

European Marine Omics Biodiversity Network (EMO BON)

June 2021, EMO BON metadata

Time is near for our first EMO BON sampling event and for starting the metadata collection!

The collection of rich and rigorous metadata to accompany the data is high priority for EMO BON. Metadata are the key that places the data in a broader context and ensures the correct data FAIRification. To collect the metadata, we have prepared detailed metadata log-sheets that should be completed by the contact people of each EMO BON station. The log-sheets are prepared as online spreadsheet files, in the EMBRC google account. Each file corresponds to one EMO BON observatory. In addition, there are separate files for the water column and the soft substrates samplings for each observatory.

You will receive an invitation by email for accessing the file(s) that corresponds to your observatory station. We ask that you complete the metadata spreadsheets as soon as possible after the sampling event. This will mark that the sampling took place, that the samples are collected and will create the list of samples that belong to your observatory. The metadata spreadsheet file includes 5 sheets:

1) READ_THIS_FIRST

This sheet includes brief instructions on what the other sheets contain. It also asks that the structure of the file is not changed when completing the metadata. Keeping the structure of the file as is, is of great importance. These files are going to be used for uploading the metadata to public databases and if their structure changes, the upload will not be possible. This means that it is not acceptable to rename the columns and to add or remove columns.

2) observatory

EMO BON metadata are separated in categories as described in the EMO BON Handbook. This sheet contains the Observatory Metadata that are all information regarding the observatory station, the sampling sites, their characteristics, and the contact people. This information was provided by you in the registration forms and has been added in the log-sheets by the EMO BON Science Officer. It will not be necessary to complete this sheet, however, we do ask that you check if the information has been inserted correctly. If you wish to change anything in the observatory sheet, please also inform the EMO BON Science Officer Ioulia Santi (ioulia.santi@embrc.eu) of the change.

3) sampling

EMO BON metadata are separated in categories as described in the EMO BON Handbook. This sheet contains the Sampling Metadata which include all the information related to the specific sampling event and the fate of the samples. For example, information on the date and time of sampling, sample handling details and deviations from protocols are included here. This sheet should be completed by



the stations after every sampling event. Each column represents a different metadata field. Each row corresponds to one sample. The field “source_mat_id” is where the sample label should be added. This is the unique identification for each sample collected and will follow the sample to the data generation.

4) measured

EMO BON metadata are separated in categories as described in the EMO BON Handbook. This sheet contains the Measured Metadata which include all the additional variables measured during sampling. Some variables are characterized as mandatory and are to be measured during every sampling event. Observatories may choose to additionally measure any of the optional variables. For each variable field there is a field for the method description. Observatories can select the way the variables are measured; however, they must provide this information in the metadata. It is also important that the same method is followed for each measured variable for all EMO BON samplings. As the results from the analyses may take time to be produced, observatory stations may complete the Measured Metadata later. Although we ask that you complete the mandatory Measured Metadata as soon as possible after a sampling event. Each column represents a different metadata field. Each row corresponds to one sample. The field “source_mat_id” is where the sample label should be added. This is the unique identification for each sample collected and will follow the sample to the data generation.

5) definitions

This sheet contains the definition of each metadata field included in the sheets “observatory”, “sampling” and “measured”. The metadata fields are listed in alphabetical order. For each metadata field, it is given: its full name, a detailed definition, the value and units that should be used, an example, which metadata category it belongs to, if it is mandatory or optional and if it is mandatory in other checklists.

The contact people of the observatories may contact the EMO BON Science Officer any time for questions and/or assistance when filling in the metadata. Samples for which metadata are incomplete or improperly documented will be rejected and will not be further processed.

Contact:

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