

Standard Operating Procedure (SOP) 12: Field Log Sheets (OC_H 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. Change 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:

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Summary

The complete sets of paper field log sheets that have been accumulating over the survey year are collected. They are double-side scanned into a single PDF for the year. The PDF is submitted through the validation and quality assurance iterations until accepted.

SOP 12 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. Project Leader tasks

1. At the end of the cruise year, retrieve from files the paper field log sheets that have been recorded during the season.
2. Arrange them in dump number and date order.

3. Verify the set is complete. The dump number should continuously increment with no gaps. If a sheet is discovered missing for a dump, insert a page of paper in the stack listing the dump number, cruise year and the phrase “No Field Log Sheet.”
4. Scan the entire packet into a single PDF file using park scanner and associated software.
 1. Be sure the scanner is set for two-sided scanning, or be prepared to duplex them by hand.
 1. If scanner has a setting to “skip blank pages” be sure it is enabled.
 2. Save the PDF on park network at
\\nps\akrdfs\GLBA\Science\Data\Oceanography\Data\YYYY\Field_Log_Sheets\ where
YYYY is the survey year covered, e.g., 2011. Name the file LOG_YYYY.PDF, once again
substituting the cruise year for YYYY.
5. Submit the single PDF file via email attachment to the Data Manager for validation, specifying in the message body it is deliverable OC_H, for year YYYY, as defined by the current protocol package ID.

B. 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.
2. Save the attached file into the staging area for validation at
[\\sean.glba.nps.gov\data\SEAN_Data\Staging\OC\OC_H\sss\](http://sean.glba.nps.gov/data/SEAN_Data/Staging/OC/OC_H/sss/) where sss is the submission number.
3. Validate the submission according to current criteria specified in the Data Dictionary (SOP 19).
4. Record validation summary data in the Submission_Log using the web tool.
5. If submission fails mandatory criteria, reply with a “failure email” that includes:
 1. The submission number assigned
 2. The deliverable ID
 3. The protocol package ID
 4. Documentation listing all the specific mandatory criteria failed
6. If submission passes mandatory criteria, reply with a “success email” that includes:
 1. The submission number assigned
 2. The deliverable ID
 3. The protocol package ID
 4. Documentation listing any specific optional criteria failed
 5. Request to accept deliverable as complete

C. Project Leader tasks

1. On receipt of a failure email:
 1. Review the paper stack is in order.
 2. Rescan or edit the PDF to ensure it is in the proper form.
 3. Resubmit
2. On receipt of a success email, review any failed optional criteria:

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1. If these are acceptable:
 1. Reply with an “acceptance email” stating the deliverable is accepted and may be disseminated.
2. If these are unacceptable:
 1. Reply 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.

D. 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. If sensitive information is in the deliverable:
 1. Products containing sensitive information cannot be disseminated.
 2. Mark the Submission_Log’s Status column as Sensitive using the web tool.
 3. Notify the Project Leader and Data Steward the file(s) were sequestered in the staging directory due to sensitivity.
 4. Terminate the process.
 2. Set the acceptance ‘C’ in the Status column of Submission_Log using the web tool. Also update Date Certified and Certified By. Mark as decertified any obsolete prior accepted submission for this submission unit.
 3. Update the deliverable tracking spreadsheet with the date of acceptance for OC_H.
 4. Update Data Store with the new file
 1. Open the Data Store reference for OC_H (currently tabular dataset 2257924).
 2. In the tabular dataset reference upload the ZIP digital file. Reorder the uploads so they are presented by descending year. If this file covers the same submission period as an already present file, add the word DEPRECATED to the older file but do not delete it.
 3. Update the tabular dataset reference to indicate a new Date of Issue and Content End Date.
5. Verify deliverable(s) are accessible from Data Store and the CMS website.
6. Update the deliverable tracking spreadsheet with dates for the Repository and Dissemination milestones.