

North Florida Division of Environmental Assessment and Restoration Data Management 2019



North Florida Strategic Monitoring Program Regional Operation Centers

Organization

NEROC

Jeremy Parrish
Brian Davis
Cheyanne Ruben
Amy Kalmbacher
(Vacancy)

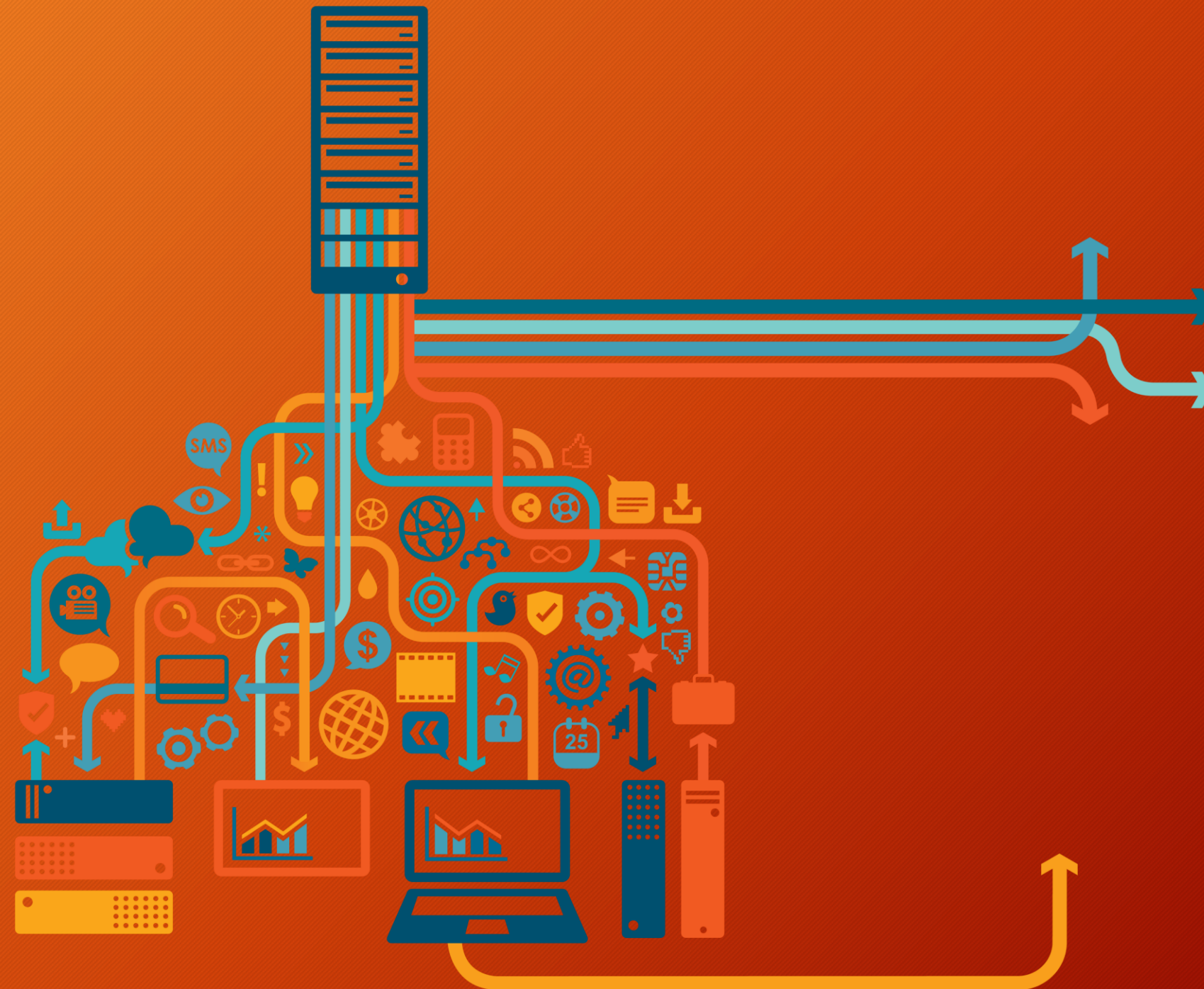
TLHROC

Mike Eckles
Chris Green
Benjamin Harden
Paul Blair
Jade Burtchett
Jonathan Woods

NWROC

Mike King
Stopher Slade
Nathan Mulkey
Frank Butera
Jimmy Pitts
Cheryl Bunch
Myranda Clark

