

SEAN sea otter monitoring SOP 18: Field notes (deliverable SO_H)

Revision History Log:

Previous SOP version	Effective Date	Revised By	Changes Made	New SOP version
-	September 2018	Jamie Womble	Initial version	1.0

Summary

During each aerial survey the field staff record on paper the date, time, weather conditions, exceptional circumstances, and other attributes of the flight. At the end of all field work, the sheets are scanned into a PDF file and disseminated in order to document flight performance.

Detailed Steps

1. Project leader tasks
 1. At the end of the survey effort, retrieve the paper field notes that have been recorded during all individual aerial surveys.
 2. Arrange them in chronological order, right side up.
 3. Scan the entire packet into a single PDF file.
 1. Set for two-sided scanning; there could be comments on the backs.
 2. If scanner has a “skip blank pages” setting be sure it is enabled.
 4. Review final file for completeness and make any necessary corrections with a tool such as Adobe Acrobat DC.
 5. Save the file to the NPS network at [\\sean.glba.nps.gov\Data\SEAN_Data\Work_Zone\SO\SO_H\SO_H_yyyy.PDF](\\sean.glba.nps.gov\Data\SEAN_Data\Work_Zone\SO\SO_H\SO_H_yyyy.PDF) where yyyy is the year of survey effort.
 6. Submit to data manager for validation.
 1. Specify in the message this is deliverable SO_H for yyyy.
 2. The data manager will know where to find it.
2. Data manager tasks
 1. Create an entry for this in the submission log database.
 2. Copy the file to a directory in [\\sean.glba.nps.gov\Data\SEAN_Data\Staging\SO\SO_H\ssss](\\sean.glba.nps.gov\Data\SEAN_Data\Staging\SO\SO_H\ssss) where ssss is the submission number generated in the log.
 3. Validate against criteria stated in the Appendix.
 4. Report results to project leader.
3. Project leader tasks
 1. If submission is not valid
 1. Edit corrections until product appears to be in valid state.
 2. Resubmit to data manager for another validation attempt.
 2. If submission is valid then review final product for acceptance

1. If judged not to be of acceptable quality, despite meeting formal validation, notify data manager to withdraw the current candidate from further consideration.
 2. If judged to be of best quality then notify data manager it is accepted to be publicly disseminated
4. Data manager tasks
 1. If project leader wishes the deliverable withdrawn then mark it withdrawn in the submission log and inform project leader.
 2. If project leader accepts the candidate
 1. Install the SO_H file in Data Store repository using reference type Notes.
 1. If sensitive information is not present then make the repository entry available to public, otherwise restrict it to SEAN staff.
 2. Install file in the SEAN production web site.
 1. If sensitive information is present then have the product's web link indicate the product is not available instead of accessing the deliverable file.
 3. Record product status in tracking tables.
 4. Update the submission log for this candidate.
 5. Inform project leader the deliverable has been deployed.

Appendix SOP-18.A: Field notes – detailed deliverable definitions

Purpose of Deliverable

Used for researching data errors and individual exceptions experienced during aerial surveys.

Frequency Produced

SO_H is after completion of all aerial surveys in a survey effort. This is typically done once per year.

Prerequisites

None.

