

Standard Operating Procedure (SOP) #13

Field Form Handling Procedures

Version 1.00 (August 22, 2019)

Change History

New Version #	Revision Date	Author	Changes Made	Reasons for Change	Previous Version #

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 Standard Operating Procedure describes how to process field data forms.

Field Form Handling Procedures

As the field data forms 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 forms 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 field form. 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 field forms and on any photocopied forms.

These procedures should be followed throughout data entry and data revision. After each tour, data sheets are to be scanned as PDF documents and placed in the project workspace folder assigned to data. The PDF files may then serve as a convenient digital reference of the original

if needed. Hard copies of all field forms will be archived with the Project Lead at the HAVO office.