

Guidance for Shipboard Data Management Coordinator

Subsurface Monitoring Unit

MC252 Deepwater Horizon Oil Spill

Prepared by:

NOAA

EPA

BP

Updated Monday, July 26, 2010

Version 4.02

Unified Command Approvals

EPA Program Manager

Date

NOAA Program Manager

Date

BP Program Manager

Date

Table of Contents

Table of Contents	2
Contact List for Shore Based Data Managers	4
Change Log	4
Overview	5
Purpose	5
Who we are	5
Who YOU are (the Shipboard Data Manager)	5
Approach	5
STEP 1: Before the Cruise	6
Let us know you are heading out!	6
Obtain Guidance and Training Materials	7
STEP 2: During the Cruise	7
Ship to Shore Data Management Links	7
Daily Deliverables	7
Daily uploads to SFTP site: CTD Sampling	7
STEP 3: After your cruise	8
Uploading Complete Data Set (must include raw data)	8
Pass the Baton	8
Explanation of Sampling Scheme	9
FTP Instructions	10
Accessing Analytical Data - The SCRIBE Database	11

Appendix 1. Data Management Requirements and Specifications

Contact List for Shore Based Data Managers

Affiliation	Name	Email	Phone
Subsurface Monitoring Unit (SMU) Data Manager	SMU Data Manager	Data.smu@noaa.gov	
SMU Vessel Operations	SMU		
Data Auditor (EPA currently)	EPA Data Auditor	epadwh@gmail.com	
NRDA	NRDA Field Ops	dwhnrdafieldops@gmail.com	
BP			

Change Log

New Version	Author	Update Made
4.01	Ben Shorr/ MartyMcComb	Revised document

Overview

Purpose

This document provides guidance to research vessel data managers to fulfill Area Commands data management requirements and data specifications including deliverables, data flow, information management and data specifications. By ensuring consistency between vessels, cruises and samples of recorded datasets, post sampling processing and analysis can be accelerated.

Who we are

The Subsurface Monitoring Unit (SMU) is part of the Incident Command Structure in the Environmental Unit and coordinates research vessel activity in the Gulf of Mexico relating to the MC252 incident. Our goal is to provide ship coordination and data management between the research fleet and Incident Command. There is an Onshore Data Manager (rotating position, data.smu@noaa.gov) who you will work with directly.

Who YOU are (the Shipboard Data Manager)

The data manager on the ship has several very important roles that differentiate them from the sample manager (who physically takes water samples.) Your role includes:

