

# Standard Operation Procedure #13:

## *Datasheet Handling Procedures*

Version 1.02 (March 18, 2022)

### Change History

New Version #	Revision Date	Author	Changes Made	Reason for Change	Previous Version #
1.01	5/24/2021	Kelly Kozar, Kim Weisenborn	Added scanned datasheet location on I:\ drive. Added naming conventions for scanned datasheets. Updated screenshots. Updated abbreviations for file naming conventions	To facilitate upload of scanned datasheets to server. To promote consistency in naming files, and to update other general outdated content.	1.0
1.02	3/18/2022	Kim Weisenborn	Added information about accessing EIPS project workspace and datasheets folder in PACN 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 SharePoint site.	1.01

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) Established Invasive Plant Species (EIPS) Monitoring Protocol.

### Datasheet Handling Procedures

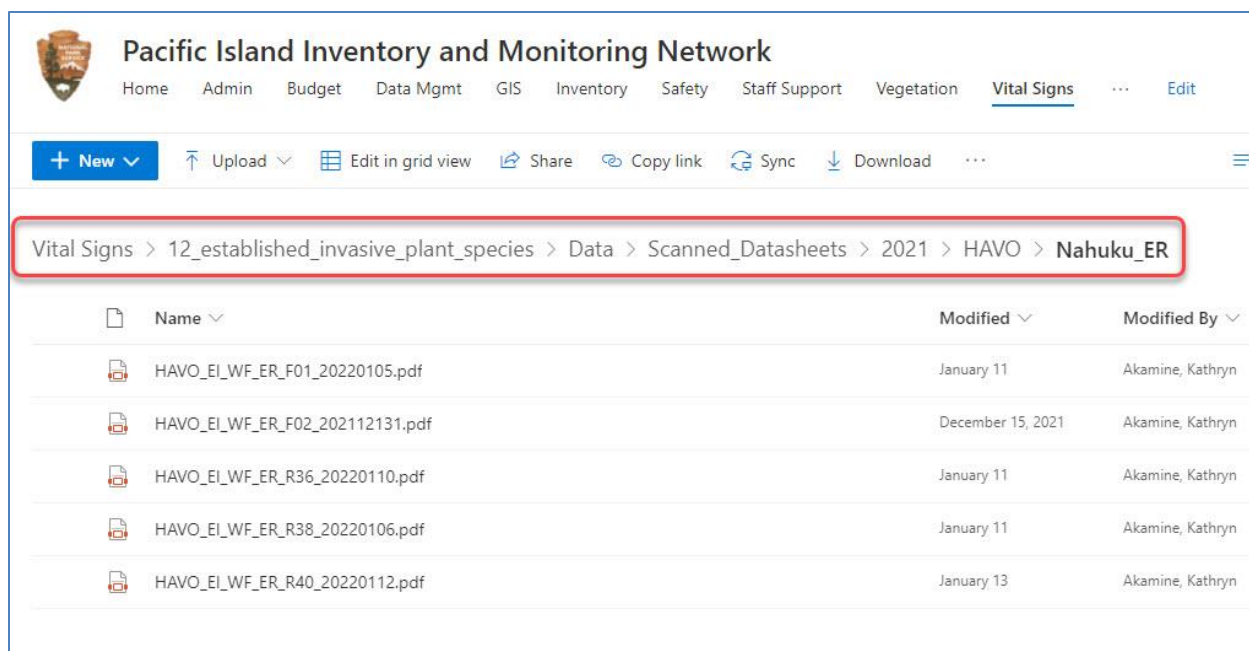
As the datasheets are part of the permanent record for project data, they should be handled in a way that preserves their future interpretability and information content. These steps should be taken immediately after each sampling event:

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, perform the following steps:
  - a. The original hardcopy datasheets are to be stored in a designated filing cabinet for retention. See [SOP #12 Workspace Setup and Project Records Management](#) for more details on managing records.
  - b. Scan the datasheets as PDF documents and place in the “[Scanned Datasheets](#)” folder within the [EIPS Monitoring project workspace](#) in the PACN I&M SharePoint site<sup>1</sup>. Within the datasheets folder is a subfolder for the current sampling year, and within that, a subfolder for each park (Figure SOP 13.1).

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<sup>1</sup> PACN I&M SharePoint site, <https://doimspp.sharepoint.com/sites/nps-PWR-PACNIM> (accessed 18 March 2022).



**Figure SOP 13.1.** Example of where to place datasheets corresponding to current sampling year and location.

- i. These digital files will be archived with the certified data according to the Product Delivery Schedule and Specifications in [SOP #19 Product Delivery Specifications](#). The PDF files may then serve as a convenient digital reference of the original if needed.
- c. Proofread copied and scanned datasheets to ensure that they are complete and legible.
- d. The scanned datasheets should be in consecutive order of the station numbers, with fixed stations first, followed by temporary stations (e.g., FKAHO01, FKAHO02, etc.).
- e. Rename the scanned datasheets using the following naming convention (Figure SOP 13.1, above) –  
[PARK]\_[Protocol]\_[Community]\_[SamplingFrame]\_[Transect]\_[YYYYMMDD].pdf<sup>2</sup>.
- f. 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.

<sup>2</sup> See [SOP #12 Workspace Setup and Project Records Management](#), Appendix SOP 12.a. Abbreviation Key for File Naming Conventions for more details and guidance on file naming.