

Otago Repository for Core Analysis Operating Manual

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1 orcalIntranetWebsite

This is a Quarto website.

To learn more about Quarto websites visit <https://quarto.org/docs/websites>.

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2 Introduction

About this site

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3 Health and Safety

About this site

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4 ORCA Sample Management Database

4.1 Introduction

The admin screen of the ORCA Sample Management Database can only be accessed on-campus at <https://orca.otago.nz/orca>. This page offers an overview of all the samples contained in the Sample Database.

To enter sample information into the database the administration screen need to be entered. This screen can be accessed using the following <https://orca.otago.nz/orca/admin>

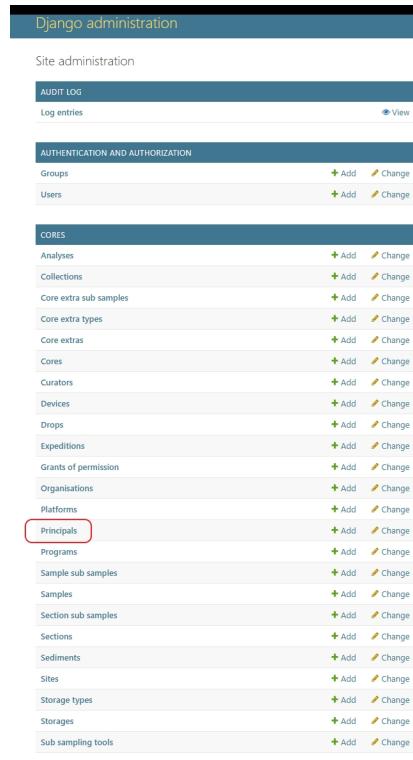
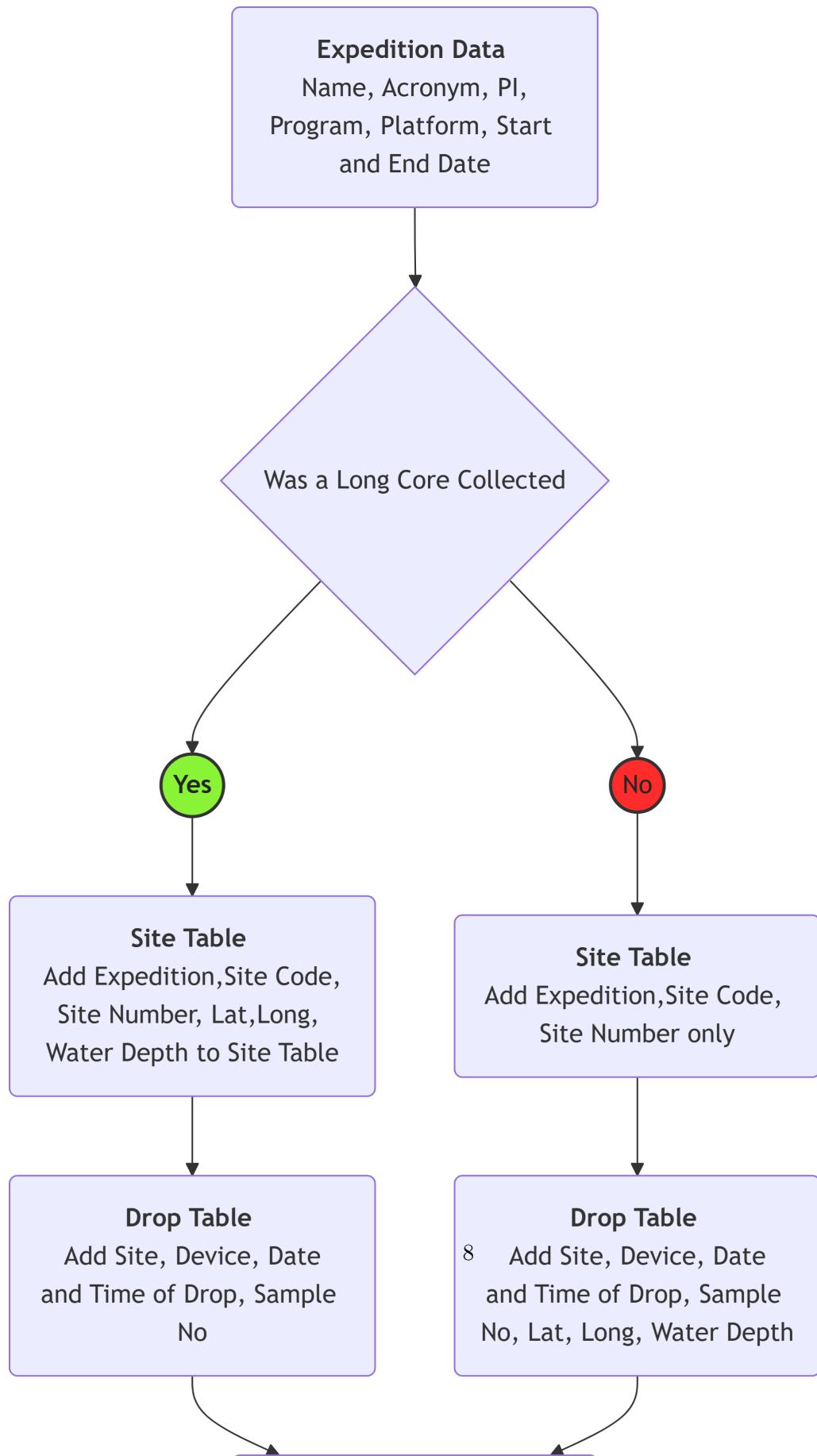


