

# Standard Operating Procedure (SOP) #15

## Datasheet Handling Procedures

Version 2.0 (June 10, 2024)

### Change History

| New Version # | Revision Date | Author                      | Changes Made                                                                                                                                                                                                                                                                                                       | Reasons for Change                                                                                                                                                                                                          | Previous Version # |
|---------------|---------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1.01          | 2/26/2021     | Kelly Kozar, Kim Weisenborn | Updated workspace setup for images and YSI files linked to database. Updated folder setup screenshots; added table of contents; updated NRR formatting; renumbered SOP from #15 to #13; updated SOP references throughout this SOP. Updated SOP title (form handling to datasheets), and other related references. | To reflect updates for files linked to database.<br><br>To reflect current information; formatting needed to be applied; some SOPs were removed or renumbered within the protocol                                           | 1.0                |
| 1.02          | 3/15/2022     | Kim Weisenborn              | Added information about accessing Water Quality Monitoring project workspace and datasheets folder in PACN I&M SharePoint site. Updated figures to reflect change.                                                                                                                                                 | PACN data is no longer stored on a networked server (I:\ drive) and is now stored on the PACN I&M SharePoint site.                                                                                                          | 1.01               |
| 2.0           | 6/10/2024     | Kim Weisenborn              | Renumbered SOP from #12 to #14. Updated SOP references. Updated datasheet processing procedures to be more thorough.                                                                                                                                                                                               | A new SOP has been added to the protocol therefore some SOP reference #s have changed. There was a separate independent data processing file that had more thorough steps and I consolidated the information into this SOP. | 1.02               |
|               |               |                             |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                             |                    |
|               |               |                             |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                             |                    |

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 SOP describes how to process field datasheets for the Pacific Island Network (PACN) Water Quality Monitoring Protocol.

## Datasheet Handling Procedures

As the datasheets are part of the permanent record for project data, they should be handled in a way that preserves their future interpretability and information content. These steps should be taken immediately after each sampling event:

1. Proofread datasheets to ensure that they are complete and legible. Although all datasheets should be reviewed for completeness in the field, some errors may not be identified until later.
2. If changes to data on the datasheets 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:
  - a. 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.
  - b. All corrections should be accompanied by a written explanation in the appropriate notes section on the datasheet. These notes should also be dated and initialed.
  - c. Edits and revisions should be made in a red ink to make it easier for subsequent viewers to be able to retrace the edit history.
  - d. Edits should be made on the original datasheets and on any photocopied datasheets.
3. After reviewing the datasheets for completeness and legibility, scan field datasheets as Adobe® Acrobat PDF documents.
  - a. Make sure that all scanned text is legible. If any portion is not legible:
    - i. Use a pencil to darken over existing text that is not legible and rescan datasheet.
    - ii. Try scanning in color or black and white for best results.
4. After all scans are complete, combine the files within a sampling event into one Adobe PDF document. In Acrobat Adobe Pro:
  - a. Go to **Tools > Combine Files > Add Files** to combine files.
  - b. Order the datasheets by Station ID, starting with fixed stations, **Tools > Organize Pages**.

5. **Save As** datasheet using the naming convention, [YYYYMMDD]\_[PARK]\_WQ\_[type].pdf<sup>1</sup> (e.g., 20200206\_KAHO\_WQ\_ap.pdf).
6. Navigate to the appropriate “[1 Field datasheets](#)” raw data folder > Year folder > Park folder in SharePoint (Figure SOP 15.1).

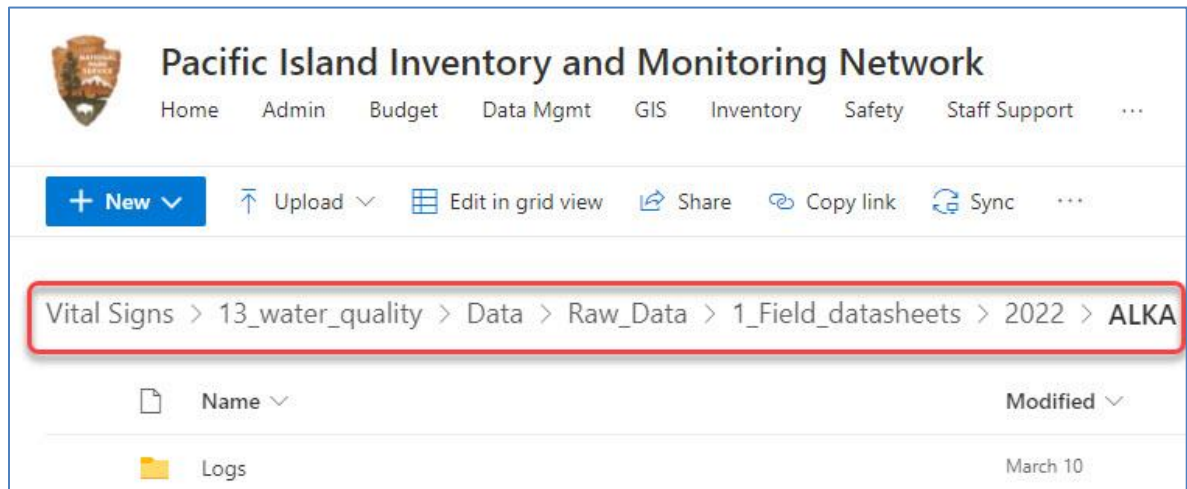


**Figure SOP 15.1.** Example of a file location for datasheets for a particular year and park in SharePoint.

7. From the toolbar at the top, click “**Upload**” > “**Files**” (Figure SOP 15.2).

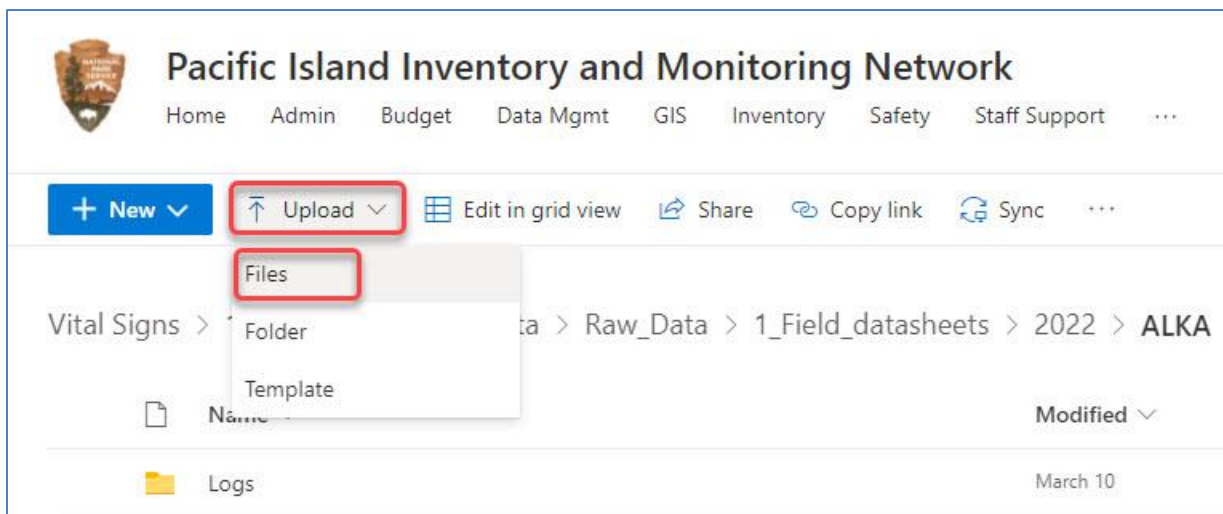


**Figure SOP 15.2.** Uploading a file to SharePoint.

---

<sup>1</sup> See [Appendix SOP 14.a in SOP #14 Workspace Setup and Project Record Management for a file naming abbreviation guide.](#)

8. A window will open prompting you to select the file from your PC that you want to upload to SharePoint. Navigate to the location of the datasheet from the user's local workspace and select the PDF datasheet file, then click **"Open"** (Figure SOP 15.3).

