

Data Management Protocol for Field Sampling

MS Canyon 252

5.7.2010

THESE INSTRUCTIONS REPLACE THE PREVIOUSLY SENT INSTRUCTIONS.

These instructions *update* the protocol for uploading field sampling data, COC information, and photos into NOAA's NRDA sampling data management system. Following the guidelines below will help ensure data and sample integrity. All sampling data, photos, and COC information should be uploaded by the end of the day in which they were sampled; they will be used daily to produce maps and guide future activities.

DATA

Sampling data should be compiled into a ZIP file that contains the follow information:

1. Field sampling forms. There are two ways in which you can submit field logs:

- The custom-built NOAA NRDA Sampling Spreadsheet (file: FSF_COC_v16.1.2010.05.05.xls) allows users to log sampling data entries in Excel and create customized COC information that is directly imported into the final NOAA database. All NOAA staff are required to use this spreadsheet to enter sampling information. For non-NOAA staff, although you are not required to use the spreadsheet, we encourage you to have a look at it as it may offer you more options and save you time. *Note that you will have to enable macros for the forms to work properly.*
- For those who prefer a simpler format, we have attached a flat-file spreadsheet (file: FSF_COCFlat_v16.1.2010.0505.xls) that covers all of the fields required for each sample. If you have any questions regarding the fields, please post them to the gmail address and it will be forwarded to the appropriate person. Please make sure you fill out each relevant field in the sheet for each sample. If not, you will get a call from a member of the logistics/data management team looking for this information

Regardless of which sampling spreadsheet choose, make a copy, and rename it using the following naming convention:

<<YYYY>>_<<MM>>_<<DD>>_<<LAST NAME>>_<<FIRST_NAME>>.xls

For example:

2010_05_05_ETRE_NEAL.xls

2. Photos. All photos must be cataloged and fixed with GPS points. Due to the time and effort it takes to complete these tasks, we ask that you be judicious in the number of pictures you take in the field. Remember, for legal reasons, you cannot delete or rename photos.

- *Houma* - See a member of the logistics staff as you drop your chain of custody forms/mailling labels off in the NRDA room. Bring your camera and GPS unit and we will download your photos and GPS waypoints/tracks and process them with GPS Photolink and Photologger.
- *Field locations* - If you are using GARMIN MapSource, save the points twice from MapSource: once as a Garmin Database file (.gdb) and once as a GPS exchange file (.gpx). If you have other non-Garmin GPS/latitude longitude information, please provide GPS locations in format (e.g., excel) that links the photo name with its coordinates. If the field locations are staffed with members of the data management team, they can assist you with this process.

3. Chain of Custody Forms and Mailing Labels. Please scan your *signed* COC forms and mailing labels. Note that the NOAA Spreadsheet will create a custom COC form based on your inputs.

NAMING THE ZIP FILE

Naming the ZIP correctly will greatly speed up the processing of the sampling information. When bundling and uploading the ZIP file, please use the following naming convention:

<<YYYY>>_<<MM>>_<<DD>>_<<LAST NAME>>_<<FIRST_NAME>>

For example:

2010_05_05_ETRE_NEAL.zip

UPLOADING SAMPLING INFORMATION & NOTIFYING DATA MANAGEMENT

To upload the ZIP file, go to the FTP site at:

www.researchplanning.com/downloads

Username: gomtrustee
Password: DWBlowOut

Navigate to the respective day's folder:

TrusteesONLY/ Sample_Data/<<YYYY>>_<<MM>><<DD>>.

Browse for the ZIP file and click upload.

Note that the FTP site currently has a limit of 1 GB *per file*. If you have ZIP files that are larger than 1 GB, please split the file and label appropriately. Please do not scan documents at a resolution higher than 300 DPI. This will help keep file size down.

*******IMPORTANT*******

Once you have uploaded the ZIP file to the FTP site, you must alert the data management staff. Please send an email via to the gmail account as notification. Specifically, please use the following subject heading:

SAMPLE TO FTP <<YYYY>>_<<MM>>_<<DD>>_<<LAST NAME>>_<<FIRST_NAME>>

For example:

SAMPLE TO FTP 2010_05_05_ETRE_NEAL

Once again, thank you very much for following these procedures. Hopefully this will improve efficiency and reduce our need to call you back for missing information.