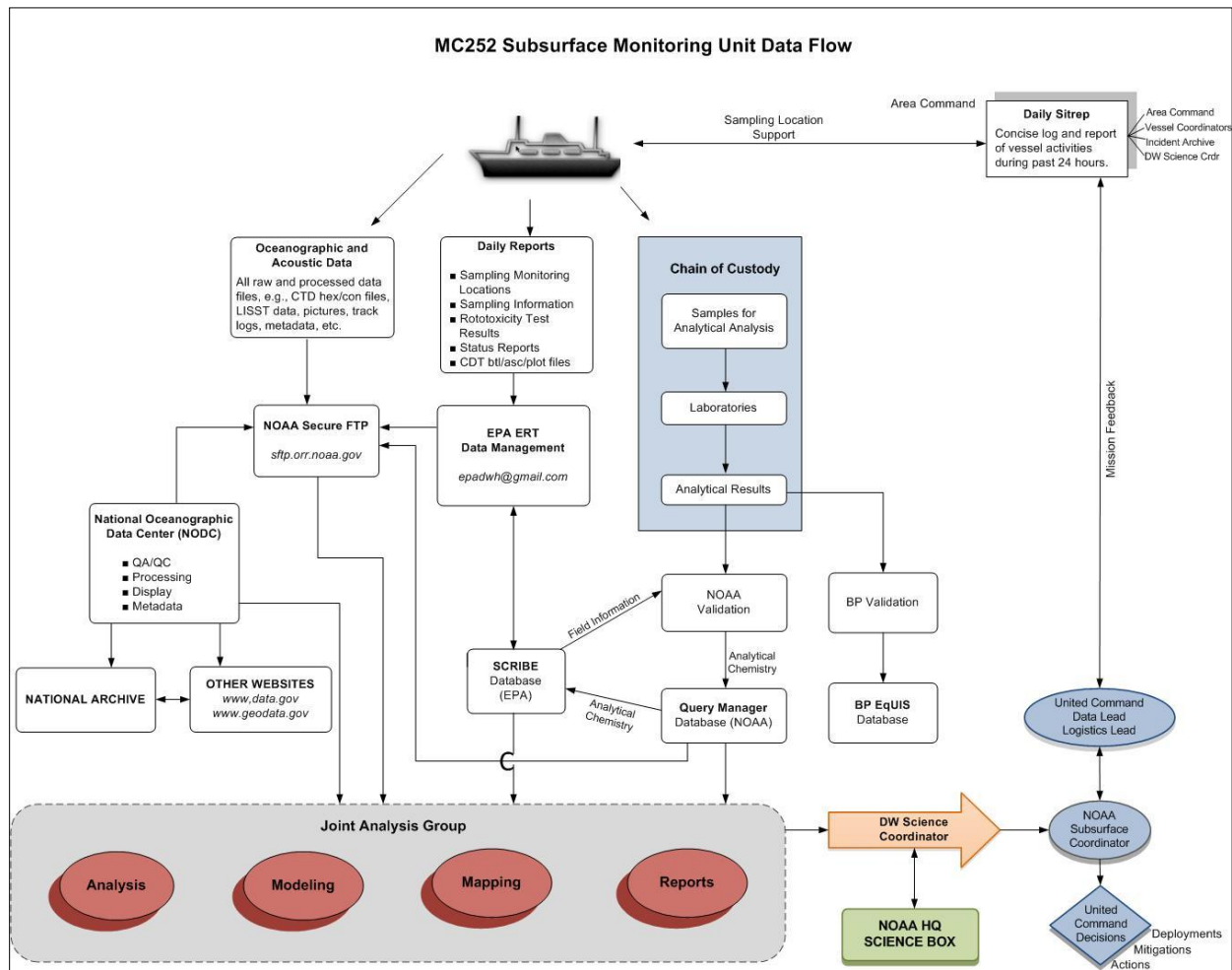
- Generation and Reporting of the “Daily Deliverables”
- Collect, manage and upload data to NOAA SFTP site (including raw data) for archiving
- Record information in electronic sample log spreadsheets
- Generate Sample ID’s and ensure that Sample ID’s in the log, bottle labels and Chain of Custody (COC) match
- Coordination with Chief Scientist for prioritization of water sample testing

Approach

In order to accelerate the analysis and the decision making process related to the CTD and LISST data, a consistent data file format is required for both sets of data. The data specification for the consistent creation of the CTD and LISST data is in the Requirements and Specifications Appendix.

SOPs (Standard Operating Procedures) from Response and NRDA sampling guidance should be followed by the sample collection groups, however **Sample Information logs and Sample ID’s should follow the Subsurface Monitoring Units Requirements and Specifications.**

Figure 1. Subsurface Monitoring Unit Data Flow (will be updated by 07/19/2010)



STEP 1: Before the Cruise

Let us know you are heading out!

Before the cruise begins, the Shipboard Data Manager (you) should email the following information about themselves to data.smu@noaa.gov:

- Name
- Name of Vessel
- Email Address
- Satellite Phone Number on Board the Vessel (can be delivered upon arrival to vessel)
- Cell Phone Number
- Start Date of Cruise
- Projected End Date of Cruise

Obtain Guidance and Training Materials

When we are able to contact you, we can build a log book with you, and give you a 1TB hard drive with a pre-made file structure to organize your data (detailed in “[Data Management Requirements and Specifications Appendix](#)”). It will be important to receive the correct sampling sheets, COCs, paperwork and contacts that will help facilitate the processing, integration, and analysis of the cruise data. The set of forms you will need in your log book are:

