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**Standard Operating Procedure #13: Project Workspace,
Version SCPN_WATER_QUALITY_SOP13_20160901**

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Standard Operating Procedure #13: Project Workspace

Version SCPN_Water_Quality_SOP13_20160901				
Revision History Log				
Previous version number	Revision date	Section and paragraph	Change(s) made	Approved by
Only changes in this specific SOP will be logged here. Record the previous version number and date of revision; identify sections and paragraphs where changes were made, who approved the revision, and the new version number. More detailed descriptions of the changes made and the reason for the changes is provided at the end of this SOP.				

This Standard Operating Procedure (SOP) describes how and where data and other records, both digital and hard-copy, are stored for the project. Guidelines for structuring and accessing digital data are provided, as well as specific standards for digital file and folder naming.

1. File directory structure

The water quality monitoring project incorporates a large number of auxiliary files, including digital data from data loggers and results from the water quality lab. To aid in organizing these files, a section of the network file server is reserved for this project. The basic file structure for this workspace is shown in Figure 13-1. Due to both the history of the water quality program, and the overlap in equipment and data between various water-related monitoring programs, the folder structure depicted in Figure 13-1 includes legacy/pilot folders and folders used by other projects as well as the folders used

by the water quality monitoring program.

This structure also supports the creation of subfolders to aid in data organization. Typically subfolders are created for calendar years and/or for each park visited. Folders may also be created for holding original or backup data from data loggers, data received from parks or other agencies, files containing data in different formats (e.g. text or Excel), etc. The naming conventions described in the following section should be adhered to when creating new subfolders,

To facilitate user navigation of these folders, the structure has been embedded into the data entry application (SOP #14). The folders that are hard-coded into this application are indicated by bold red lettering in Figure 13-1. Any name or structure changes to these folders should be made only when strictly necessary, and should be made in cooperation with the data manager. Failure to do so can result in fatal errors when running the

 water_data	– top level folder for water projects
 databases	– database folder
 water_quality	– top level folder for water quality
 backups	– database backup folder
 field_data	– field data
 Hydro_datasheets	– hydrology datasheets
 Hydro_Equipment_downloads	– data from hydrology equipment
 AquaCalc	– discharge data files
 FloMateDischarge	– discharge data files
 FlowTracker	– discharge data files
 HachFH950	– discharge data files
 Levellogger	– ground water level (used by Integrated Riparian and Spring Ecosystems program)
 LevelTroll	– ground water level (used by Integrated Riparian and Spring Ecosystems program)
 Hydro_Incoming	– well water level data (used by Integrated Riparian and Spring Ecosystems program)
 PP_datasheets	– photo point data
 streamgage	– USGS stream gage data
 turbidity_dilutions	– dilution outputs for turbidity readings
 WQ_datasheets	– field datasheets
 WQ_data_compiled	– summary report data
 Special_Projects_Data	– special project information
 STORET_stuff	– data formatted for NPStoret
 WQ_equipment_downloads	– data from hydrology equipment
 Hydrolab	– core parameter data files
 Temperature	– data from temperature loggers
 Troll	– core parameter data files (legacy)
 QAQC_data	– equipment quality control data files
 FlowTracker	– QA files for flow tracker (discharge)
 Hydrolab	– QA files for hydrolab (core parameter)
 Idexx&Incubator	– QA files for bacteria
 NWQL	– National Water Quality Lab
 Premob Datasheets	– premobilization datasheets
 Temp logger tests	– QA for temp loggers
 Troll 9000 SN33278	– QA for in situ (discharge) (legacy)
 WQ_Lab_analyses	– folders for lab analyses
 Eberline	– radiation lab test results
 EPA	– CEC test results
 NWQL	– National Water Quality Lab results
 ShippingTracking	– information on samples sent to labs
 TestAmerica	– petroleum residue lab results

Figure 13-1. Established folder structure and examples of naming conventions standards.

data entry application (SOP #14).

2. Naming conventions

2.1 Folder naming standards

Follow these guidelines when naming folders:

- Do not use spaces or special characters in folder name.
- Use the underscore (“_”) character to separate words in folder names.
- Dates should be formatted YYYYM-MDD (e.g., June 1, 2013 is 20130601). In most cases, the year in format YYYY is sufficient at the folder level. Limit folder names to 20 characters or fewer.
- Subfolders named “old” or “temp” indicate a temporary nature and should eventually be removed after project completion.

2.2 File naming standards

- Follow these guidelines when naming files:
- Do not use spaces or special characters in the file name
- Use the underscore (“_”) character to separate the file name components
- Dates should be formatted YYYYMMDD
- For sorting purposes, use leading zeroes for numbers 1 through 9
- File names should include all mandatory information, yet still be as short as possible
- File names should be unique so that another electronic file does not have the same name on the SCPN file server
- Do not use version numbers on working documents (e.g., version 1, final, etc.). Use the file date (YYYYMMDD) for the file version

3 Revision history

Provide the following information for each revision made to SOP #13.

New version:

SCPN_WATER_QUALITY_SOP13_YYYYMMDD

Date:

Author:

Sections affected:

Changes & reasons: