



Early Detection of Invasive Plant Species Monitoring Plan

Standard Operating Procedure #12: Field Form Handling Procedures

Version 1.3 (6 June 2017)

Change History

New Version	Revision Date	Author	Changes Made	Justification
1.0	2007	PACN	Developed.	
1.1	2/16/2016	K. Kozar	Added scanned data form location on I drive.	To facilitate upload of scanned data forms to server.
1.2	1/18/2017	K. Kozar	Added naming conventions for scanned data forms.	To promote consistency in naming files.
1.3	6/6/17	A. Ainsworth	Updated for ED plan.	Developed for EIPS.

Only changes in this specific SOP will be logged here. Version numbers will be incremented by a whole number (e.g., Version 1.3 to Version 2.0) when a change is made that significantly affects requirements or procedures. Version numbers will be incremented by decimals (e.g., Version 1.6 to Version 1.7) when there are minor modifications that do not affect requirements or procedures for publication in the series.

Purpose

This SOP describes how to process field data forms following data collection within Pacific Island Network (PACN) parks as part of the Early Detection of Invasive Species Monitoring Plan (Ainsworth et al. 2017).

Field Form Handling Procedures

As the field data forms are part of the permanent record for project data, they should be handled in a way that preserves their future interpretability and information content. Datasets collected on laptops or other digital devices should be printed and treated in the same way as other field forms (in addition to being stored and backed up electronically). If changes to data on the forms need to be made either during or after field data acquisition, the original values should not be erased or otherwise rendered illegible. Instead, changes should be made as follows:

- Draw a horizontal line through the original value, and write the new value adjacent to the original value with the date and initials of the person making the change.

- All corrections should be accompanied by a written explanation in the appropriate notes section on the field form. These notes should also be dated and initialed.
- If possible, edits and revisions should be made in a different color ink to make it easier for subsequent viewers to be able to retrace the edit history.
- Edits should be made on the original field forms and on any photocopied forms.

These procedures should be followed throughout data entry and data revision. After each tour, data forms are to be scanned as PDF documents and placed in the project workspace folder assigned to data.

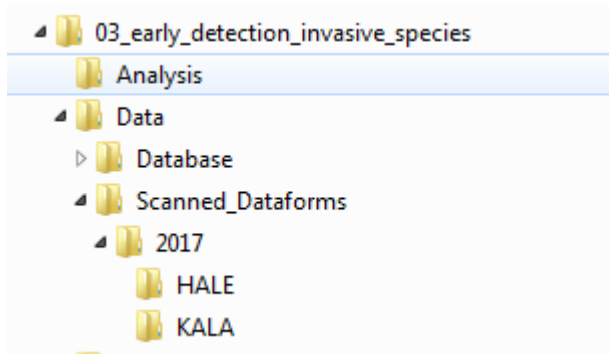


Figure 1. Project workspace folders for scanned data forms.

Scanned data form naming conventions

1. Park Abbreviations:

AMME
HALE
HAVO
KAHO
KALA
NPSA
PUHE
PUHO
WAPA

2. Abbreviations:

ED Early Detection of Invasive Plant Species

3. Date Stamp

YYYYMMDD

Examples: HAVO_ED_20170311.pdf, KALA_ED_20160615.pdf

See SOP #11 “Workspace Setup and Project Records Management” for more details. These digital files will be archived with the certified data according to SOP #17 “Project Delivery Specifications and Schedule.” The PDF files may then serve as a convenient digital reference of the original if needed.