- This document (Guidance for Shipboard Data Management Coordinator and Data Management Requirements and Specifications Appendix)
- Spreadsheet with tabs for Locations, Sample and Rototox
- Blank COC forms/labels for sample bottles

STEP 2: During the Cruise

Ship to Shore Data Management Links

Daily Deliverables (Ships → Shore)

Email data auditor (epadwh@gmail.com) your daily updates (see Requirements and Specifications Appendix)

Daily Ship Calls (Ships ↔ Shore)

SMU calls each ship in the mornings (between 0830 and 1000 CDT)

SMU Wiki (Ships ↔ Shore)

Information on daily reporting requests, sampling tracking sheet formats, cruise logistics, contacts, products and reports. (Email data.smu@noaa.gov for log in credentials.)

Subsurface Monitoring Unit Wiki: <https://www.st.nmfs.noaa.gov/confluence/display/OOP>

OR&R SFTP (Ships ↔ Shore)

The Data archive for all research ships. If you have connectivity, you can find all other ships data here & upload your data in near real time. Email the SMU for login information.

Daily Deliverables

Daily data packages should be submitted to the Data Auditor (epadwh@gmail.com) by **midnight central time**. See Requirements and Specifications Appendix for details on the daily deliverables.

Daily uploads to SFTP site: CTD Sampling

If you have internet connectivity please upload the processed CTD data in the specified format and post to the SFTP site. The data should be provided in a text format e.g. csv or asc. If you have really good internet connectivity, please upload the raw (.hex and .con) files in addition to the processed files.

STEP 3: After your cruise

Uploading Complete Data Set (must include raw data)

After each cruise, load the entire "Cruise_##" folder on to the ftp site:

sftp.orr.noaa.gov/Deepwater_Horizon_Ext/Subsurface_Monitoring/Your_Ships_Name

This folder structure and a single hard drive can be used during the cruise so that data distribution between all parties can receive copies easily after the cruise. Please release your log book to the Subsurface Monitoring Unit - out in the trailers (501). Remember that the physical log book will have a Chain of Custody!

Again, if you have a good internet connection on your ship please upload data directly to the sftp OR&R site in the folder structure as you receive it. This is the preferred method, since we will be able to see more data closer to real time.

Pass the Baton

Find out who is the next data manager for your ship, and get in contact with them! Ensure that they are in contact with the SMU (data.smu@noaa.gov) and have been trained and please exchange any information that you found important during your cruise.

...And from the Subsurface Monitoring Unit (down in Houma Louisiana), to all the data managers, scientific crew, ships crews, and everyone helping with this effort:

Thank You!

Explanation of Sampling Scheme

Example for Brooks McCall (BM): *SW-20100608-BM008-001*

<SampleMatrix> - <SampleDate> - <StationID> - <sequential number advanced for each sample collected on a given day>

- SW: (**Matrix Code**) SW for water samples, or an oil matrix code.
- 20100608: (**Date**) The date the sample was collected in YYYYMMDD format.
- BM008: (**Station ID**) – An alphanumeric string with the Vessel Code and Station ID
- 001: (**Sequential#**) – A number that is advanced for each sample collected on the same day, of the sample matrix type, and governed by the same Sample Program (or by the same Sampling Team).