Figure 4.1: Introductory screen for the ORCA Sample Database

The view upon entering the admin screen can be seen in Figure 4.1

4.2 Workflow



4.3 Adding Data to ORCA Sample Management Database

4.3.1 Initial Steps

You will need to check that some of the fundamental data for the samples you are entering into the database has already been entered e.g. principal scientist, coring platform, program etc. If this data is not in the database it will need to be entered prior to entering the sample information.

For example, if the *Principals* link in Figure 4.2 is selected, a list of all the Principal Investigators (PI) already in the system will open (See Figure 4.2a). If the PI for the samples being entered is not on this list, they will need to be entered. Select the *Add* button in the top right corner of the screen (See Figure 4.2a) and a data entry screen to enter the new PI will open (See Figure 4.2b). Fill out the required information and select on *Save* to enter the data.

The figure consists of two side-by-side screenshots. On the left, a list of existing PI's is shown with a search bar and an 'ADD PRINCIPAL' button highlighted. On the right, a detailed data entry form for a new PI is displayed with various fields and a 'SAVE' button highlighted.

- (a) The main window showing the PI's in the system
(b) The window that appears after Add is selected in the main PI window. Details of additional PI's can be added here

Figure 4.2: The windows that appear when a new PI is being added to the database

4.3.2 Enter data for samples that follow the ORCA naming convention

4.3.2.1 Data required for all samples

All sample sites will have data entered into the Expedition, Site and Drop tables

4.3.2.1.1 Expedition Table

4.3.2.1.2 Site Table

To enter data into the Site table select *Sites* from the **Site Administration** window and Select *Add Site*

Standard sites will require the following information to be entered

1. An expedition to be selected from the drop-down,
2. a 3 Letter Location Code e.g DUS shall be entered into the Location Code field
3. 3 digit Site Number e.g 001 shall be entered into the Identifier field

The fields that must be filled are indicated in red in Figure 4.3a.

Click save at the bottom of the page to save the data into the Site table.

For a site where the sample being collected is a long core, that is, the sampling tool is entering the same hole multiple times and collecting numerous core sections to increase the sampling depth e.g. IODP core collected off the Joides Resolution, the Ohau core collected using a Hydraulic Piston Corer, the UoO Uwitec corer etc.

The additional fields that must be filled out in the event a long core is collected are

4. Latitude (dd.dddddd)
5. Longitude (ddd.ddddd)
6. Water depth (m)

These fields are indicated in blue in Figure 4.3b.

4.3.2.1.3 Drop Table

To enter data into the Drop table select *Sites* from the **Site Administration** window and Select *Add Drop*

Standard drops will require the following information to be entered

1. A site to be selected from the drop-down
2. Select the device being used at the site from the drop-down e.g. PST
3. The date of the drop, if the drop date is unknown enter 1900-01-01
4. The time of the drop, if drop time is unknown enter 00:00:00
5. The sample number, this is a 2 digit number.
6. Latitude (dd.dddddd)
7. Longitude (ddd.ddddd)
8. Water depth (m)

Add site

| | | |
|------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------|
| Uuid: | 7c1bach7-e386-4ba8-9444-914fc95739db | + X |
| Expedition: | <input type="text" value="*****"/> | Select expedition from drop-down |
| Description: | <input type="text"/> | |
| Free text description of site (location etc.) | | |
| Comments: | <input type="text"/> | |
| Free text comments on site (difficulties etc.) | | |
| Location code: | <input type="text"/> Arbitrary code for location, selected per-expedition | |
| Location: | Enter 3 letter site code e.g. DUS | |
| Latitude: | <input type="text"/> | |
| Longitude: | <input type="text"/> | |
| WGS84 location of site (not including depth) | | |
| Altitude: | <input type="text"/> WGS84 altitude of site above datum | |
| Depth: | <input type="text"/> Default depth of water for cores/samples obtained from this site (m) | |
| Identifier: | <input type="text"/> Numeric identifier for site within expedition | |

