

SOP 5: Data Availability (FQ_B Creation)

Version 1

Revision History Log:

Prev. Version #	Revision Date	Updated By	Changes Made	New Version #
-	Aug 2011	Bill Johnson	Initial version	1

1.0 Summary

Once the FQ_F database update has been certified for the year, the presence of data by parameter and location must be publicly documented in FQ_B. The Data Manager retrieves the most recent FQ_B version as an Excel spreadsheet. A database query is executed for the year to show by site by month the presence of readings for temperature, conductivity, pH, dissolved oxygen, and turbidity. The spreadsheet is updated to reflect this and saved. A PDF is made of the new spreadsheet. It is installed in the repository for dissemination.

All tasks are performed by the Data Manager.

2.0 Detailed Steps

1. Prepare a new formal submission to hold the generated deliverable.

1. *Use the tool on the data management website to create a new submission. Fill in details through the Submission_Date field).*
2. *Create a subdirectory in the staging area bearing the name of the assigned submission number under \\INPGLBAFS03\DATA\SEAN_Data\Staging\FQ\FQ_B\.*

1. Retrieve the most recent Excel spreadsheet version of deliverable FQ_B, as depicted in figure SOP 5.1, from AUXREP\FQ\FQ_B\ on the PRODUCTION web

site. This file is not served by the web and must be located by stepping through Excel's File/Open dialog box.

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Developer

Add-Ins

Acro

Paste

Cut

Copy

Format Painter

Clipboard

Arial

10

A

A

B

I

U

Font

Figure SOP 5.1: Example of FQ_B deliverable in spreadsheet form. A PDF form is also part of the product.

2. **“Save As” the file under the name yyyyymmdd.xlsx in the staging directory folder created earlier.**
 1. *Filename is date of creation, (i.e., today).*
 2. *yyyy is 4-digit year.*
 3. *mm is 2-digit month with leading zero if needed.*
 4. *dd is 2-digit day with leading zero if needed.*
3. **Query the certified database for a count of parameters recorded over the scope of deliverable FQ_F, grouped by site, year, month, site, and sensor type. Generate this information using the “Report FQ_B Basis” item in the Data Management web site (Figure SOP 5.2).**
4. **Exhaustively compare the database report results against the existing spreadsheet for the immediately prior year.**
 1. *It is possible data have been revised in the earlier year during correction cycles. The FQ_B chart needs to reflect this.*
 2. *If unexpected changes are reflected in the prior year, suspend generating FQ_B until the problem is remediated in the underlying data.*

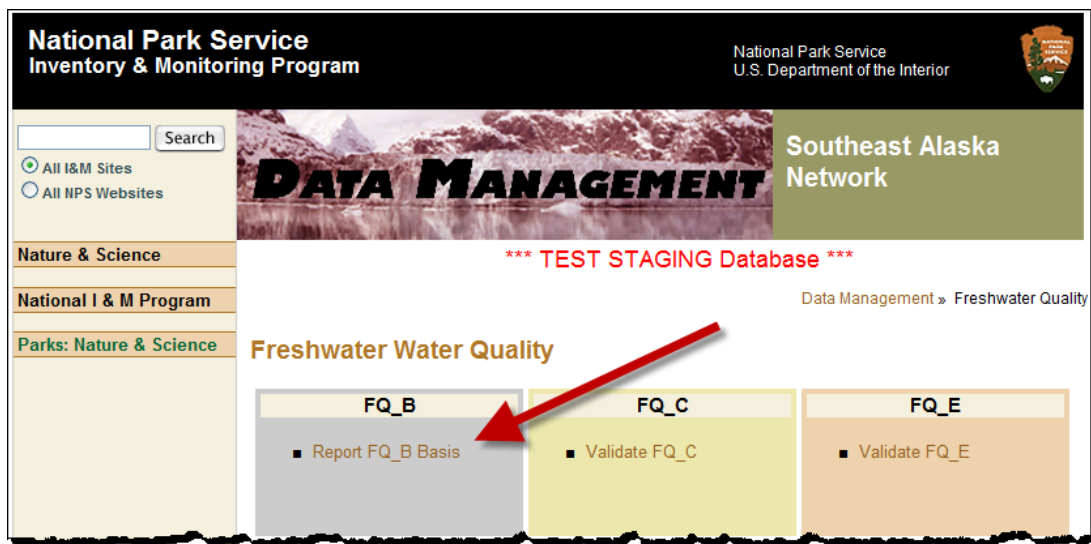


Figure SOP 5.2: Generating the availability report from the FQ_F database from the data management web site.

5. Spot check older sheet cells against the comprehensive database query.

1. *If the query results do not appear consistent with the existing spreadsheet, investigate cause to determine whether it is the result of normal operations or of an error that requires correction.*
2. *If the result appears caused by a failure that requires remediation, then launch an ad hoc effort to repair damage.*
3. *Exhaustive comparison is not required because older data are not likely to change.*

6. If no unresolvable inconsistencies were detected above, update the sheet to reflect new values in the latest year.

1. *Copy around appropriate cell icons in file yyyyymmdd.xlsx so they represent the scope of data reported by the query.*
2. *If this is the first deliverable creation for the latest survey year, additional rows must be added to the underlying sheet and populated. Otherwise overwrite the existing cells of the year with the latest information.*

7. Save the new components of FQ_B.

1. *Resave the updated yyyyymmdd.xlsx in the staging area.*
2. *Also save yyyyymmdd.xlsx as a PDF file named current.pdf in the same folder.*
3. *Be sure the mandatory validation criteria in the data definition appendix are met.*
4. *Copy both the XLSX and PDF files to the DEVELOPMENT web site at \\INPGLBAFS03\DATA\SEAN_Data\FQ\FQ_B.*

- 8. Verify the new FQ_B is being properly served by the development web site.**
- 9. Propagate the affected files to integration and then production and verify their accessibility.**
- 10. Update the submission record using the tool on the data management web site. Fill in all fields to indicate certification with no validation errors.**
- 11. Update the deliverable tracking spreadsheet with the date of completion for this FQ_B, and propagate the tracking sheet to the production site.**