Rosette with several Niskin bottles being hoisted on a vessel

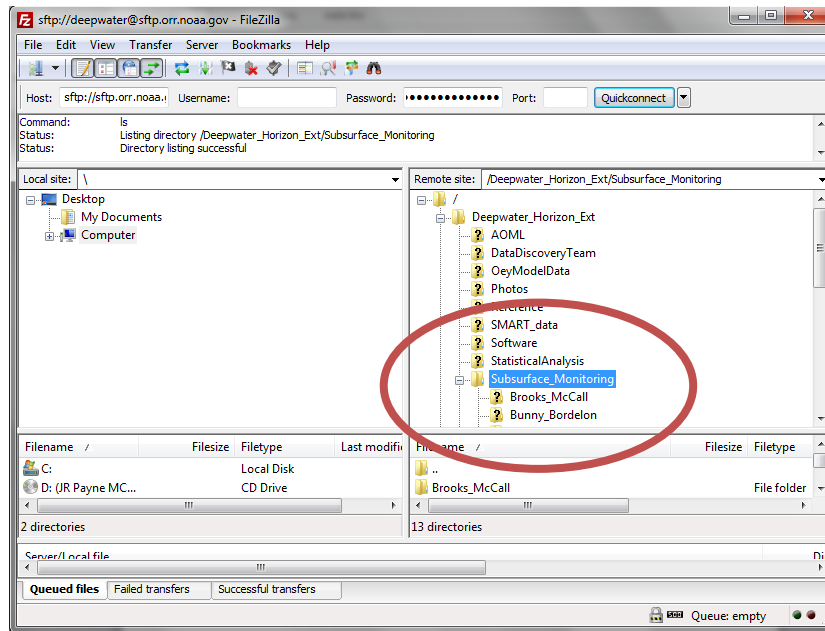
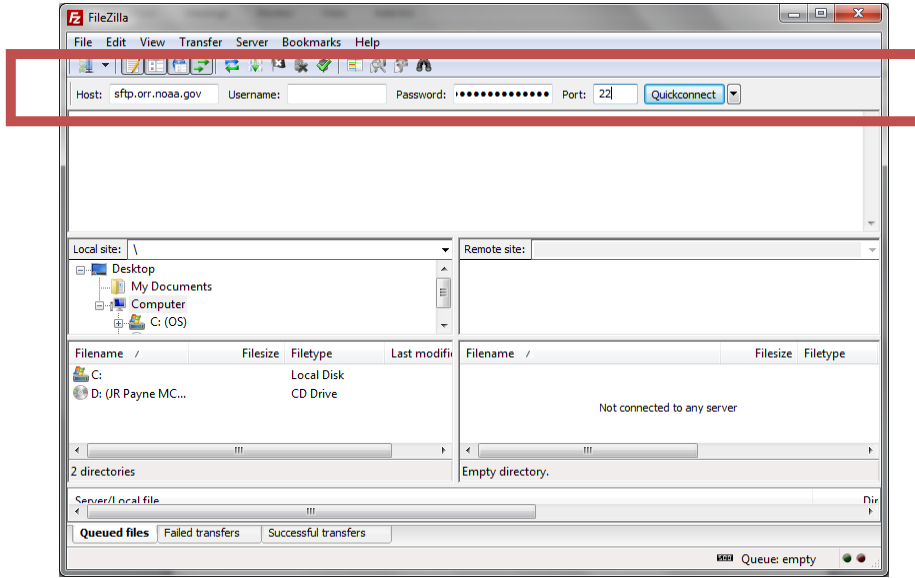


FTP Instructions

Download an FTP program (like filezilla: <http://filezilla-project.org/download.php>)

Email the SMU (data.smu@noaa.gov) to get login credentials for sftp.orr.noaa.gov.

