

## SOP 3: Raw Observations (KM\_C Creation)

### *Version 1.0*

#### Revision History Log:

| Previous Version # | Revision Date | Author                                                    | Changes Made    | Reason for Change | New Version # |
|--------------------|---------------|-----------------------------------------------------------|-----------------|-------------------|---------------|
|                    | November 2012 | S. Hoekman,<br>W. Johnson,<br>B. Moynahan,<br>C. Sergeant | Initial version |                   | 1.0           |

#### Summary

During annual field work, observations are recorded directly to laptop computer using specialized software which is installed at the start of each season. The resulting data set, with no editing performed beyond correcting recognized data entry errors in the field, is called the raw observations. It is ultimately maintained on the laptop in the form of an ESRI “file geodatabase.”

At the end of the field effort, the resulting geodatabase is downloaded from the field computer onto NPS network storage. The group of files containing the season’s data as a geodatabase is zipped into a single file. This is submitted through the validation iterations until certified. On certification, the final product is made available for web dissemination.

SOP 3 requires users to work in the internal NPS network under valid Active Directory accounts. Network access questions should be directed to the Data Manager.

#### Detailed Steps

##### A. Project Leader Tasks

1. Verify all field work is complete, and the laptop’s geodatabase has had all “ArcMobile” cache data synchronized, as outlined in SOP 1.
2. Connect the field computer to the NPS network and log in.
3. Using Windows Explorer, copy the laptop directory C:\KIMU\MURRELETS.GDB to [\\inpglbafs03\data\SEAN\\_Data\Work\\_Zone\KM\KM\\_C\yyyy\](#) where yyyy is the survey year covered, e.g., 2011.
4. Check the overall file copy success by right-clicking the destination folder using Windows Explorer and noting its file size as shown by the Properties menu task. Verify this matches the size of the source C:\KIMU\MURRELETS.GDB. Take any actions necessary to correct incomplete copies.
5. Using desktop tools, create a ZIP file of the MURRELETS.GDB folder in [\\inpglbafs03\data\SEAN\\_Data\Work\\_Zone\KM\Data\KM\\_C\yyyy\](#).
  - a. Create it in the same ...\\KM\_C\yyyy\ folder.
  - b. Name the ZIP file KM\_C\_yyyy.ZIP

6. Request validation by sending a notification email to the Data Manager, specifying in the message body that deliverable KM\_C, for year yyyy is ready; the Data Manager will know where to find the file named "KM\_C\_yyyy.ZIP".

## **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](http://165.83.57.239/0_submission_update.aspx).
  - b. Complete Submission\_Log details up through the Submission\_Date column.
2. Copy the folder containing the ZIP file as well as the MURRELETS.GDB directory into the staging area for validation at a subdirectory named with the submission number in [\\inpglbafs03\data\SEAN\\_Data\Staging\KM\KM\\_C](#).
3. Validate the submission according to current criteria defined for KM\_C in Appendix H of the protocol.
4. 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 criteria failed
5. 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. Be aware the purpose of this deliverable is to capture the exact record of field work. As such, mandatory criteria are deliberately made extremely loose and it is unlikely a submission will fail.
  - b. Review the validation report and remedy the mandatory errors. Consult the Data Manager to determine solutions, if necessary. These may require use of the daily thumb drive GDB/cache backups made in the field.
  - c. Initiate a new submission with the Data Manager.
2. On receipt of a success email, review any failed optional criteria:
  - a. If these are acceptable:
    - i. Reply with a "certification email" stating the deliverable is certified and may be disseminated.
  - b. If these are unacceptable:
    - i. Reply with a "withdrawal email", stating the deliverable is withdrawn.

- ii. Take remedial action to obtain and resubmit a corrected deliverable, if possible.

#### **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. Verify no sensitive information is in the deliverable. Products containing sensitive information cannot be disseminated. (This deliverable is not currently classed as sensitive, but may be in the future .) 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 certified ZIP file to integration environment at  
AUXREP\KM\KM\_C\
  - c. Create an appropriate web link accessible from the integration server KM main page.
  - d. Test accessibility until successful, and then propagate the KM\_C file and its link from integration to production environment.
  - e. Verify deliverable is accessible from the production web site.
  - f. Mark "Certified" in the Status column in Submission\_Log using the web tool. Also revise any previous certification record for this unit to "decertified."
  - g. Update the deliverable tracking spreadsheet milestones with the date of completion for KM\_C.
3. Update the scope of the formal metadata so it includes this new date range.