

Standard Operating Procedure (SOP) #13

Datasheet Handling Procedures

Version 1.01 (February 26, 2021)

Change History

New Version #	Revision Date	Author	Changes Made	Reasons for Change	Previous Version #
1.01	2/26/2021	Kelly Kozar	Updated workspace setup for images and YSI files linked to database.	To reflect updates for files linked to database.	1.0
		Kim Weisenborn	Updated folder setup screenshots; added table of contents; updated NRR formatting; renumbered SOP from #15 to #13; updated SOP references throughout this SOP. Updated SOP title (form handling to datasheets), and other related references.	To reflect current information; formatting needed to be applied; some SOPs were removed or renumbered within the protocol	

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 scanned datasheets should be in consecutive order of the station numbers, with fixed stations first, followed by temporary stations (e.g., FKAHO01, FKAHO02, etc.). The PDF files should be stored in the correct folder in the PACN project workspace, located at [I:\vital_signs\13_water_quality\Data\Raw_Data\1_Field_datasheets](#) → Year → Park folder (see Figure 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 [YYYYMMDD]_[PARK]_WQ_[type].pdf (e.g., 20200323_KALA_WQ_fw.pdf, 20200212_KAHO_WQ_mr.pdf, etc.). See table SOP 13.1 for type abbreviations.

Table SOP 13.1 Water quality type abbreviations.

Type	Abbreviation
Anchialine Pool	ap
Freshwater Stream	fw
Groundwater	gw
Marine	mr

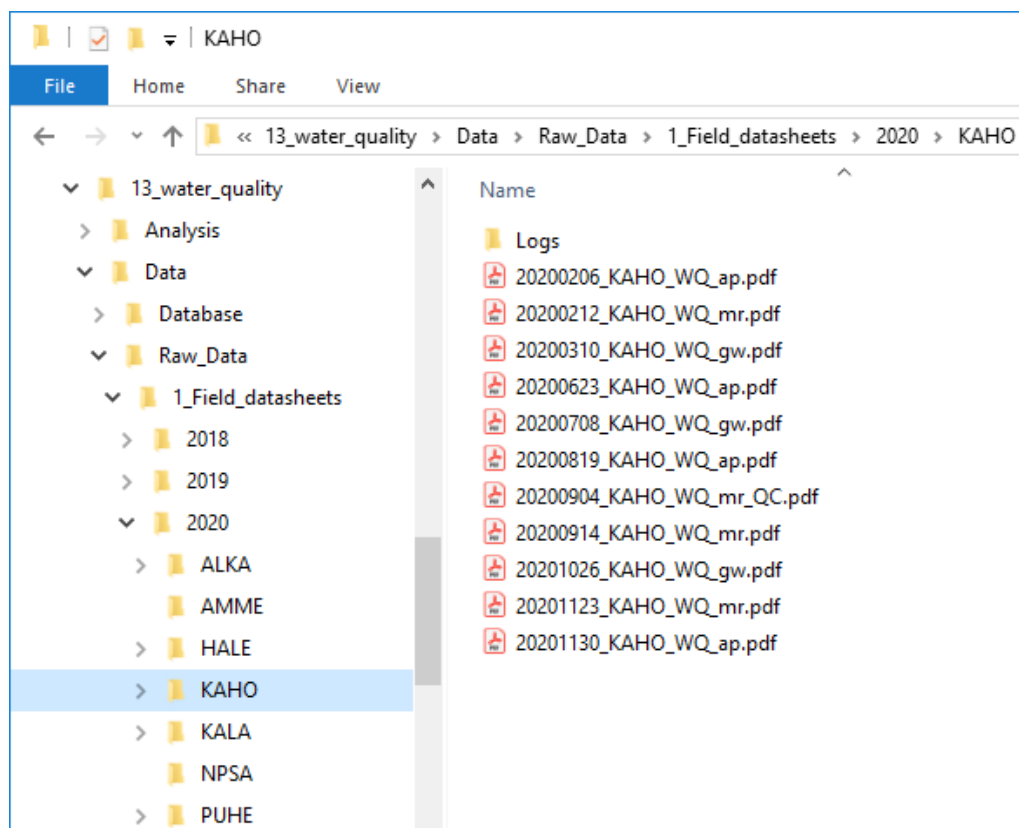


Figure SOP 13.1 Project workspace folders for scanned datasheets.