

Simplified New Term Request SOP 1.0

March 27 2024

Introduction

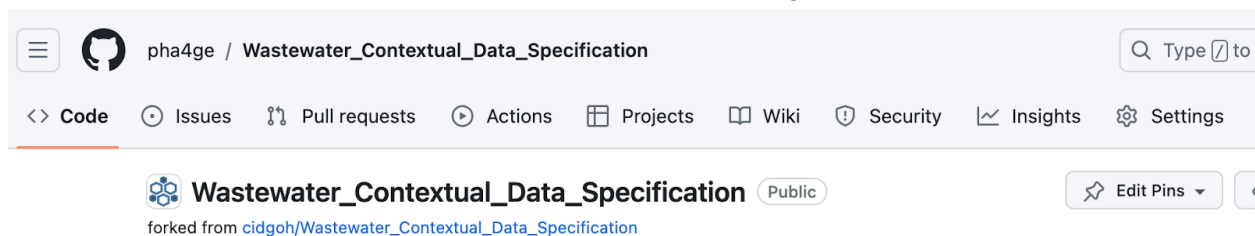
Data standards are living specifications and according to best practices, should evolve over time in order to be fit-for-purpose. To better harmonize information collected via a PHA4GE Wastewater Contextual Data template, pick lists of ontology-based vocabulary have been provided for many of the fields based on real datasets and user requests. These pick lists reflect data needs at a snapshot in time and will need to be updated periodically and version-controlled. As a result, a New Term Request System has been put in place so that users can request new fields and terms which will be processed by the PHA4GE Data Structures curation team on an ongoing basis.

Versioned templates and associated reference guides and SOPs are available at the PHA4GE Wastewater Contextual Data Specification GitHub repository under a MIT Data Use License (unrestricted use).

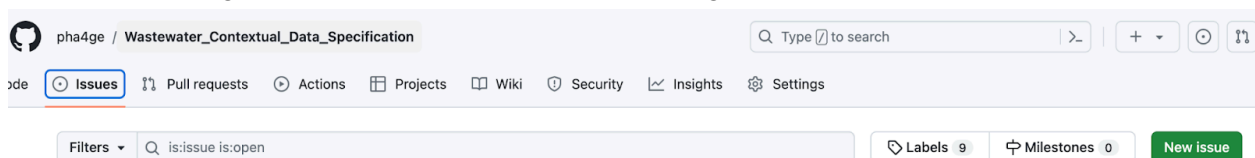
If a desired field or term is not provided by a given template, or if changes in definitions and guidance are needed, requests can be made using the guidelines outlined below. Any questions about this process should be directed to datastructures@pha4ge.org.

How to File a Wa New Term Request

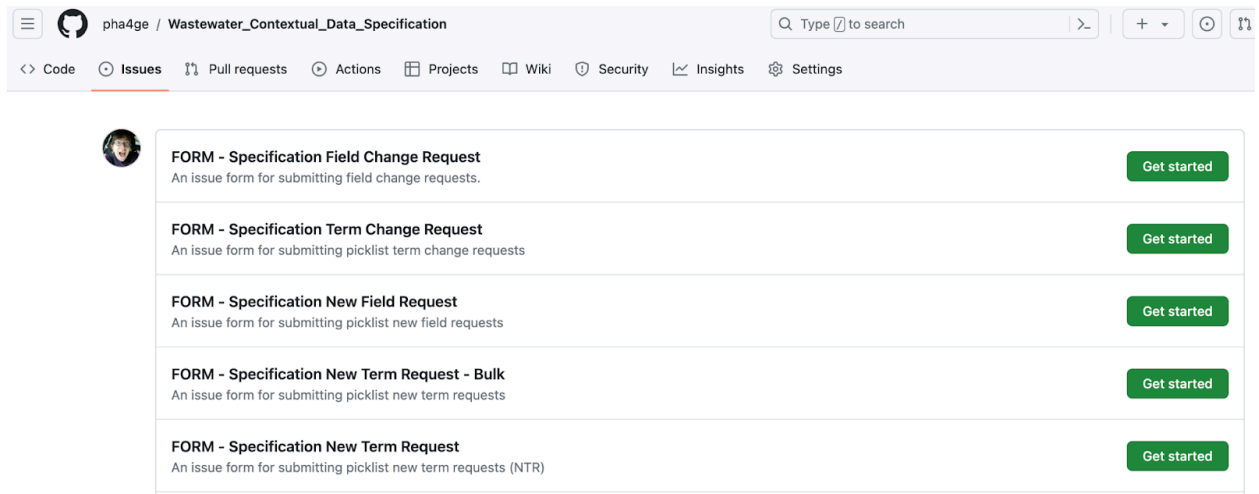
1. Users should login to/[create a GitHub account](#)
2. Find the [PHA4GE Wastewater Contextual Data Specification repository](#)
3. Click on the Issues tab at the top left corner of the page



4. Click the green “New Issue” button on the far right



5. Click the green “Get Started” button next to the type of request you would like to make (i.e. field or term changes, single field or term additions, bulk additions).



6. Where it says “NTR: [list term label(s)]”, put the terms you want in the square brackets (summarize this if a bulk request).
7. If you want a new field, where it says “## New Field(s)”, fill in the following:
- i) Add the new field name where it says “Proposed Field Label”
 - ii) Add the definition where it says “Definition/Description”
 - iii) If the definition source is known (preferably from scientific literature or textbooks, but can also be the name of an expert in the field), add a citation, link or the name of a person where it says “Definition Source”
 - iv) Add any other vocabulary that means the same as your label, where it says “Synonyms or alternative labels”
 - v) Provide any other details that you think might be useful for the curator where it says “Additional Comments (not an annotation)”
 - vi) Click the green “Submit new issue” button at the bottom right corner of the page.
 - vii) Monitor your NTR for feedback from the PHA4GE curator.
8. If you want a new value added to a picklist, where it says “## Picklist Item(s)”, fill in the following:
- i) Add the suggested term where it says “Proposed Term Label”
 - ii) Provide the name of the existing field where your new picklist value should go under “Proposed Associated Field”.
 - iii) Add the definition where it says “Definition/Description”.
 - iv) If the definition source is known (preferably from scientific literature or textbooks, but can also be the name of an expert in the field), add a citation, link or the name of a person where it says “Definition Source”.
 - v) Add any other vocabulary that means the same as your picklist term, where it says “Synonyms or alternative labels”.
 - vi) Provide any other details that you think might be useful for the curator where it says “Additional Comments (not an annotation)”.

- vii) Click the green “Submit new issue” button at the bottom right corner of the page.
- vii) Monitor your NTR for feedback from the PHA4GE curator.
- 9. If you want to bulk request multiple new values for a picklist (or picklists), use the specification new term request - bulk:
 - i) Make a copy of the Bulk NTR Template.
 - ii) Make sure you give permissions to everyone to be a viewer.
 - iii) Complete the fields for all new terms requested - this is the same as above.
 - iv) Add the link to this google sheet template to “Bulk NTR URL”
 - v) Click the green “Submit new issue” button at the bottom right corner of the page.
 - vi) Monitor your NTR for feedback from the PHA4GE curator.

Appendix A - Document Revision History

Version	Date	Writer	Description of Change
1.0	March 27 2024	Emma Griffiths	Initial release

