

SOP 2: Calibration Certificates (OC_G Creation)

Version 1

Revision History Log:

Prev. Version #	Revision Date	Author	Changes Made	New Version #
[none]	Oct. 2010	S. Danielson, W. Johnson, L. Sharman, G. Eckert, B. Moynahan	Initial version	1

Summary

Two cases are possible. First, the sensor servicing company may have provided one or more paper certificates attesting to the calibration parameters determined on a particular date. In this case, the Project Leader must generate one PDF file for each document using a document scanner and appropriate software. Second, the sensor servicing company may have provided a CD or DVD already containing PDF files of the certificates.

Once the PDFs are available, they are copied to a park network drive, renamed following a consistent convention, and run through the validation/quality assurance iterations until certified and disseminated.

SOP 2 requires users to work in the internal NPS network under valid Active Directory accounts. Access questions should be directed to the Data Manager.

Detailed Steps

1. Certificates on paper received

1. *Project Leader tasks*

1. Extract from packet only those forms that list sensor parameters and attest to their accuracy.
2. Scan each one into a separate PDF file using park scanner and associated software. Save on park network at \\nps\akrdfs\GLBA\Science\Data\Oceanography\Data\yyyy\Certificate\ where yyyy is the year on the certificate, e.g., 2010.
3. Name each file with a reference to its local CTD number, followed by an underscore, followed by sensor type, followed by underscore, followed by the sensor serial number, followed by underscore, followed by calibration date as YYMM.
 1. *Local CTD number is 1, 2, etc. It is not the Sea-Bird serial number.*
 2. *Sensor types: TEM, CON, PAR, OBS, FLU, DOX, PRE.*
 3. *Sensor serial number may always be found inside the PDF.*
 4. *Example CTD#1 Fluorometer calibration certificate of March 2009 would be named 1_FLU_WS3S-652P_0903.PDF.*

4. Submit these files via email attachment to the Data Manager for validation, specifying in the message body it is deliverable OC_G, as defined in protocol OC-2010.1. Multiple files are permitted in one submission email.

2. PDFs on CD received

1. Project Leader tasks

1. Copy each PDF that contains a certificate from the CD into \\nps\akrdfs\GLBA\Science\Data\Oceanography\Data\yyyy\Certificate\ where yyyy is the year on the certificate, e.g., 2010.
2. Rename each file with a reference to its local CTD number, followed by an underscore, followed by sensor type, followed by underscore, followed by the sensor serial number, followed by underscore, followed by calibration date as YYMM.
 1. *Local CTD number is 1, 2, etc. It is not the Sea-Bird serial number.*
 2. *Sensor types: TEM, CON, PAR, OBS, FLU, DOX, PRE.*
 3. *Sensor serial number may always be found inside the PDF.*
 4. *Example CTD#2 Pressure strain gauge calibration certificate of February 2009 would be named 2_PRE_0436_0902.PDF.*
3. Submit these files via email attachment to the Data Manager for validation, specifying in the message body it is deliverable OC_G, as defined in protocol OC-2010.1. Multiple files are permitted in one submission email.

3. Regardless of whether paper or CD files

1. 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 at http://165.83.57.239/0_submission_update.aspx.*
 2. *Complete Submission_Log details up through the Submission_Date column.*
 1. *Due to the nature of this deliverable, there is no submission unit scope. The filename is sufficient to distinguish it.*
2. Save the file in the staging area for validation
 1. *Be sure the filename matches the required form listed above.*
 2. *The staging location is INPGLBAFS03\DATA\SEAN_Data\Staging\OC\OC_G.*
3. Validate the submission according to current criteria.
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*

2. Project Leader tasks

1. On receipt of a failure email:
 1. *Rescan the PDF to ensure it is in the proper format OR contact the vendor to obtain a valid PDF with proper parameters.*
 2. *Restart the 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 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.

3. 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. *Clean submission files out of staging area.*
 3. *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\OC\OC_G\ .*
 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. *Clean submission files out of staging area.*
 7. *Update the deliverable tracking spreadsheet with the date of completion for OC_G.*
 8. *Terminate the process.*

Update the scope of the formal metadata so it includes this new date