



Early Detection of Invasive Plant Species Monitoring Plan

Standard Operating Procedure #17: Product Delivery Specifications and Schedule

Version 1.2 (6 June 2017)

Change History

New Version	Revision Date	Author	Changes Made	Justification
1.0	2007	PACN	Developed.	
1.1	6/24/2016	K. Kozar	Updates to general instructions.	To update the product delivery specifications.
1.2	6/6/2017	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 provides details on the process of submitting completed data sets, reports and other project deliverables from Pacific Island Network (PACN) parks as part of the Early Detection of Invasive Species Monitoring Plan (Ainsworth et al. 2017). Prior to submitting digital products, files should be named according to the naming conventions appropriate to each product type (see below for general naming conventions).

All digital file data products should be on the network server in the appropriate workspace folder. When the digital files are complete for a season, the project lead will notify the data manager. All digital file notifications are accompanied by a Product Submission Form, which briefly capture the following information about the products:

- Submission date
- Name of the person submitting the product(s)
- Name and file format of each product

The Product Submissions Form can be obtained from the data manager or the network server (I:\data_mgmt\sop_documents\guidelines_forms \ PACN_Product_Submissions_Form.docx). Upon notification and/or receipt of the completed products, the data manager or GIS specialist will check them into the PACN project tracking application. Products should be delivered by the target dates and with the specifications outlined (Table 1).

Table 1. Product Delivery Schedule for Early Detection.

Deliverable Product	Primary Responsibility	Target Date	Instructions
Field season report	Field Leader	November 30 of the same year	Upload digital file in MS Word format to the PACN Digital Library ¹ submissions folder.
Raw Global Positioning System (GPS) data files	Field Leader	November 30 of the same year	Zip and send all digital files to the GIS specialist.
Processed GPS data files	GIS Specialist	December 31 of the same year	Zip and upload raw and processed files to the PACN Digital Library ¹ .
Digital photographs	Project Lead	December 31 of the same year	Organize, name and maintain photographic images in the project workspace according to SOP #13. Upload to the PACN Digital Library ¹ .
Certified working database	Project Lead	December 31 of the same year	Refer to the following section on delivering certified data and related materials. Data will be uploaded to the Integrated Resource Management Applications (IRMA) ² , and stored in the PACN Digital Library ¹ .
Certified geospatial data	Project Lead with GIS Specialist		
Data certification report	Project Lead		
Metadata interview form	Project Lead		
Full metadata (parsed XML)	Data Manager and GIS Specialist	March 15 of the following year	Upload the parsed XML record to the IRMA ² , and store in the PACN Digital Library ¹ .
Annual I&M report	Project Lead	April 30 of the following year	Refer to the following section on reports and publications. Final reports will be entered in IRMA ² , and stored in the PACN Digital Library ¹ .
3-year analysis report (if produced)	Project Lead	Every few years as completed	
Other publications and outreach products (if available)	Project Lead, and possibly other project personnel	As completed	
Field data forms	Project Lead	Scan after every field season, upload by April 30 of the following year	Scan original, marked-up field forms as PDF files and upload these to the PACN Digital Library ¹ submissions folder.
Other records	Project Lead	Review for retention every January	Organize and send analog files to Park Curator for archival. Digital files that are slated for permanent retention should be uploaded to the PACN Digital Library ¹ . Retain or dispose of records following NPS Director's Order #19 ³ .

¹The PACN Digital Library is a hierarchical digital filing system stored on the PACN file servers. Network users have read-only access to these files, except where information sensitivity may preclude general access.

²The Integrated Resource Management Applications (IRMA) is a clearinghouse for natural resource data, metadata, bibliographic records, and park species information (<https://irma.nps.gov/App/Portal/Home>).

³NPS Director's Order 19 provides a schedule indicating the amount of time that the various kinds of records should be retained (<http://data2.itc.nps.gov/npspolicy/DOrders.cfm>).

Delivering Certified Data and Related Materials

Data certification is a benchmark in the project information management process that indicates that: (1) the data are complete for the period of record; (2) data have undergone and passed the quality assurance checks; and (3) that data are appropriately documented and in a condition for archiving, posting and distribution as appropriate. 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. For more information refer to SOP #15 “Data Quality Review and Certification.”

The following deliverables should be delivered as a package:

- Certified Working Database – Database in MS Access format containing data, including geospatial data, for the current season that has been through the quality assurance checks documented in SOP #15.
- Data Certification Form – A brief questionnaire in MS Word that describes the certified data product(s) being submitted. A template form is available from the data manager or on the network server (I:\data_mgmt\sop_documents\guidelines_forms\PACN_Project_Data_Certification_Form.docx).
- Metadata Interview Form – The metadata interview form is an MS Word questionnaire that greatly facilitates metadata creation. This form is available from the data manager or on the network server (I:\data_mgmt\sop_documents\guidelines_forms\PACN_Metadata_Interview_Form.docx). For more details, refer to SOP #16 “Metadata Development.”

After the quality review is completed, the project lead should ensure that the working copy of the certified database is in the correct project workspace folder (I:\vital_signs\03_early_detection_invasive_species\Data\Database). The project lead then notifies the data manager by email that the certified database is ready for submission, and attaches the completed metadata interview and data certification forms.

Upon receiving the certification materials, the data manager will:

1. Review data forms and data for completeness and work with the project lead if there are questions.
2. Notify the GIS specialist if any geospatial data are submitted. The GIS specialist will then review the data, and update any project GIS datasets and metadata accordingly.
3. Store the certified products together in the PACN Digital Library.
4. Upload the certified data to the master project database.
5. Notify the project lead that the year’s data have been uploaded and processed successfully. The project lead may then proceed with data summarization, analysis, and reporting.
6. Develop, parse and post the XML metadata record to IRMA (<https://irma.nps.gov/App/Portal/Home>).
7. After a holding period of two years, the data manager will upload the certified data to IRMA. This holding period is to protect professional authorship priority and to provide sufficient time to catch any undetected quality assurance problems. See SOP #18 “Product Posting and Distribution.”