

Standard Operating Procedure #26

Product Delivery Specifications

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 provides details on the process of submitting completed data sets, briefings, reports, and other project deliverables for the Pacific Island Network (PACN) Anchialine Pool Monitoring Protocol. 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).

Though all project files are in the project workspace on the PACN server, it is good practice that the PACN Aquatic Ecologist completes a Product Submission Form (Figure SOP 26.1) when certified data is ready to be submitted to the PACN Data Manager. This form, which should be emailed to the PACN Data Manager, briefly captures the following information about the products:

1. Submission date
2. Name of the person submitting the product(s)
3. Name and file format of each product
4. Indication of whether or not each product contains sensitive information (see SOP #28 Sensitive Information Procedures for more detail).

The Product Submission Form can be obtained from the PACN Data Manager or from the PACN server.

National Park Service
U.S. Department of the Interior

Pacific Island Network



PACN Data Submission Form

Type responses directly into this document and send to the Data Manager.

1) Submission date: _____

2) Submitted by: _____

Title: _____

Affiliation: _____

3) Project title: _____

4) Format of submitted data: _____

5) File name of submitted data: _____

6) File size of submitted data: _____

7) Sensitive data information: _____

Figure SOP 26.1. PACN Data Submission Form.

Table SOP 26.1. Product delivery schedule and specifications.

Deliverable Product	Primary Responsibility	Target Date	Instructions
Raw GPS (Global Positioning System) data files	PACN Field Lead	After every sampling trip	Upload GPS files to the Spatial_Info\[Year]\[Park]\GPS_Data folder.
Digital photographs	PACN Field Lead	After every sampling trip	Organize, name and maintain photographic images in the project workspace according to SOP #25 Managing Photographic Images.
Field data forms	PACN Field Lead	After every sampling trip	Scan original, marked-up field forms as PDF files and upload these to the Data\Data sheets folder.
Field season report	PACN Field Lead	February 15 of the following year	Upload digital file in MS Word format to the PACN Digital Library ¹ submissions folder.
Processed GPS data files	PACN GIS Specialist	February 15 of the following year	Upload files to the PACN Digital Library ¹ .
Certified working database	PACN Aquatic Ecologist	April 30 of the following year	Refer to the following section on delivering certified data and related materials. Data will be uploaded to the Integrated Resource Management Applications Portal ² and stored in the PACN Digital Library ¹ .
Certified geospatial data	PACN Aquatic Ecologist with PACN GIS Specialist		
Data certification report	PACN Aquatic Ecologist		
Metadata interview form	PACN Aquatic Ecologist		
Full metadata (parsed XML)	PACN Data Manager and PACN GIS Specialist	September 15 of the following year	Upload the parsed XML record to the Integrated Resource Management Applications Portal ² , and store in the PACN Digital Library ¹ .
Annual I&M report	PACN Aquatic Ecologist	October 30 of the following year	Refer to the following section on reports and publications. Final reports will be entered in Integrated Resource Management Applications Portal ² and stored in the PACN Digital Library ¹ .
5-year analysis report	PACN Aquatic Ecologist, Data Analyst	Every 5 years by October 30	
Other publications	PACN Aquatic Ecologist, Data Analyst	as completed	
Other records	PACN Aquatic Ecologist	review for retention every January	Digital files that are slated for permanent retention should be uploaded to the PACN Digital Library. Retain or dispose of records following NPS Director's Order #11D ³ .

¹ The 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.

² NPS Data Store is part of the Integrated Resource Management Applications Portal (IRMA), a clearinghouse for natural resource data, metadata, bibliographic records, and park species information (<https://irma.nps.gov/DataStore/>, accessed 14 April 2020). Only non-sensitive information is posted to the Integrated Resource Management Applications Portal. Refer to the protocol section on sensitive information for details.

³ NPS Director's Order #11D provides a schedule indicating the amount of time that the various kinds of records should be retained. Available at: https://www.nps.gov/policy/DOrders/DO_11D.pdf (accessed 14 April 2020).

