

Standard Operating Procedure #22

Datasheet Handling Procedures

Version 1.0 (November 7, 2018)

Change History

New Version #	Revision Date	Author	Changes Made	Reasons for Change	Previous Version #

Only changes in this specific SOP will be logged here. Version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0). Record the previous version number, date of revision, author of the revision, changes made, and reason for the change along with the new version number.

Purpose

This SOP describes how to process field datasheets for the Pacific Island Network Anchialine Pool Monitoring Protocol.

Datasheet Handling Procedures

As the field datasheets are part of the permanent record for project data, they should be handled in a way that preserves their future interpretability and information content. These steps should be taken immediately after each sampling event.

1. Proofread datasheets to ensure that they are complete and legible. Although all datasheets should be reviewed for completeness in the field, some errors may not be identified until later.
2. If changes to data on the datasheets need to be made either during or after field data acquisition, the original values should not be erased or otherwise rendered illegible. Instead, changes should be made as follows:
 - a. Circle the original value in red ink and write the new value adjacent to the original value with the date and initials of the person making the change.
 - b. All corrections should be accompanied by a written explanation in the appropriate notes section on the field datasheet. These notes should also be dated and initialed.

- c. Edits and revisions should be made in a red ink to make it easier for subsequent viewers to be able to retrace the edit history.
 - d. Edits should be made on the original field datasheets and on any photocopied datasheets.
- 3. After reviewing the datasheets for completeness and legibility, perform the following steps:
 - a. Photocopy datasheets. Ensure that all original datasheets have been photocopied and that the originals and copies are stored in separate places.
 - b. Scan the datasheets as PDF documents and place in the project workspace folder assigned to datasheets, which for this protocol is the
I:\vital_signs\06a_fw_animals_anchialine_pools\Data\Datasheets folder. Create a folder for the current year's datasheets before uploading the PDFs to the server (see SOP #21 Workspace Setup and Project Records Management for more details).
 - i. These digital files will be archived with the certified data according to the Product Delivery Schedule and Specifications in SOP # 26 Product Delivery Specifications. The PDF files may then serve as a convenient digital reference of the original if needed.
 - c. Proofread copied and scanned datasheets to ensure that they are complete and legible.
 - d. Archive original and copied datasheets. Organize and file datasheets by sampling location.

These procedures should be followed throughout data entry and data revision.