Add site

| | | |
|------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------|
| Uuid: | 7c1bach7-e386-4ba8-9444-914fc95739db | + X |
| Expedition: | <input type="text" value="*****"/> | Select expedition from drop-down |
| Description: | <input type="text"/> | |
| Free text description of site (location etc.) | | |
| Comments: | <input type="text"/> | |
| Free text comments on site (difficulties etc.) | | |
| Location code: | <input type="text"/> Arbitrary code for location, selected per-expedition | |
| Location: | Enter 3 letter site code e.g. DUS | |
| Latitude: | <input type="text"/> | Enter latitude in decimal degrees e.g. -45.123456 |
| Longitude: | <input type="text"/> | Enter longitude in decimal degrees e.g. 170.123456 |
| WGS84 location of site (not including depth) | | |
| Altitude: | <input type="text"/> WGS84 altitude of site above datum | |
| Depth: | <input type="text"/> Enter water depth | Default depth of water for cores/samples obtained from this site (m) |
| Identifier: | <input type="text"/> Numeric identifier for site within expedition | |

(a) The site data that must be entered for all sites except long cores
(b) The site data required for long cores

Figure 4.3: Entering the Site data into the database

The fields that must be filled are indicated in red in Figure 4.4a.

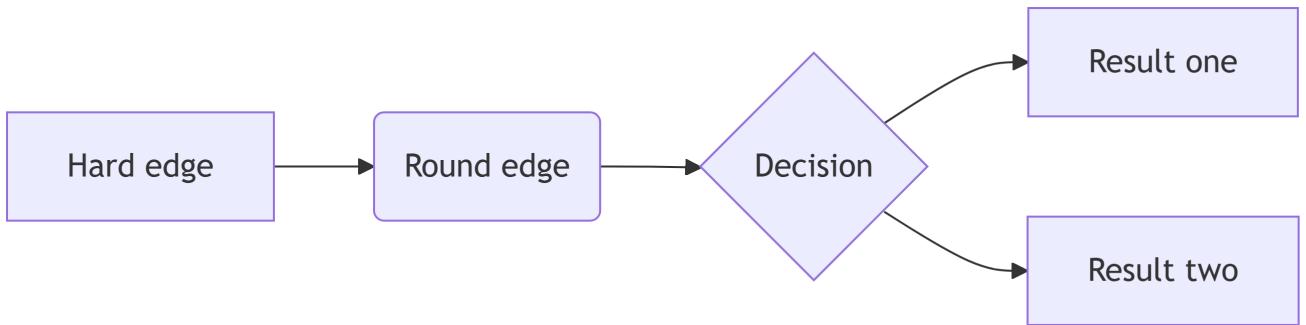
In the event a long core is collected at the site, the latitude,longitude and water depth should not be entered into this table, as it will already have been entered into the site table

The required fields for the drop table are

1. A site to be selected from the drop-down
2. Select the device being used at the site from the drop-down e.g. PST
3. The date of the drop, if the drop date is unknown enter 1900-01-01
4. The time of the drop, if drop time is unknown enter 00:00:00
5. The sample number, this is a 2 digit number.

The additional field required to be filled out when collecting a long is

6. Enter a Hole Id for the site. A for the first hole at a site B for the second hole at the site etc. If the rig moves to a new site start at A again



Add drop

Uid: 95b89cdd-c0ff-43bc-8f00-6f48e0018010

Site: + + X E

Device: + + X E

Datetime: Date: Today Calendar icon
Time: Now Clock icon

Sampleid:

Externalid:

Source: + + X E

Holeid:

Samplenumber: 5. Enter the 2 digit sample number e.g. 01

Location: 
Latitude:
Longitude: 6. Enter latitude in decimal degrees e.g. -45.123456
7. Enter longitude in decimal degrees e.g. 170.123456

Location text: 8. Enter water depth in meters

Depth: Depth of water from which sample obtained (m)

(a) The drop data that must be entered for all sites except long cores

Add drop

Uid: 95b89cdd-c0ff-43bc-8f00-6f48e0018010 13

Site: + + X E

Device: + + X E

Datetime: Date: Today Calendar icon
Time: Now Clock icon 3. Enter date the drop was collected. If no date is not known enter 1900-01-01

5 geotek

6 Geotek Boxscan MSCL

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7 Itrax XRF

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