

Standard Operating Procedure (SOP) 2: Calibration Certificates (OC_G Creation) version 3

Glacier Bay National Park and Preserve oceanographic monitoring protocol

Change History

Previous Version #	Revision Date	Revised By	Changes	Justification	New Version #
2	February 2020	B. Johnson	Replace actions referencing integration website with Data Store. Changes references to “certified” with “accepted”. Rename GLBA server path to \\nps\akrdfs\GLBA\Science\Data\Oceanography.	Integration website was deprecated. Terminology guidance changed by CO. The GLBA file server share had been renamed since the prior SOP version.	3
1	September 2018	B. Johnson	Added Data Steward role.	To lessen workload on PI.	2
-		B. Johnson	Initial version	For original protocol	1

Please cite this Standard Operating Procedure as:

Johnson, W. 2020. Standard Operating Procedure (SOP) 2: Calibration Certificates (OC_G Creation) version 3 Glacier Bay National Park and Preserve oceanographic monitoring protocol. National Park Service, Juneau, Alaska. Available online at <https://irma.nps.gov/DataStore/Reference/Profile/2272155>.

Summary

Two cases are possible. First, the sensor servicing company may have provided one or more paper certificates attesting to the calibration parameters as determined on a particular date. In this case, the Project Leader must generate one PDF file for each document using a document scanner and appropriate software. Second, the sensor servicing company may have provided a CD or DVD already containing PDF files of the certificates.

Once the PDFs are available, they are copied to a park network drive, renamed following a consistent convention, and run through the validation and quality assurance iterations until certified and disseminated.

SOP 2 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

A. Certificates on paper received

1. Project Leader tasks
 1. Extract from the service packet only those forms that list sensor parameters and attest to their accuracy.
 2. Scan each form set for a particular sensor into a separate PDF file using park scanner and associated software. Save on park network at
\\nps\akrdfs\GLBA\Science\Data\Oceanography\Data\YYYY\Certificate\ where YYYY is the year on the certificate, e.g., 2010.
 3. Rename each file with a reference to its local CTD number, followed by an underscore, followed by sensor type, followed by underscore, followed by the sensor serial number, followed by underscore, followed by calibration date as YYMM.
 4. Local CTD number is 1, 2, etc. as designated in Appendix F. It is not the Sea-Bird serial number.
 5. Sensor types: TEM, CON, PAR, OBS, FLU, DOX, PRE.
 6. Sensor serial number may always be found inside the PDF.
 7. Example: CTD #1 fluorometer calibration certificate of March 2009 would be named
1_FLU_WS3S-652P_0903.PDF.
 8. Notify the Data Steward that new draft OC_Gs are available for validation, specifying exactly which files are newly drafted for submission.
 9. Confer with the Data Steward on whether these paper submissions require creating a new OC_A CON file deliverable.

B. PDFs on CD or DVD received

1. Project Leader tasks
 1. Copy each PDF that contains a certificate from the CD into
\\nps\akrdfs\GLBA\Science\Data\Oceanography\Data\YYYY\Certificate\ where YYYY is the year on the certificate, e.g., 2010.
 2. Rename each file with a reference to its local CTD number, followed by an underscore, followed by sensor type, followed by underscore, followed by the sensor serial number, followed by underscore, followed by calibration date as YYMM.
 1. Local CTD number is 1, 2, etc. as designated in Appendix F. It is not the Sea-Bird serial number.
 2. Sensor types: TEM, CON, PAR, OBS, FLU, DOX, PRE.
 3. Sensor serial number may always be found inside the PDF.
 4. Example: CTD #2 pressure strain gauge calibration certificate of February 2009 would be named 2_PRE_0436_0902.PDF.
 3. Notify the Data Steward that new draft OC_Gs are available for validation, specifying exactly which files comprise the new draft.

C. Regardless of whether paper or CD or DVD files

1. Data Steward tasks
 1. Review that the filenames in the OC_G are properly formed.

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2. Submit these GLBA-situated files via email attachment to the Data Manager for validation, specifying in the message body it is deliverable OC_G, as defined in the protocol package being used. Multiple files are permitted in one submission email.
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.
 1. Use the “Update Submission Log” web tool on the Data Management website at http://sean-dm.glba.nps.gov/0_submission_update.aspx.
 2. Complete Submission_Log details up through the Submission_Date column.
 1. Due to the nature of this deliverable, there is no formal submission unit scope.
 2. It would aid future users if the submission unit is entered as a comment listing the CTD, year involved, and whether it is pre- or postseason calibration; see existing entries for examples.
 2. If this is the first OC_G submission for the calendar year, update the deliverable tracking spreadsheet with the date of first submission under OC_G.
 3. Save the file(s) in the staging area for validation
 1. Be sure the filename matches the required form listed above.
 2. The staging location is
\\sean.glba.nps.gov\DATA\SEAN_Data\Staging\OC\OC_G\WNN\, where WNN is the submission number.
 4. Validate the submission according to current criteria specified in the data dictionary (SOP 19).
 5. Record validation summary data in the Submission_Log.
 6. Set status code to V if mandatory validation passed. Then update the deliverable tracking spreadsheet with the date of validation for OC_G.
 7. Set status code to F if mandatory validation failed.
 8. If submission fails mandatory criteria,
 1. reply to both Data Steward and Project Leader 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
 2. Update the submission log with error counts, date validation attempted, and status of F for failed.
 9. Otherwise, if submission passes mandatory criteria, reply to both Data Steward and Project Leader 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 accept deliverable for dissemination
3. Data Steward tasks

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1. On receipt of a failure email:
 1. If failure is due to filenames or other readily correctible issue, perform correction and resubmit.
 2. If failure is due to other reasons, request Project Leader make corrections by rescanning, recopying, and/or obtaining corrected documentation from the vendor. Then restart the process from the beginning.
2. On receipt of a success email, review any failed optional criteria:
 1. If these are acceptable:
 1. Reply to both Project Leader and Data Manager with an “acceptance email” stating the deliverable is accepted and may be disseminated.
 2. Notify Project Leader to store related forms or CDs in a physical file at GLBA.
 2. If these are unacceptable:
 1. Reply to both Project Leader and Data Manager 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 an acceptance email:
 1. Verify no sensitive information is in the deliverable.
 1. Products containing sensitive information cannot be disseminated.
 2. Sensitivity is quite unlikely for this deliverable.
 3. If sensitive,
 1. Leave the deliverable where it is in its staging folder. It will not be sent to Data Store.
 2. Mark the sensitivity in the Submission_Log’s Status column using the web tool.
 3. Notify the Project Leader and Data Steward the file(s) were sequestered due to sensitivity.
 4. Terminate the process.
 2. Update the submission log with date of acceptance and initials of the person who accepted it. Mark as decertified any obsolete prior accepted submission for this CTD in this cruise year.
 1. Update the deliverable tracking spreadsheet with the date of acceptance for OC_G.
 2. Update Data Store with the new file
 1. Open the Data Store reference for OC_G (currently assemblage 2258248).
 2. Under Files and Links, open the hyperlink specific for the relevant CTD.
 3. In the generic document reference upload the PDF digital files. Reorder the uploads so they are presented by sensor type by descending date.
 4. Update the generic document reference to indicate a new Date of Issue and Content End Date.

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5. Verify the new deliverable files are downloadable from Data Store.
6. Update the deliverable tracking spreadsheet with dates for the upload and accessibility milestones.