

South Florida/Caribbean Network

National Park Service
Inventory and Monitoring Division



Standard Operating Procedure SEA08

Review, Certification and Export to Microsoft Excel, EQuIS and STORET —Version 1.1

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Purpose

This standard operating procedure (SOP) describes the procedures for reviewing seagrass data, correcting errors and excluding questionable data. When this step is complete the data is certified by the SFCN data manager. The data is then sent to NPS Water Resources Division for inclusion in EQuIS and STORET.

Revision Log

Revision Date	Author	Changes Made	Reason for Change	New Version #
2/1/2021	Mario Londoño	Updated steps so that the 'Value Status' is set to Raw, Provisional, and Accepted/Certified.	NPSTORET now supports the Value Status options that IMD uses for the Data Processing Level.	1.1

Procedure

Data review and certification

1. The South Florida/Caribbean Network's marine ecologist and project leader will work with the data manager to check the data set for problems. This includes running the NPSTORET "QA Data Entry for Organization" utility and reviewing exports for missing or inconsistent data. Additionally, there are several characteristics listed below that can be used to check the ecological validity of the data set.
 - a. Are seagrass species found at inappropriate depths? Observations below the following depth limits are not necessarily incorrect, particularly in clear waters such as occur in the Caribbean basin. It is important that observers make notations of unusual sightings. Observers may take extra pictures if necessary, although quadrat pictures should capture any seagrass species observed below the following depths:
 - i. *Halodule wrightii*: 3 meters (9.8 feet [ft])
 - ii. *Halophila decipiens*: 40 meters (131 ft)
 - iii. *Halophila engelmannii*: 90 meters (295 ft)
 - iv. *Halophila stipulacea*: 50 meters (164 ft)
 - v. *Ruppia maritima*: 1 meter (3.3 ft)
 - vi. *Syringodium filiforme*: 16.5 meters (54.1 ft)
 - vii. *Thalassia testudinum*: 30 meters (98.4 ft)
 - b. Cover class
 - i. All seagrasses can be commonly found in all cover classes, with the exception of *Halophila decipiens*. Observers should make note of any Braun-Blanquet (BB) scores above 2 for this species; photos of BB quadrats should suffice to confirm BB score accuracy for QA/QC if necessary.
 - c. Canopy height
 - i. *Halodule wrightii*: 10–15 centimeters (3.9–5.9 inches [in])
 - ii. *Halophila decipiens*: 1.5–2 centimeters (0.6–0.8 in)
 - iii. *Halophila engelmannii*: 1–3 centimeters (0.4–1.2 in)
 - iv. *Halophila stipulacea*: 3–6 centimeters (1.2–2.4 in)
 - v. *Syringodium filiforme*: up to 50 centimeters (19.7 in)

vi. *Thalassia testudinum*: up to 36 centimeters (14.2 in)

2. Network marine ecologist and project leader will work with the data manager and assistant data manager to correct errors when possible. If necessary, the observer will be consulted to verify accuracy of any questionable data.
3. The marine ecologist will also check over the data and create preliminary graphs looking for unusual data in an ecological context, e.g., sudden large changes in dominant seagrass species may generate a review of photos to verify accurate species identification.
4. Inaccurate or questionable data will be corrected or flagged as “Rejected.” All decisions to correct or reject data will be properly documented in the database.
5. After the review is complete the data manager will change the “Value Status” to “Certified” or “Accepted”. According to IMD guidance, these data are considered “Certified” if a quality assurance plan (QAP) exists, or “Accepted” if a QAP is still being created.
 - a. Click the “Remove Filter” button at the bottom of the “NPSTORET Result Entry Template.”
 - b. In the “Quick Filter for Visit Start Date” select the first date to be certified.
 - c. Click the “Change Status” button and choose the “On all Station Visits for Project as filtered.”
 - d. In the “Set to:” section choose “Certified” Or “Accepted.”
 - e. Click “Ok” to apply the change.
 - f. Repeat steps b–e for any additional days that need to be certified.

Submerged Aquatic Vegetation (SAV) Data Export to Microsoft Excel file

1. Open the NPStoret database.
2. Select “SFCN” in the “Available Organizations” window.
3. Select your name in the “Available Log In IDs” window.
4. Click on the “Reports and Stats” tab to open the “4. Export” page in the “NPSTORET Reports and Statistics” window.
 - a. In “Data Type” select “Results.”
 - b. In “New Row for Each” select “Activity.”
 - c. In “File Type” select “Excel.”
 - d. In “Fields” select “Subset.”

