

SOP 7: Maintenance Log Images (FQ_D Creation)

Version 1

Revision History Log:

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

1.0 Summary

The SEAN currently uses the 6920V2-2 multi-parameter water quality sonde manufactured by YSI, Incorporated. Each sonde is accompanied with a pH probe (YSI 6561), dissolved oxygen probe (YSI6150), conductivity/temperature probe (YSI 6560), and in the Taiya River only, a turbidity probe (YSI 6136). After each continuous sampling season, sondes are sent in for annual preventative maintenance and/or repair. Annual maintenance includes o-ring seal changes, firmware updates, leak testing, sensor testing, and power consumption and data download testing. With each serviced sonde, YSI provides hard copies of test results and a certificate of compliance guaranteeing that non-user accessed seals will be waterproof for two years from the date of servicing.

Certificates of compliance and testing results are filed until all are received for the calendar year. They are then organized by sonde, scanned by the Project Leader, copied to the SEAN network drive, renamed following a consistent convention, and run through validation/quality assurance iterations until certified and disseminated.

SOP 7 requires users to work in the internal NPS network under valid Active Directory accounts. Access questions should be directed to the Data Manager.

2.0 Detailed Steps

1. Project Leader Tasks

1. *For each sonde, collect only those forms for the calendar year that pertain to sensor testing results and certificate of compliance for waterproof seals.*
2. *Scan each group of sonde-specific forms for the year into its own single PDF file.*
3. *Rename each file with the sonde serial number, followed by underscore, followed by service year.*
 1. Sonde serial numbers may be found on maintenance forms.
 2. Example filename: 08H100353_2011.PDF.
4. *Copy each PDF to \\inpglbafs03\data\\SEAN_Data\Work_Zone\FQ\yyyy\FQ_D\ where yyyy is the year on the certificate, e.g., 2010.*
5. *Submit the candidate deliverable for validation by sending a formal email to the Data Manager specifying that FQ_D as defined in protocol FQ-2013.1 is available for review. Also specify which single year the data cover.*

2. Data Manager Tasks

1. *On receipt of the submission, assign the next formal Submission Number to this file, as found in the master Submission_Log table.*
 1. Use the “Update Submission Log” web tool on the data management web site at http://165.83.57.239/0_submission_update.aspx .
 2. Complete Submission_Log details up through the Submission_Date column.
 3. Set the submission unit to be SondeSerialNumber_YYYY .
2. *Save the file in the staging area for validation*
 1. The staging directory is \\INPGLBAFS03\DATA\SEAN_Data\Staging\FQ\FQ_D\nnnn\ where “nnnn” is the assigned submission number. At this time, the “nnnn” folder will have to be created.
3. *Validate the submission according to current criteria. Be particularly sure the filename matches the required form listed above.*
4. *Record validation summary data in the Submission_Log.*
 1. Set status code to V if mandatory validation passed.
 2. Set status code to F if mandatory validation failed
5. *If submission fails mandatory criteria, reply with a “failure email” that includes:*
 1. The submission number assigned
 2. The deliverable ID
 3. The protocol ID
 4. Documentation listing all the specific mandatory criteria failed
6. *If submission passes mandatory criteria, reply with a “success email” that includes:*
 1. The submission number assigned
 2. The deliverable ID
 3. The protocol ID
 4. Documentation listing any specific optional criteria failed
 5. Request to certify deliverable as complete

3. Project Leader Tasks

1. *On receipt of a failure email, ensure that the proper PDF with the correct sonde and probe references were submitted, and restart the submission process from the beginning.*
2. *On receipt of a success email, review any failed optional criteria:*
 1. If these are acceptable:
 1. *Reply with a “certification email” stating the deliverable is certified and may be disseminated.*
 2. *Store maintenance log sheets in an annual paper file kept by the Project Leader.*
 2. If these are unacceptable:
 1. *Reply with a “withdrawal email”, stating the deliverable is withdrawn.*
 2. *Take remedial action to obtain a corrected deliverable.*
 3. *Restart the 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 web tool.
 2. Terminate the process.
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 highly unlikely for this deliverable.)
 2. Copy the submitted file to test environment at AUXREP\FQ\FQ_D\.
 3. Propagate from test to production environment.
 4. Verify deliverable is accessible from production web site.
 5. Mark the certification in the Status column in Submission_Log using the web tool.
 6. Update the deliverable tracking spreadsheet with the date of completion for FQ_D.
 7. Terminate the process.
3. *Update the scope of the formal metadata so it includes this new date range.*

