordinates must be in decimal degrees. **Find out how to find your lat/long coordinates here.**

1. Add site to the VA SOS database by clicking "Add Data", selecting your collection protocol, and selecting "Can't find your stream?" on the data entry page. Please be sure that your site is not listed in the database before adding it.

2. Submit site to VA SOS staff to add your site to the VA DWR scientific collection permit. **You can submit your site to the permit using this form.**

Naming a New Site

When naming a new station, please use the following naming system:
City/County code – Stream Letter Code – Site Number.

a. See pages below for the full list of city/county codes.
b. Stream letter codes are the first letters of each word in a stream name (eg. MB for Muddy Branch).
  - If your site is on an unnamed tributary, use the stream letter code for the destination stream plus "UT" (eg. Unnamed tributary of Green River: GRUT).
  - If you cannot find a name for your stream, contact the VA SOS office.

EXAMPLE: The fifth station on Old Courthouse Spring Branch in Fairfax County would be listed as: **F2-OCSB-05**

EXAMPLE: The first station on Blackwater Creek in the city of Lynchburg would be listed as: **L7-BC-01**

EXAMPLE: The eleventh station on an Unnamed Tributary to Red Bud Creek in Albemarle County would be listed as: **A2-RBCUT-11**

Please be sure that your site is not listed in the database before adding it. If there is already a site with your name, confirm that it is not your site. If it is not, contact the VA SOS office to get assigned a new site name.

VA City & County Codes

County/City	Code
Accomack County	A1
Albemarle County	A2
Alexandria city	A3
Alleghany County	A4
Amelia County	A5
Amherst County	A6
Appomattox County	A7
Arlington County	A8
Augusta County	A9

County/City	Code
Bath County	B1
Bedford County	B3
Bland County	B4
Botetourt County	B5
Bristol city	B6
Brunswick County	B7
Buchanan County	B8
Buckingham County	B9

County/City	Code	County/City	Code
Buena Vista city	B10	Dinwiddie County	D3
Campbell County	C1	Emporia city	E1
Caroline County	C2	Essex County	E2
Carroll County	C3	Fairfax city	F1
Charles City County	C4	Fairfax County	F2
Charlotte County	C5	Falls Church city	F3
Charlottesville city	C6	Fauquier County	F4
Chesapeake city	C7	Floyd County	F5
Chesterfield County	C8	Fluvanna County	F6
Clarke County	C9	Franklin city	F7
Colonial Heights city	C10	Franklin County	F8
Covington city	C11	Frederick County	F9
Craig County	C12	Fredericksburg city	F10
Culpeper County	C13	Galax city	G1
Cumberland County	C14	Giles County	G2
Danville city	D1	Gloucester County	G3
Dickenson County	D2	Goochland County	G4

County/City	Code
Grayson County	G5
Greene County	G6
Greensville County	G7
Halifax County	H1
Hampton city	H2
Hanover County	H3
Harrisonburg city	H4
Henrico County	H5
Henry County	H6
Highland County	H7
Hopewell city	H8
Isle of Wight County	I1
James City County	J1
King and Queen County	K1
King George County	K2
King William County	K3
Lancaster County	L1

County/City	Code
Lee County	L2
Lexington city	L3
Loudoun County	L4
Louisa County	L5
Lunenburg County	L6
Lynchburg city	L7
Madison County	M1
Manassas city	M2
Manassas Park city	M3
Martinsville city	M4
Mathews County	M5
Mecklenburg County	M6
Middlesex County	M7
Montgomery County	M8
Nelson County	N1
New Kent County	N2
Newport News city	N3

County/City	Code	County/City	Code
Norfolk city	N4	Radford city	R1
Northampton County	N5	Rappahannock County	R2
Northumberland County	N6	Richmond city	R3
Norton city	N7	Richmond County	R4
Nottoway County	N8	Roanoke city	R5
Orange County	O1	Roanoke County	R6
Page County	P1	Rockbridge County	R7
Patrick County	P2	Rockingham County	R8
Petersburg city	P3	Russell County	R9
Pittsylvania County	P4	Salem city	S1
Poquoson city	P5	Scott County	S2
Portsmouth city	P6	Shenandoah County	S3
Powhatan County	P7	Smyth County	S4
Prince Edward County	P8	Southampton County	S5
Prince George County	P9	Spotsylvania County	S6
Prince William County	P10	Stafford County	S7
Pulaski County	P11	Staunton city	S8

County/City	Code
Suffolk city	S9
Surry County	S10
Sussex County	S11
Tazewell County	T1
Virginia Beach city	V1
Warren County	W1
Washington County	W2
Waynesboro city	W3
Westmoreland County	W4
Williamsburg city	W5
Winchester city	W6
Wise County	W7
Wythe County	W8
York County	Y1