

SOP 6: Site Visit Worksheets (FQ_C Creation)

Version 1

Revision History Log:

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

1.0 Summary

At the end of field season, the Project Lead verifies worksheets have been received from each site documenting each monthly maintenance visit. The lead assembles these .xlsx files and zips them into a single file covering the full year, which becomes the FQ_C deliverable. The Project Leader and Data Manager iterate validation cycles until the product is certified. The certified product is made available on the web.

2.0 Detailed Steps

1. Project Leader Tasks

1. *Prepare the season's site visit worksheet files in the site subfolders of \\INPGLBAFS03\DATA\SEAN_Data\Work_Zone\FQ\yyyy\ where "yyyy" is the year of study.*
 1. Verify there are the proper monthly .xlsx files in the subfolders for each site. These were placed there by processes described in SOP 3.
 2. Obtain any missing files from Park Leads if they are available.
 3. Verify the filenames meet the exact specification set in SOP 1. Correct as necessary.
 4. Verify the "Time sonde pulled" and "Time redeployed" reflect time zone GMT-8 (Alaska Daylight Time).
 1. *Only worksheets recorded in November may exhibit the fault of reflecting GMT-9.*
 2. *The value can be confirmed by reviewing a corresponding CDF file from the site; sonde records always use GMT-8 timestamps and data recorded when a sonde has been pulled out of the water will be obvious.*
5. Open each file in Excel and verify the content is indeed the formal site visit worksheet. There must be only one tab in the file containing field data and it must be named "Site visit worksheet".
6. Build the deliverable file.
 1. *Using Windows Explorer, copy each .xlsx file up the folder hierarchy to \\INPGLBAFS03\DATA\SEAN_Data\Work_Zone\FQ\yyyy\FQ_C\. Be sure there are no old or unrelated .xlsx files in that specific directory – they could accidentally be pulled into the deliverable.*
 2. *Use Winzip or similar software to generate a single archive file in ... \yyyy\FQ_C\ containing all the .xlsx files in that folder.*

3. *Rename the resulting deliverable to FQ_C_YYYY.ZIP, where YYYY is the calendar year represented.*
7. Submit the candidate deliverable for validation by sending a formal email to the Data Manager specifying that FQ_C as defined in protocol FQ-2013.1 is available for review. Also specify which year the data cover.

2. Data Manager Tasks

1. *On receipt of submission email, generate a new submission record using the tool on the data management web site. Fill in the details through the Submission Date field.*
2. *Create a subdirectory bearing the name of the assigned submission number in \\NPGLBAFS03\DATA\SEAN_Data\Staging\FQ\FQ_C.*
3. *Copy into the subdirectory the FQ_C_YYYY.ZIP file from \\NPGLBAFS03\DATA\SEAN_Data\Work_Zone\FQ\YYYY\FQ_.*
4. *If this is the first submission of FQ_C for the year, update the deliverable tracking spreadsheet with its date.*
5. *Execute the automated validation process on the data management web site. The results will be automatically recorded on the submission log.*
6. *If submission fails mandatory criteria, reply with a “failure email” that includes the submission number assigned, deliverable ID, protocol ID, year covered, and the “findings.htm” file generated during validation which details the file faults.*
7. *If, instead, submission passes all mandatory criteria, reply with a “success email” that includes the submission number assigned, deliverable ID, protocol ID, year covered, the “findings.htm” file generated during validation which will detail option errors, and a request to certify the deliverable as complete.*

3. Project Leader Tasks

1. *On receipt of a failure email:*
 1. Open the underlying site .xlsx files with Excel and apply corrections to resolve the listed mandatory errors.
 2. Consult with the Park Lead if necessary.
 3. Restart the submission process from the beginning.
2. *On receipt of a success email:*
 1. Review any failed optional criteria.
 2. If the optional faults are acceptable, then reply to the Data Manager with a “certification email” stating the deliverable is certified and may be disseminated.
 3. If the faults are unacceptable, then reply with a “withdrawal email” stating the deliverable candidate is to be withdrawn. Then take remedial action to correct the optional faults and restart the submission process from the beginning.

4. Data Manager Tasks

1. *On receipt of a withdrawal email:*
 1. Mark the withdrawal in the Submission_log’s Status column using the tool on the data management web site.
 2. Terminate processing.
2. *On receipt of a certification email:*

1. Verify no sensitive information is in the deliverable. Products containing sensitive information cannot be disseminated. (Sensitivity is unlikely for this deliverable.)
2. If the deliverable is judged as sensitive:
 1. *Copy the submitted file to test environment at AUXREP\FQ\FQ_C\SENSITIVE\.*
 2. *Update the Submission_Log's Status to sensitive.*
 3. *Update the test web site with an entry for this year marked to be sensitive and closed.*
 4. *Propagate from test to production environment.*
 5. *Verify deliverable is NOT accessible from production web site.*
 6. *Update the deliverable tracking spreadsheet with the date of completion for FQ_C.*
3. If the deliverable is judge not to be sensitive:
 1. *Copy the submitted file to test environment at AUXREP\FQ\FQ_C\, verifying it is properly accessible.*
 2. *Propagate from test to production environment.*
 3. *Verify deliverable is accessible from production web site.*
 4. *Mark the certification in the Status column in Submission_Log.*
 5. *Update the deliverable tracking spreadsheet with the dates of completion and dissemination for FQ_C.*
4. Update the scope of the formal metadata so it includes this new date range.

