



Early Detection of Invasive Plant Species Monitoring Plan

Standard Operating Procedure #15: Data Quality Review and Certification

Version 1.2 (6 June 2017)

Change History

New Version	Revision Date	Author	Changes Made	Justification
1.0	2007	PACN	Developed.	
1.1	6/23/2016	K. Kozar	Updates to general instructions.	To accurately reflect data certification procedure.
1.2	6/6/2017	A. Ainsworth	Updated for ED plan and added reference to data quality review report.	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 the procedures for data quality review and certification in the working project database for field data collected within Pacific Island Network (PACN) parks as part of the Early Detection of Invasive Species Monitoring Plan (Ainsworth et al. 2017). Refer to the ED narrative sections “Overview of Database Design”, “Data Quality Review” and “Data Certification and Delivery” for related guidance and clarification of the distinction between the working database and the master database.

Data Quality Review

At the end of each field season, the project lead and the PACN data management staff are collectively responsible for finalizing a certified dataset for that field season. The project lead will complete all data quality review. Some review methods have been incorporated into the ED database. Other, more specific data quality review routines will be worked out with the project lead and/or staff and incorporated into the database as appropriate. These future modifications will be described in the ED database edit log.

Completing Data Certification

Data certification is a benchmark in the project information management process that indicates: 1) the data are complete for the period of record, 2) the data have undergone and passed the quality assurance checks, and 3) that the data are appropriately documented and in a condition for archiving, posting and distribution as appropriate. Certification is not intended to imply that the data are completely free of errors or inconsistencies which may or may not have been detected during quality assurance reviews.

To ensure that only quality data are included in reports and other project deliverables, the data certification step is an annual requirement for all tabular and spatial data. Once the data have been through the data quality review process and metadata developed, data are certified by the project lead by completing the PACN Project Data Certification Form (available on the PACN I drive or from the data manager). The completed certification form, certified data, and metadata are submitted to the data manager according to the timeline in the ED plan (Appendix D). Refer to SOP #17 “Product Delivery Specifications” for delivery instructions.