

Standard Operating Procedure (SOP) #19

Product Delivery Specifications

Version 1.02 (March 18, 2022)

Change History

New Version #	Revision Date	Author	Changes Made	Reason for Change	Previous Version #
1.01	7/30/2021	Kelly Kozar, Kim Weisenborn	Updates to general instructions. Updated SOP references and external links. Added Data Submission form and Project Data Certification form as appendices.	To update the product delivery specifications. To update outdated SOP references and external links. To make the submission and data certification forms easily accessible.	1.0
1.02	3/18/2022	Kim Weisenborn	Updated content to refer to new PACN I&M SharePoint. Added Reports and Publications section.	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 document provides details on the process of submitting completed datasets, briefings, reports, and other project deliverables for the Pacific Island Network (PACN) Established Invasive Plant Species (EIPS) Monitoring Protocol. Prior to submitting digital products, files should be named according to the naming conventions appropriate to each product type (see below for general naming conventions).

Product Delivery Schedule and Specifications

All digital file data products should be organized on the [PACN I&M SharePoint site](#)¹ in the [EIPS Monitoring project workspace](#) (see [SOP #12 Workspace Setup and Project Records Management](#)). When the digital files are complete for a season, the PACN Botanist will notify the PACN Data

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

Manager that the files are available. All digital file notifications should be accompanied by a [Data Submission Form](#) (Appendix SOP 19.a), which briefly captures the following information about the products:

1. Submission date
2. Name of the person submitting the product(s)
3. Name and file format of each product
4. Indication of whether or not each product contains sensitive information. For more details, see [SOP #18 Sensitive Information Procedures](#).

This form is available in [Appendix SOP 19.a](#) or from the PACN Data Manager. Products should be delivered by the target dates and with the specifications as outlined in Table SOP 19.1 Product delivery schedule and specifications.

Upon notification and/or receipt of the completed products, the PACN Data Manager will update the master database and work with the PACN GIS Specialist to update the GIS data in the Established Invasive Plant Species (EIPS) master file geodatabase before archiving the documents in the [PACN Monitoring Archive Library](#)¹ in SharePoint (refer to [SOP #12 Workspace Setup and Project Records Management](#) for information on the PACN Monitoring Archive Library).

Table SOP 19.1. Product delivery schedule and specifications.

Deliverable Product	Primary Responsibility	Target Date	Instructions
Raw GPS (Global Positioning System) Data Files	PACN Field Crew Lead	After each tour. No later than December 30 of the same year	Zip and send all digital files to the PACN GIS Specialist who will post it to the PACN Monitoring Archive Library ¹ in SharePoint.
Processed GPS Data Files	PACN GIS Specialist	After each tour. No later than December 30 of the same year	Zip and upload files to the PACN Monitoring Archive Library ¹ in SharePoint.
Digital Photographs	PACN Field Crew Lead	After each tour. No later than December 30 of the same year	Organize, name, and maintain photographic images in the project workspace according to SOP #14 Managing Photographic Images .
Field Datasheets	PACN Field Crew Lead	After each tour. No later than December 30 of the same year	Scan original, marked-up datasheets as PDF files and upload these to the “ Scanned Datasheets ” folder (see SOP #12 Workspace Setup and Project Records Management). Originals are archived with the PACN Botanist (see SOP #13 Datasheet Handling Procedures).
Operational Review	PACN Botanist	Mid-year of the following year	Upload digital file in MS Word format to the “ Operational Reviews ” folder in SharePoint.
Certified Working Database	PACN Botanist	August 15 of the following year	Refer to the following section on delivering certified data and related materials. Data will be uploaded to the NPS Data Store ² and stored in
Certified Geospatial Data	PACN Botanist with PACN GIS Specialist		

Deliverable Product	Primary Responsibility	Target Date	Instructions
Data Certification Report	PACN Botanist		the PACN Monitoring Archive Library ¹ .
Metadata Interview Form	PACN Botanist		
Full Metadata (parsed XML)	PACN Data Manager and PACN GIS Specialist	September 15 of the following year	Upload the parsed XML record to the NPS Data Store ² and store in the PACN Monitoring Archive Library ¹ in SharePoint.
Annual Resource Brief	PACN Botanist	September 15 of the following year	Refer to the following section on reports and publications. Final reports will be uploaded to the NPS Data Store ² and stored in the PACN Monitoring Archive Library ¹ in SharePoint.
5-year Analysis Report	PACN Botanist, Data Analyst	Every 5 years by April 30	
Other Publications	PACN Botanist, Data Analyst	As completed	
Other Records	PACN Botanist	Review for retention every January	Organize and archive with PACN Botanist. Digital files that are slated for permanent retention should be uploaded to the PACN Monitoring Archive Library ¹ in SharePoint. Retain or dispose of records following NPS Director's Order #11D ³ .

¹ The PACN Monitoring Archive Library is a hierarchical digital filing system stored in SharePoint (https://doimspp.sharepoint.com/sites/nps-PWR-PACNIM/monitoring_archive; accessed 18 March 2022). Network users have read-only access to these files, except where information sensitivity may preclude general access.

² NPS Data Store is part of the Integrated Resource Information Applications Portal (IRMA), a clearinghouse for natural and cultural resource data, metadata, and documents (<https://irma.nps.gov/DataStore/>; accessed 18 March 2022). Only non-sensitive information is posted to NPS Data Store. Refer to [SOP #18 Sensitive Information Procedures](#) for details.

³ NPS Director's Order 11D provides a schedule indicating the amount of time that the various kinds of records should be retained. Available at: https://www.nps.gov/policy/DOrders/DO_11D.pdf (accessed 18 March 2022).