Data Flow

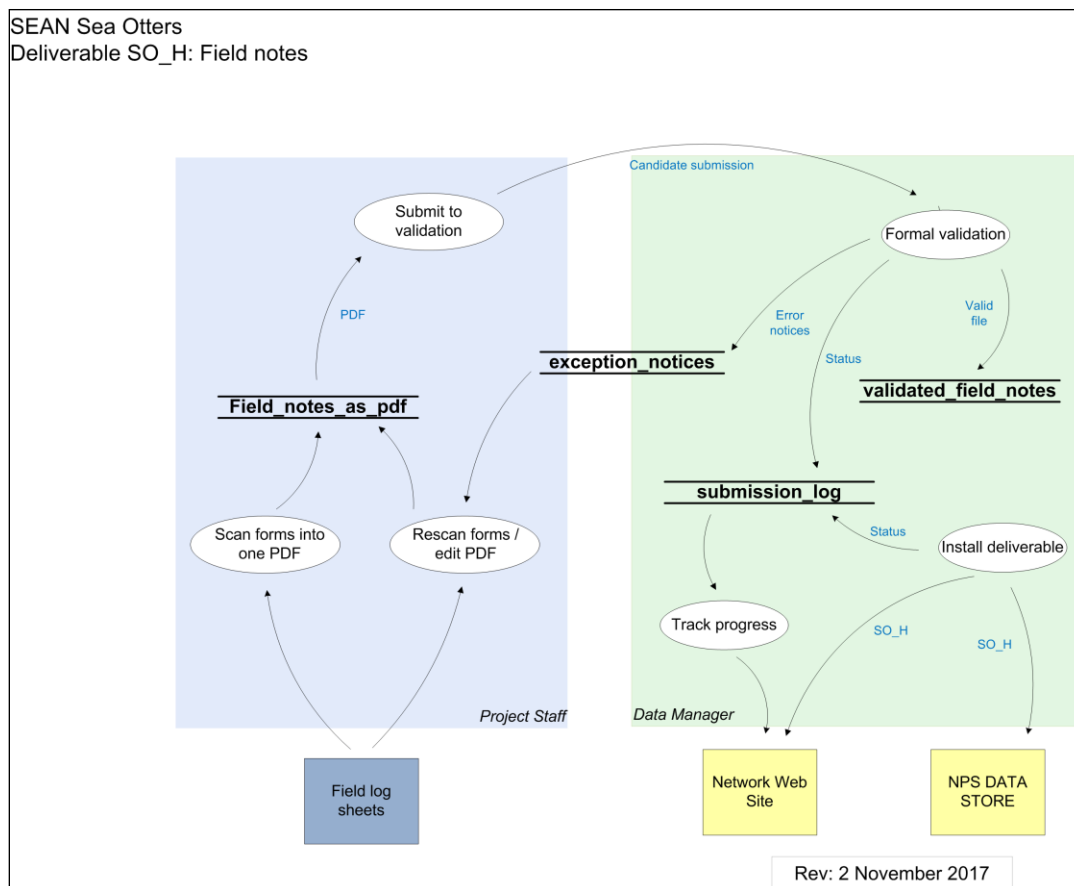


Figure SOP-18.A.1 Data flow required to generate final deliverable SO_H, field notes.

Deliverable Definition Forms

Form A: Non-tabular Information Deliverable

<i>Vital Sign:</i> SO Sea Otters	<i>Deliverable ID:</i> SO_H	<i>Deliverable Title:</i> Field notes
<i>File Format:</i> PDF	<i>Associated Software and Version:</i> MS Word. Adobe reader DC version 12 or greater.	<i>Revision Date:</i> 11-02-2017
<i>Expected Frequency:</i> Once per survey effort	<i>Submission Unit:</i> Year	<i>ID of first protocol this applies to:</i> SO-2017.1
<i>What purpose does this deliverable serve?</i> Source documents that may be used for researching data errors and individual exceptions experienced during aerial surveys. This is booked into NPS Data Store under reference type Notes.		
<i>Summary of content:</i> Scanned images of field log note sheets.		
<i>Mandatory validation criteria:</i> 1. The final PDF file must be fully readable using Adobe Reader DC. 2. Filename must conform to specifications described in the detailed steps of this SOP.		
<i>Optional validation criteria:</i> 1. Images should be free from artifacts that obscure valuable content. 2. Images should be oriented properly. 3. Images should appear in chronological order.		
<i>Deliverable ID of any other SEAN data products required to create this product</i> None.		
<i>Description and source of any outside data required to create this product:</i> Paper log sheets from field crew.		

Sea Otter Monitoring 2017

Transect Type: Random / Optimal / Density

Tail Number: N62353

Crew: Lou Taylor-Thomas
Michelle Kissling

Landing:

Take Off: 1416

Cloud Cover: CL(Clear) PC(Partly Cloudy) HO(High Overcast) LO(Low Overcast)

Precip: NO(None) FG(Fog) DR(Drizzle) LR(Light Rain) HR(Hard Rain)

Visibility: ☐ <500m ☐ <1km ☒ <10km ☐ >10km

Wind Speed/Direction: 3-5 kts/ 301° Temp: 53°F

[illegible]

Transect	Area	Side	Point	Notes:	Priority:	Start/End:
1	Sitakaday Narrows	east west	111 112	calm	26	1449/1457
2	Sitakaday Narrows	west east	113 114		15	1452/1454
3	Sitakaday Narrows	east west	115 116		16	1452/1458
4	Sitakaday Narrows	west east	117 118		31	1500/1502
5	Sitakaday Narrows	east west	119 120		25	1504/1506
6	Sitakaday Narrows	west east	121 122		14	1508/1510
7	Sitakaday Narrows	east west	123 124		12	1511/1515
8	Boulder Island	west east	125 126	calm	34	1517/1519
9	Boulder Island	east west	127 128		7	1521/1523
10	Boulder Island	west east	129 130		3	1525/1528
11	Boulder Island	east west	131 132		2	1529/1532
12	Boulder Island	west east	133 134	lots of otters over Boulder	1	1534/1536
13	Boulder Island	east west	135 136		5	1538/1540
14	Boulder Island	west east	137 138		18	1542/1544
15	Flapjack Island	east west	139 140		19	1546/1548
16	Flapjack Island	west east	141 142		9	1550/1552
17	Flapjack Island	east west	143 144		11	1553/1555
18	Flapjack Island	west east	145 146	calm over Flapjack	8	1558/1600
19	Flapjack Island	east west	147 148		10	1602/1605

Ran extra transect lines @
Caroline Shoop
1715

transit , S E
1717 / 1718 W-E → } hot
transits
@ Carolyn
Shull

2 1719 / 1720 E-W → }