

SOP 2: Field Data Observer Forms

Version 1.0

Revision History Log:

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
	July 2013	S. Hoekman, W. Johnson, B. Moynahan, C. Sergeant	Initial version		1.0

Summary

The complete sets of paper data observer forms that have been accumulating over the survey period are scanned into a single PDF for the year. The PDF is submitted through the validation / quality assurance iterations until certified. It is stored in the repository and disseminated over the web.

SOP 2 requires users to work in the internal NPS network under valid Active Directory accounts. Access questions should be directed to the Data Manager.

Detailed Steps

A. Project Leader (or delegate) Tasks

1. Collect in one place the field observer forms that have been recorded during the field surveys for the year.
2. Review header information of each form and fill in any missing information using the NPTransect file geodatabase.
3. Arrange observer forms in alphabetic transect ID order, realizing if 2-sided forms are used this can only be approximate.
4. Verify the set is complete. There should be at least one sheet for every transect. If a sheet is missing and cannot be found after diligent search, insert a sheet of paper in the stack listing the transect ID and stating "No Field Observer Form." Any forms referring to the TST transect (used for testing only) are to be discarded.
5. Build a preface page summarizing any data recording issues that may affect interpretation of this year's data.
6. Scan the entire packet into a single PDF file using a color scanner and associated software.
 - a. Be sure the scanner is set for two-sided scanning, or be prepared to duplex them by hand.
 - b. Save the PDF on the SEAN network at [\\inpglbafs03\data\SEAN_Data\Work_Zone\KM\Data\KM_B\yyyy\](#) where yyyy is the survey year covered, e.g., 2011. Name the file "KM_B_yyyy.PDF", once again substituting the year for yyyy.

- c. Edit the PDF file to put sheets in transect name alphabetic order.
7. Request validation by sending a notification email to the Data Manager, specifying in the message body that deliverable KM_B, for year yyyy is ready; the Data Manager will know to work with the file named "KM_B_yyyy.PDF".

B. Data Manager Tasks

1. On receipt of the submission, assign the next formal Submission Number to this file, as found in the master Submission_Log table.
 - a. Use the "Update Submission Log" web tool at http://165.83.57.239/0_submission_update.aspx.
 - b. Complete Submission_Log details up through the Submission_Date column.
2. Copy the file into the staging area for validation at a subdirectory named with the submission number in [\\inpglbafs03\data\SEAN_Data\Staging\KM\KM_B](#).
3. Validate the submission according to current criteria.
4. Record validation summary data in the Submission_Log using the web tool.
5. If submission fails mandatory criteria, reply with a "failure email" that includes:
 - a. The submission number assigned
 - b. The deliverable ID
 - c. The protocol ID
 - d. Documentation listing all the specific mandatory criteria failed
6. If submission passes mandatory criteria, reply with a "success email" that includes:
 - a. The submission number assigned
 - b. The deliverable ID
 - c. The protocol ID
 - d. Documentation listing any specific optional criteria failed
 - e. Request to certify deliverable as complete

C. Project Leader Tasks

1. On receipt of a failure email:
 - a. Review the paper stack is in order.
 - b. Rescan the PDF to ensure it is in the proper form.
 - c. Resubmit
 - d. If failure cannot be resolved, email the Data Manager that the submission is withdrawn.
2. On receipt of a success email, review any failed optional criteria:
 - a. The following tasks are the responsibility of the Project Leader and may not be delegated.
 - b. If the criteria review indicates the validated data are acceptable:
 - i. Reply with a "certification email" stating the deliverable is certified and may be disseminated.
 - c. If the validated data are unacceptable:
3. Reply with a "withdrawal email", stating the deliverable is withdrawn.
4. Take remedial action to obtain a corrected deliverable.
5. Restart the process from the beginning.

D. Data Manager Tasks

1. On receipt of a withdrawal email:
 - a. Mark the withdrawal in the Submission_Log's Status column using the web tool.
 - b. Terminate the process.
2. On receipt of a certification email:
 - a. Information cannot be disseminated. (Sensitivity is highly unlikely for this deliverable.) If sensitive:
 - i. Mark the sensitive designation in the submission status column using the web tool.
 - ii. Notify the submitter of the situation.
 - iii. Complete the deliverable tracking spreadsheet cells referring to dissemination with the word SENSITIVE.
 - iv. Do not attempt to install the sensitive item in the auxiliary repository.
 - b. Copy the submitted file to test environment at AUXREP\KM\KM_B\.
 - c. Create an appropriate web link accessible from the KM main page.
 - d. Test accessibility until successful, then propagate from test to production environment.
 - e. Verify deliverable is accessible from production web site.
 - f. Mark the certification in the Status column in Submission_Log using the web tool.
 - g. Update the deliverable tracking spreadsheet milestones with the date of completion for KM_B.
3. Update the scope of the formal metadata so it includes this new date range