Specific Instructions for Delivering Certified Data and Related Materials

Data certification is a benchmark in the project information management process that indicates that:

1) the data are complete for the period of record; 2) they have undergone and passed the quality assurance checks; and 3) that they are appropriately documented and in a condition for archiving, posting and distribution as appropriate. To ensure that only quality data are included in reports and other project deliverables, the data certification step is an annual requirement for all tabular and spatial data. For more information refer to [SOP #16 Post-season Data Quality Review and Certification](#).

The following deliverables should either be uploaded to the appropriate folder in the [EIPS Monitoring project workspace](#) in SharePoint (see [SOP #12 Workspace Setup and Project Records Management](#)) or emailed to the PACN Data Manager:

- *Certified Working Database*: Database in Microsoft Access® format containing data, including geospatial data, for the current season that has been through the quality assurance checks documented in [SOP #16 Post-season Data Quality Review and Certification](#).

- *Data Submission Form*: A brief form in Microsoft Word® which briefly captures information about which products are being submitted. The template form is available in [Appendix SOP 19.a](#).
- *Data Certification Form*: A brief questionnaire in Microsoft Word® that describes the certified data product(s) being submitted, a template form is available in [Appendix SOP 19.b](#).
- *Metadata Interview Form*: The metadata interview form is a Microsoft Word® questionnaire that greatly facilitates metadata creation. There is a template available in Appendix SOP 17.a of [SOP #17 Metadata Development](#).

After the quality review is completed, the PACN Botanist should ensure that the working copy of the certified database is in the correct “[Database](#)” folder in SharePoint. The PACN Botanist should notify the PACN Data Manager by email the certified database is ready for submission, and attach the metadata interview, data submission, and data certification forms to the email.

Upon receiving the certification materials, the Data Manager will:

1. Review them for completeness and work with the PACN Botanist if there are any questions.
2. Notify the PACN GIS Specialist of the geospatial data submitted. The PACN GIS Specialist will then review the data and update any project GIS datasets and metadata accordingly.
3. Archive the certified products together in the [PACN Monitoring Archive Library](#) in SharePoint.
4. Upload the certified data to the master project database.
5. Notify the PACN Botanist that the year’s data have been uploaded and processed successfully. The PACN Botanist may then proceed with data summarization, analysis, and reporting.
6. Develop, parse, and post the XML metadata record and dataset to the NPS Data Store.
7. The PACN Data Manager will upload the certified data to the NPS Data Store. See [SOP #20 Product Posting and Distribution](#).

Reports and Publications

Annual reports and trend analysis reports will use the NPS Natural Resource Publications template, a pre-formatted Microsoft Word template document based on current NPS formatting standards. Data reports with no interpretation of the data will use the Natural Resource Data Series (NRDS) Report template, and reports with analysis and interpretation will use the Natural Resource Report (NRR) template². Instructions for acquiring a series number and other information about NPS publication

² NPS NRR Templates, <https://www.nps.gov/im/report-templates.htm> (accessed 18 March 2022).

standards can be found at the NPS Natural Resources Publication Series website³.

File Naming Conventions

In all cases, digital file names should follow these guidelines:

1. No spaces or special characters in the file name
2. Use the underscore (“_”) character to separate file name components
3. Try to limit file names to 30 characters or fewer, up to a maximum of 50 characters
4. As appropriate, include the project name (e.g., “EIPS”), network code (“PACN”) or park code, and year in the file name.

Example: PACN_EIPS_2022_Annual_report.pdf

³ NPS Natural Resource Publication Series, <https://www.nps.gov/im/publication-series.htm> (accessed 18 March 2022).

Appendix SOP 19.a. PACN Data Submission Form

National Park Service
U.S. Department of the Interior



Pacific Island Network

PACN Data Submission Form

Type responses directly into this document and send to the PACN Data Manager.

1. Submission date: _____
2. Submitted by: _____
Title: _____
Affiliation: _____
3. Project title: _____
4. Format of submitted data: _____
5. File name of submitted data: _____
6. File size of submitted data: _____
7. Sensitive data information: _____

Appendix SOP 19.b. PACN Project Data Certification Form

National Park Service
U.S. Department of the Interior



Pacific Island Network

PACN Project Data Certification Form

Purpose

Data certification is a benchmark in the project information management process that indicates that: 1) the data are complete for the period of record; 2) they have undergone and passed the quality assurance checks; and 3) that they are appropriately documented and in a condition for archiving, posting and distribution as appropriate. Certification is not intended to imply that the data are completely free of errors or inconsistencies which may or may not have been detected during quality assurance reviews.

1. Certification date: _____
2. Certified by: _____
Title: _____
Affiliation: _____
3. Project title: _____
4. Range of dates for certified data: _____
5. Description and scope of data being certified:

6. List the parks covered in the certified dataset and provide any park-specific details about this certification.

Park	Details

7. This certification refers to data in accompanying files. Check all that apply, and indicate file names to the right:
____ Database file(s): _____
____ Spatial data theme(s): _____
____ Geodatabase file(s): _____

_____ Other (specify): _____

Certified data are already in the master version of a park, PACN or NPS database.

Please indicate the database system(s): _____

8. Is there any sensitive information in the certified data which may put resources at greater risk if released to the public (e.g., Hawaiian petrel burrow sites, cave locations, rare plant locations)?

_____ No _____ Yes Details:

9. Description of data processing and quality assurance measures. (Note: These can be cut and pasted from appropriate sections of the protocol.)
10. Results and summary of quality assurance reviews, including details on steps taken to rectify problems encountered during data processing and quality reviews.