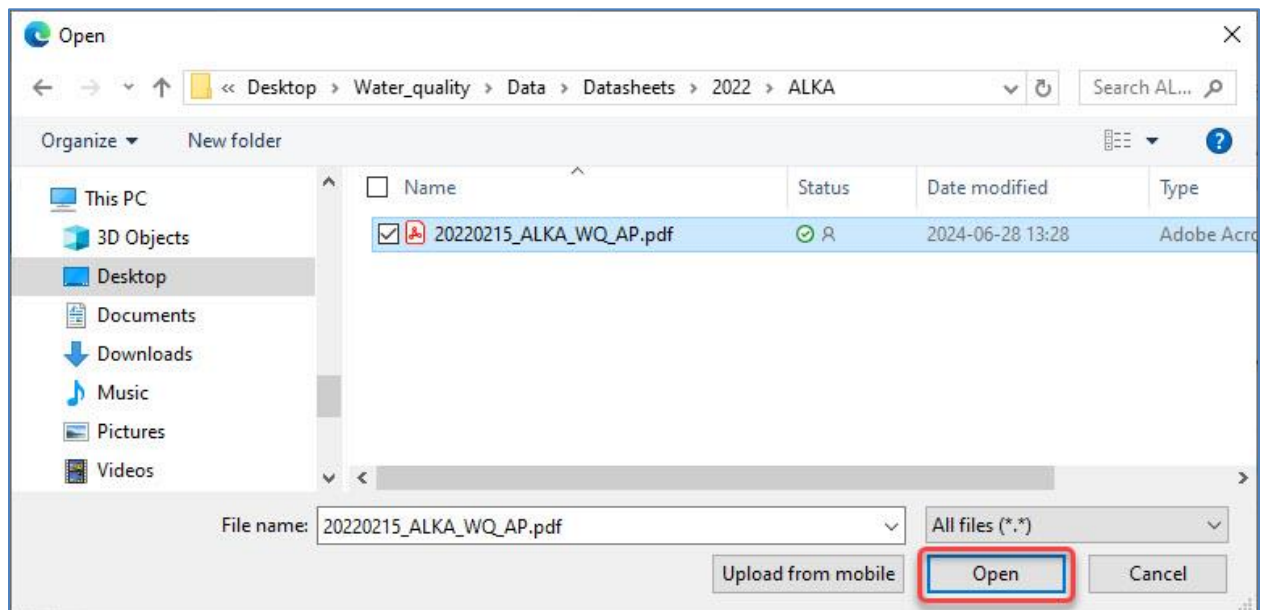


**Figure SOP 15.3.** Example of uploading a PDF datasheet file from a user's local workspace to SharePoint.

9. The selected file will upload, and a confirmation message will appear.

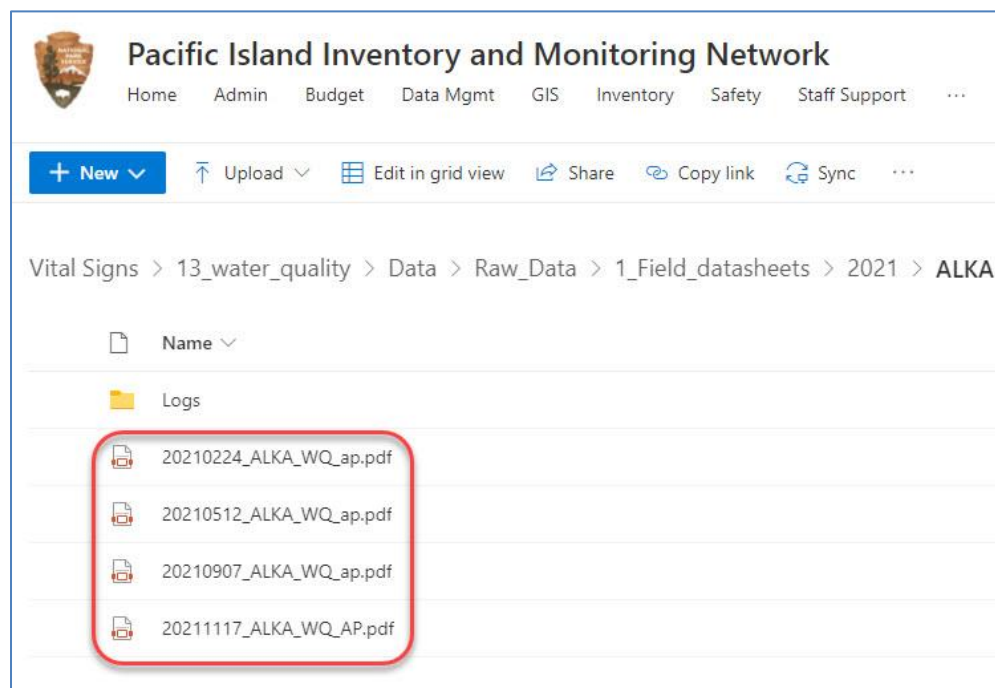


**Figure SOP 15.3.** Example of uploaded PDF datasheet files for different sampling events to SharePoint.

10. Update the *Datasheet* sections (in red) in the Water Quality Data Log excel spreadsheet (see “Water Quality Data Log” section in [SOP #13 Post-field Work Procedures and Equipment Maintenance](#)).
11. The original hardcopy datasheets are to be stored in a designated filing cabinet for retention. See [SOP #14 Workspace Setup and Project Records Management](#) for more details on managing records.

These digital files will be archived with the certified data according to the Product Delivery Schedule and Specifications in [SOP #23 Product Delivery Specifications](#). The PDF files may then serve as a convenient digital reference of the original if needed.

These procedures should be followed throughout data entry and data revision.