

SOP 8: Sonde Raw Data (FQ_E Creation)

Version 1

Revision History Log:

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

1. Summary

At the field at end of season, the Project Lead verifies all monthly cumulative data files of type “.dat” made at each site have been received. The lead zips them into a single file covering the full year, which is the FQ_E deliverable. The Project Lead and Data Manager iterate validation cycles until the product is certified. The certified product is made available on the web.

2. Detailed Steps

1. Project Leader tasks

1. *Confirm with Park Leads the sondes have been pulled for the season and that all files have been submitted.*
2. *Locate the season’s .dat sonde output files in the various site subfolders of \\NPGLBAFS03\DATA\SEAN_Data\Work_Zone\FQ\yyyy\, where “yyyy” is the year under study.*
3. *Build the deliverable file.*
 1. Using Windows Explorer, copy each .dat file generated for a site up the folder hierarchy to INPGLBAFS03\DATA\SEAN_Data\Work_Zone\FQ\yyyy\FQ_E\.
 2. Use Winzip or similar software to generate a single archive file in ...\\yyyy\FQ_E\ containing all the .dat files in that folder.
 3. Rename the deliverable to FQ_E_yyyy.ZIP, where yyyy is the calendar year represented.
4. *Submit the candidate deliverable for validation by sending a formal email to the Data Manager specifying that FQ_E 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_E.*
3. *Copy into the subdirectory the FQ_E_yyyy.ZIP file from \\NPGLBAFS03\DATA\SEAN_Data\Work_Zone\FQ\yyyy\FQ_E\.*
4. *If this is the first submission of FQ_E for the year, update the deliverable tracking spreadsheet with its date.*

5. *Manually validate using the YSI EcoWatch application, according to the criteria listed in Appendix D.*
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 CSV 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_E\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_E.*
 3. If the deliverable is judged to not be sensitive:
 1. *Copy the submitted file to test environment at AUXREP\FQ\FQ_E\, 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_E.*
3. *Update the scope of the formal metadata so it includes this new date range.*

