

SOP 13: Data Availability Matrix (OC_J Creation) version 2

Summary

Once the OC_D database update has been certified for the year, the coverage must be publicly documented in OC_J. The Data Manager retrieves the most recent OC_J version as an Excel spreadsheet. A database query is executed for the year to show by month the presence of readings for temperature, salinity, PAR, OBS, fluorometry, and DO. The spreadsheet is updated to reflect this and saved. A PDF is made of the new spreadsheet. It is installed in the repository for dissemination.

All tasks are performed by the Data Manager.

Detailed steps

1. Retrieve the most recent Excel spreadsheet version of deliverable OC_J from the Integration site at ...\\AUXREP\\OC\\OC_J\\.
2. Resave it in Development as AUXREP\\OC\\OC_J\\YYYYMMDD.xlsx.
 1. Filename is date of creation, (i.e., today).
 2. YYYY is four-digit year.
 3. MM is two-digit month with leading zero if needed.
 4. DD is two-digit day with leading zero if needed.
3. Query the detailed database for a count of parameters recorded over the scope of deliverable OC_D, grouped by year, month, CTD, and sensor type.
 1. In the Data Management website use the link for Report OC_J Basis (http://sean-dm.glba.nps.gov/OC_J_view_DM.aspx).
 2. Update YYYYMMDD.xlsx cell icons so they reflect the scope of data found by the query.
 3. If this is the first deliverable reported for the latest survey year, an additional row must be added to the top of the sheet and populated. If this is done due to a resubmission or recertification to the original OC_D, then the original row should be directly altered.
4. Exhaustively compare results against one year prior.
 1. Any changes to the CTD capabilities should be reflected.
 2. If expected changes do not appear, suspend the process until the nature of the fault is determined and remediation steps are identified and performed.
5. Spot check older sheet cells against the comprehensive database query.
 1. Exhaustive comparison is not required because these are not likely to change.
 2. If the query does not appear consistent with the existing history, investigate cause to determine whether it is the result of normal operations or of an error introduced into the database.
 3. If the result appears caused by a failure that requires remediation, then launch an ad hoc effort to fully diagnose and repair damage.
6. If no inconsistencies were detected above, then save the new components of OC_J.
 1. Resave the updated YYYYMMDD.xlsx.
 2. Also save YYYYMMDD.xlsx as a PDF file named YYYYMMDD.PDF.

3. Copy YYYYMMDD.xlsx over file current.xlsx, which will be the basis for the next deliverable cycle.
4. Copy YYYYMMDD.pdf over file current.pdf, which is the information disseminated by the website.
7. Verify the new OC_J is being properly served by the Development website.
8. Copy the updated XLSX and PDF files from Development to Staging/Integration and verify they are properly served from that site.
9. Update the deliverable tracking spreadsheet in Development's AUXREP\OC\ with the date of completion for this OC_J, test it, and copy it to Staging/Integration.
10. Propagate the deliverable files from Staging/Integration to Production
11. Create a new Submission_log entry using the Data Management web tool and reflect the certification in the Status and date-related columns. Mark the previously certified OC_J as decertified.