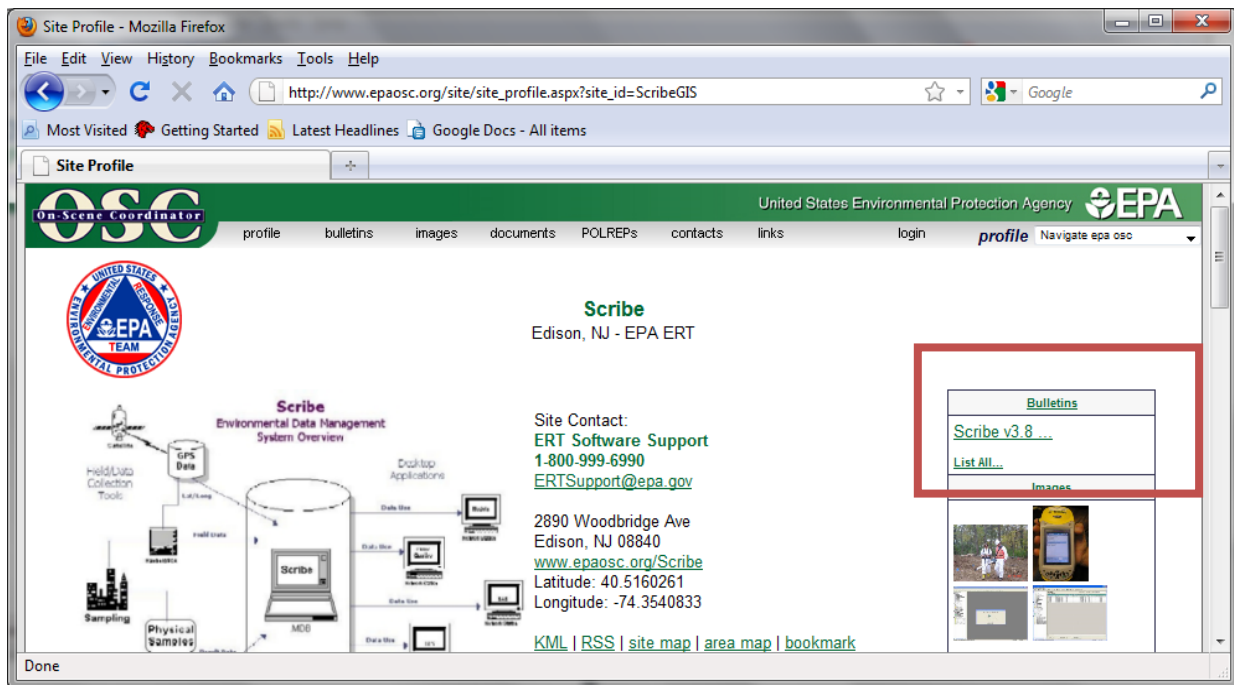
Navigate to the /Deepwater_Horizon_Ext/Subsurface_Monitoring/Your_Ship_Name to upload data under the file structure or pull data down off the FTP.



Accessing Analytical Data - The SCRIBE Database

EPA uses the daily deliverables to update a database of the samples taken for research ship analytical data (physical water/oil samples that go to a lab.) If you would like to access the SCRIBE data base, download the latest version of SCRIBE off of the website: epaosc.net/scribe

Then email the EPA Deep Water Horizon team at: epadwh@gmail.com for subscription information.



The screenshot shows a Mozilla Firefox browser window displaying the 'Site Profile' page for the Scribe database. The browser's address bar shows the URL http://www.epaosc.org/site/site_profile.aspx?site_id=ScribeGIS. The website header includes the 'On-Scene Coordinator' logo and the EPA logo. The main content area features the 'Scribe' logo, the location 'Edison, NJ - EPA ERT', and contact information for ERT Software Support. A diagram on the left illustrates the 'Scribe Environmental Data Management System Overview', showing data flow from field collection tools to a central Scribe database. A red box highlights the 'Bulletins' section, which contains links for 'Scribe v3.8...' and 'List All...'. Below this, an 'Images' section displays several small photographs. The browser's status bar at the bottom shows 'Done'.

Site Profile - Mozilla Firefox
http://www.epaosc.org/site/site_profile.aspx?site_id=ScribeGIS

On-Scene Coordinator
United States Environmental Protection Agency EPA

profile bulletins images documents POLREPs contacts links login profile

Scribe
Edison, NJ - EPA ERT

Site Contact:
ERT Software Support
1-800-999-6990
ERTSupport@epa.gov

2890 Woodbridge Ave
Edison, NJ 08840
www.epaosc.org/Scribe
Latitude: 40.5160261
Longitude: -74.3540833

[KML](#) | [RSS](#) | [site map](#) | [area map](#) | [bookmark](#)

Bulletins
[Scribe v3.8...](#)
[List All...](#)

Images

Done