Specific Instructions for 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) they have undergone and passed the quality assurance checks; and 3) that they 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 #24 Data Quality Review and Certification.

The following deliverables should be made available to the PACN Data Manager upon certification:

1. *Certified working database* – Database in MS Access format containing data for the current season that has been through the quality assurance checks documented in SOP #24 Data Quality Review and Certification.
2. *Certified geospatial data* – GIS themes in shapefile format.
3. *Data certification form* – A brief questionnaire in MS Word that describes the certified data product(s) being submitted. For more details, refer to SOP #24 Data Quality Review and Certification. A template form is available on the PACN server from the PACN Data Manager or on the PACN server.
4. *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 PACN server. For more details, refer to SOP #27 Metadata Development.

After the quality review is completed, the PACN Aquatic Ecologist should email the Data Certification Form and Metadata Interview Form to the PACN Data Manager. Before notifying the PACN Data Manager by email that certification is complete, ensure that the following are available and organized in the workspace folders on the PACN server:

1. Certified database is in the Data\Database folder
2. Scanned data sheets are in the Data\Datasheets folder.
3. GPS data are in the Spatial_Info\[Year]\[Park]\GPS_data folder.
4. Images are in the Images\Data and Images\Misc folders

Upon receiving the certification materials, the PACN Data Manager will:

1. Review them for completeness and work with the PACN Aquatic Ecologist if there are any questions.

2. Notify the PACN GIS Specialist if any geospatial data are submitted. The PACN GIS Specialist will then review the data and update any project GIS data sets 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 PACN Aquatic Ecologist that the year's data have been uploaded and processed successfully. The PACN Aquatic Ecologist may then proceed with data summarization, analysis and reporting.
6. Develop, parse and post the XML metadata record to the Integrated Resource Management Applications Portal.
7. The PACN Data Manager will upload the certified data to the Integrated Resource Management Applications Portal. See SOP #29 Product Posting and Distribution.

Specific Instructions for Reports and Publications

Annual reports and trend analysis reports will use the NPS Natural Resource Publications template, a pre-formatted Microsoft Word template document based on current NPS formatting standards. Data reports with no interpretation of the data will use the Natural Resource Data Series (NRDS) Report template, and reports with analysis and interpretation will use the Natural Resource Report (NRR) template (<https://www.nps.gov/im/publication-series.htm>, accessed 14 April 2020). Instructions for acquiring a series number and other information about NPS publication standards can be found at the NPS Natural Resources Publications website (<http://www.nature.nps.gov/publications/NRPM/index.cfm>, accessed 14 April 2020). In general, the procedures for reports and publications are as follows:

1. The document should be formatted using the NPS Natural Resource Publications template. Formatting according to NPS standards is easiest when using the template from the very beginning, as opposed to reformatting an existing document.
2. Peer review is determined by PACN program manager. Generally, NRDS do not require peer-review outside of NPS and are only reviewed by PACN program manager and relevant park staff. NRRs are typically reviewed by program manager, relevant park staff, and at least two non-NPS reviewers.
3. Upon completing the peer review, acquire a publication series number from the NPS Key Official (currently the Regional I&M Coordinator).
4. Upload the file in PDF and MS Word formats to the PACN Digital Library submissions folder.

5. The PACN Data Manager will create a bibliographic record and upload the PDF document to the Integrated Resource Management Applications Portal according to document sensitivity.

File Naming Conventions

In all cases, digital file names should follow these guidelines:

1. No spaces or special characters in the file name
2. Use the underscore (“_”) character to separate file name components
3. Try to limit file names to 30 characters or fewer, up to a maximum of 50 characters
4. As appropriate, include the project name (e.g., “Anchialine Pools”), network code (“PACN”) or park code, and year in the file name.

Examples:

1. PACN_Anch_pools_2015_Annual_report.pdf
2. PACN_Anch_pools_2015_Field_season_report.doc