

Standard Operating Procedure (SOP) 17: NODC Data Submission (OC_F 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 management website. Changes references to “certified” with “accepted”.	Integration website was deprecated. Terminology guidance changed by CO.	3
1	September 2014	B. Johnson	Reflect changes to IT naming. Correct numerous small details. Add “Data Steward” role.	Remedy issues discovered after using initial protocol for several years.	2
-		B. Johnson	Initial version	For original protocol	1

Please cite this Standard Operating Procedure as:

Johnson, W. 2020. Standard Operating Procedure (SOP) 17: NODC Data Submission (OC_F 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/2272160>.

Summary

At the end of each season, once the OC_D database updates and the OC_M quality assessment have been accepted, the year’s data are submitted to the NODC (<http://www.nodc.noaa.gov/>) for archiving and dissemination. The format of these submissions is straight comma-separated value.

All tasks are performed by the Data Manager.

Detailed steps

1. Be sure the Data Management website shows it’s using the **staging** database and NOT the **staging_test** database
2. Open a new submission

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1. Use the Update Submission Log web tool on the NPS network at http://sean-dm.glba.nps.gov/0_submission_update.aspx.
2. Complete Submission_Log details up through the Submission_Date column.
3. Create a new directory in the staging area at [\\sean.glba.nps.gov\data\SEAN_Data\Staging\OC\OC_F\NNNN](http://sean.glba.nps.gov/data/SEAN_Data/Staging/OC/OC_F/NNNN) where NNNN is the submission number.
3. Generate the data file in the staging directory using the CSV creation tool in the Data Management website.
 1. Be sure that both OC_D and OC_M have been formally accepted for the most recent year.
 2. Use the “Generate CSVs from database” link on the http://sean-dm.glba.nps.gov/OC_Main_DM.aspx web page.
 3. Select *all* years.
 4. Check box for “Include comments.”
 5. Don’t limit the selection filters in any way—all data must be downloaded.
 6. Press the button for “Save Results to...” Specify the staging directory and use the filename SEAN_OC_F_1993-YYYY.CSV, where YYYY is the most recent year covered in the data.
 7. Open the file with Excel or other software and verify the file was populated properly. Do not attempt to edit or save this file—NODC expects it to be pristine.
4. Revise the NODC Electronic Data Description Form (EDDF), our current medium of metadata reporting.
 1. Locate the EDDF.PDF form in the staging area that corresponds to the most recent submission and copy it to the new staging directory with a name that reflects the years covered (e.g., SEAN_EDDF_1993-2018.pdf).
 2. Download to staging their latest form of the EDDF at https://www.nodc.noaa.gov/General/NODC-Submit/dirsubmit_eddf.html.
 3. Compare the two forms.
 1. If their fields do not match, build a new EDDF by copying and pasting where possible from the prior submitted EDDF into the new one.
 2. If the current form matches the prior one, just start with the prior year form (after renaming it to reflect the current year).
 4. Edit in significant changes, typically the data series ending date and file names for the current year.
5. Create a zip package for the NODC product.
 1. It should consist of the EDDF.PDF form plus all the files you listed in the EDDF.
 2. Create any other documentation files that would help users understand the data.
 3. Package the data and metadata files into one compressed zip file in the submission staging area and name it NPS_SEAN_to_NODC_yyyy.zip where yyyy is the most recent year reflected in the data.
6. Submit the package to NODC/NCEI.

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1. Note that the latest documentation on this process may be found at <https://www.nodc.noaa.gov/submit/index.html> .
2. Because this is a recurring update to an existing entry, it typically requires special processing beyond what their basic web tools offer.
3. Send an email message to NODC.DataOfficer@noaa.gov to let them know you need to update our existing data, currently accession #0074611, with a new version and request current submission procedures to follow to accomplish that.
4. After working out the details, upload the zip as per their instructions.
7. When the NODC acknowledges the submission has been approved and accepted into the repository:
 1. Update the submission log marking the submission status as Accepted and provide the acceptance date.
 2. Update the OC_F column of the deliverable tracking sheet to reflect completion.
 3. Notify the project lead that the deliverable has been accepted.
 4. If NODC has provided a new URL to access the data, as opposed to the one used over past years, update Data Store's OC_F reference with the new external link. The reference is currently <https://irma.nps.gov/DataStore/Reference/Profile/2258501> .
 5. It may take several weeks for NODC/NCEI to accept the product.