

SOP 12: Field Log Sheets (OC_H 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

The complete sets of paper field log sheets that have been accumulating over the survey year are collected. They are double-side scanned into a single PDF for the year. The PDF is submitted through the validation / quality assurance iterations until certified.

SOP 12 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. Project Leader Tasks

- 1. Retrieve from paper files the field log sheets that have been recorded during the survey season.**
- 2. Arrange them in dump number order.**
- 3. Verify the set is complete. The dump number should continuously increment with no gaps. If a sheet is discovered missing for a dump, insert a page of paper in the stack listing the dump number and stating “No Field Log Sheet.”**
- 4. Scan the entire packet into a single PDF file using park scanner and associated software.**
 - Be sure the scanner is set for two-sided scanning, or be prepared to duplex them by hand.
 - Save the PDF on park network at
\\nps\akrdfs\GLBA\Science\Data\Oceanography\Data\yyyy\Field_Log_Sheets\ where yyyy is the survey year covered, e.g., **2011**. Name the file LOG_yyyy.PDF, once again substituting the year for yyyy.
- 5. Submit the single PDF file via email attachment to the Data Manager for validation, specifying in the message body it is deliverable OC_H, for year yyyy, as defined in protocol OC-2010.1.**

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.**
 - Use the “Update Submission Log” web tool at
http://165.83.57.239/0_submission_update.aspx .
 - Complete Submission_Log details up through the Submission_Date column.

2. **Save the file into the staging area for validation at [\\npglbafs03\data\SEAN_Data\Staging\OC\OC_H](#).**
3. **Validate the submission according to current criteria.**
4. **Record validation summary data in the Submission_Log using the web tool.**
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:**
 1. Review the paper stack is in order.
 2. Rescan the PDF to ensure it is in the proper form.
 3. Resubmit
 4. If failure cannot be resolved, email the Data Manager that the submission is withdrawn.
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. 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\OC\OC_H\.
 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 OC_H.
3. **Update the scope of the formal metadata so it includes this new date range.**