- i. In the “Select Fields for Export” select the following boxes: “NPSTORET Org ID/Code,” “Organization Name,” “Project ID,” “Project Name,” “Station ID,” “Station Name,” “Station Latitude,” “Station Longitude,” “Visit Comment,” “Visit Start Date,” “Visit Start Time,” “Activity/Sample ID,” “Activity Type,” “Depth to Activity,” “Depth Units,” “Activity Personnel,” “Activity Comment,” “Visit Late Update Date,” and “Activity Last Update Date” (Figure 1).
- ii. In the lower, “Characteristic and Result Fields” section choose only “Subject Taxon,” “Units,” and “Result Value/Text” (Figure 1).

Export Field Selection

Select Fields for Export

Project, Station Visit, and Activity Fields

☒ NPSTORET Org ID/Code	☒ Visit Comment	☒ Activity Type	Advanced Programming Fields: ☐ Visit Primary Key ☒ Visit Last Update Date ☐ Visit Source Org ID ☐ Activity Primary Key ☒ Activity Last Update Date
☒ Organization Name	☒ Visit Start Date	☒ Depth to Activity	
☒ Project ID	☒ Visit Start Time	☒ Depth Units	
☒ Project Name	☐ Visit End Date	☐ Relative Depth	
☒ Station ID	☐ Visit End Time	☐ Custody ID	
☒ Station Name	☐ Hydrologic Event Code	☒ Activity Personnel	
☒ Station Latitude	☒ Activity/Sample ID	☐ Sampling Component	
☒ Station Longitude	☒ Activity Replicate #	☐ Sampling Comp. Order	
☐ QC Sample	☒ Activity Comment		

Characteristic and Result Fields

☐ Local Characteristic Name	☒ Result Value/Text	☐ Analysis Date	Advanced Programming Fields: ☐ Result Primary Key ☐ Result Last Update Date ☐ Result Source Org ID
☐ STORET Characteristic Name	☐ Detection Condition	☐ Analysis Time	
☐ Sample Fraction	☐ Value Status	☐ Confidence Level	
☐ Medium	☐ Value Type	☐ Precision	
☐ Field/Lab	☐ Statistic Type	☐ Lower Confidence Limit	
☒ Subject Taxon	☐ Detection Limit	☐ Upper Confidence Limit	
☐ Subject Species #	☐ Lower Quant Limit	☐ Bias	
☐ Bio Part	☐ Upper Quant Limit	☐ Bias Corrected	
☐ Analytical Proc ID	☐ Det/Quant Limit Desc	☐ Replicate Analysis #	☐ Correction
☐ Sample Coll Proc ID	☐ Remark Code	☐ Dilution	☐ Individual #
☒ Units	☐ Measure Qualifier	☐ Dilution Factor	☐ Group Summary Size
	☐ Result Comment	☐ Recovery	☐ Group Summary UOM

Standard Set:

OK Cancel

Figure 1. Screenshot of Select Fields for Export.

- e. In “File Name” navigate to where the file is to be exported and type in an appropriate filename.
 - f. In “Organizations” select “Subset.”
 - i. In the “Selected Organizations” window that pops up choose “SFCN: South Florida / Caribbean Network” and click the single up-arrow button to make this the selection. Click OK.
 - g. In “Projects” select “All.”
 - h. In “Stations” select “All Stations.”
 - i. In “Date Ranges: select “Subset” and put in the desired dates.
 - j. In “Status” select “All,” “Preliminary,” “Verified,” or “Final” as appropriate.
 - k. Change other field defaults only as necessary for specific data export needs.
5. Click on the “Export Data” button to export the desired data set.

SAV data export to EQUIS and STORET

1. Open the NPStoret database.
2. Select “SFCN” in the “Available Organizations” window.
3. Select your name in the “Available Log In IDs” window.
4. Click on the “Utilities” button.
5. Click on the “Compact Back End” button to remove temporary tables and to reduce the file size.
6. Click on “Zip/Backup Organization Data.”
 - a. Click Browse to specify a file location and name for the file.
 - b. In the “Select Organization” window choose “SFCN.”
 - c. Check the two additional boxes to include linked files and complete, unfiltered data.
7. Click “OK” to create the zip file.
8. Attach the zip file created in Step 7 to an email and send it to Dean Tucker with the NPS Water Resources Division (Dean_Tucker@nps.gov).