

Standard Operation Procedure #13:

Datasheet Handling Procedures

Version 1.01 (May 24, 2021)

Change History

New Version #	Revision Date	Author	Changes Made	Reason for Change	Previous Version #
1.01	5/24/2021	Kelly Kozar, Kim Weisenborn	Added scanned datasheet location on I:\ drive. Added naming conventions for scanned datasheets. Updated screenshots. Updated abbreviations for file naming conventions	To facilitate upload of scanned datasheets to server. To promote consistency in naming files, and to update other general outdated content.	1.0

Only changes in this specific SOP will be logged here. Version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0). Record the previous version number, date of revision, author of the revision, changes made, and reason for the change along with the new version number.

Purpose

This SOP describes how to process datasheets.

Datasheet Handling Procedures

As the datasheets are part of the permanent record for project data, they should be handled in a way that preserves their future interpretability and information content. If changes to data on the datasheets need to be made either during or after field data acquisition, the original values should not be erased or otherwise rendered illegible. Instead, changes should be made as follows:

- Draw a horizontal line through the original value and write the new value adjacent to the original value with the date and initials of the person making the change.
- All corrections should be accompanied by a written explanation in the appropriate notes section on the datasheet. These notes should also be dated and initialed.
- If possible, edits and revisions should be made in a different color ink to make it easier for subsequent viewers to be able to retrace the edit history.

- Edits should be made on the original datasheets and on any photocopied datasheets.

These procedures should be followed throughout data entry and data revision.

Datasheet Scans

After each field collection trip, datasheets are to be scanned as PDF documents. The PDF files should be stored in the correct folder in the PACN project workspace, located at [I:\vital_signs\12_established_invasive_plant_species\Data\Scanned_Datasheets](#) → Year folder → Park folder → Community folder (if applicable) (See Figure SOP 13.1), and the hard copy datasheets stored in the designated filing cabinet for retention. See SOP #12 Workspace Setup and Project Records Management for more details. The PDF files may then serve as a convenient digital reference of the original if needed. The naming convention for the PDF files is in the format –

[PARK]_[Protocol]_[Community]_[SamplingFrame]_[Transect]_[YYYYMMDD].pdf¹.

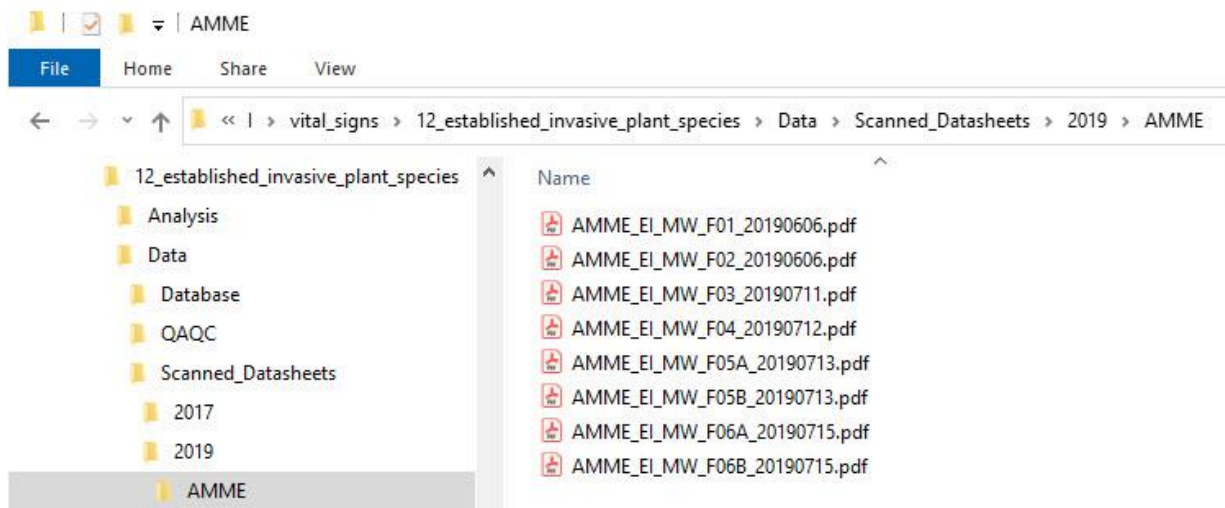


Figure SOP 13.1. Example of project workspace folders for scanned datasheets.

¹ See SOP #12 Workspace Setup and Project Records Management, Appendix SOP 12.a. Abbreviation Key for File Naming Conventions for more details and guidance on file naming.