Data Management



Facilitator
Greg D'Angelo

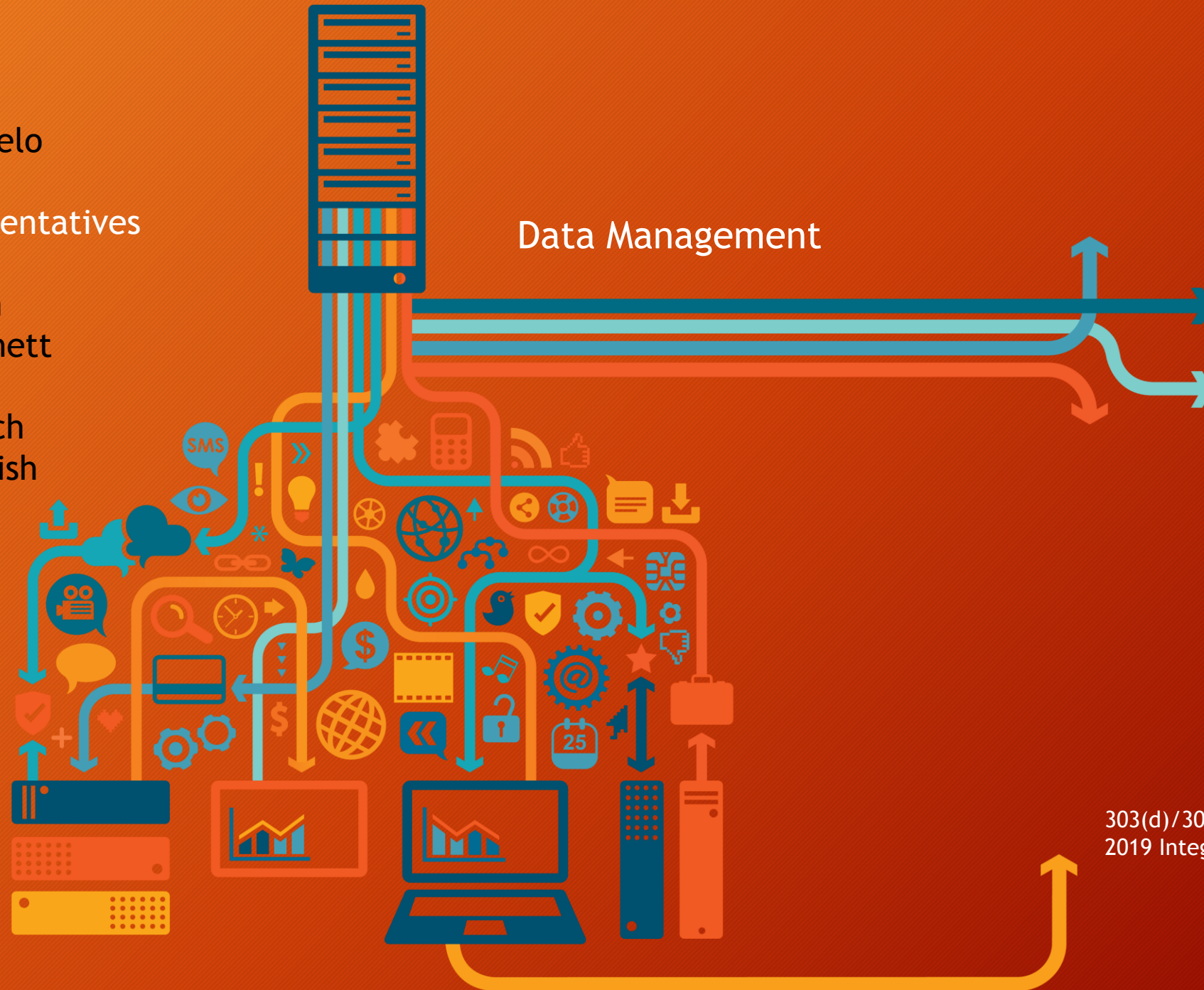
ROC Representatives
Bryan Davis
Chris Green
Jade Burtchett
Mike King
Cheryl Bunch
Jeremy Parish

Data Management

Rapid
Improvement
Process

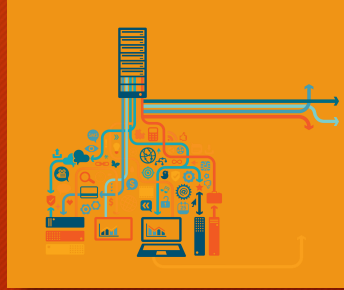
Alicia Hogue
Julie Espy

303(d)/303(d) Clean Water Act
2019 Integrated Report



Data Management

Flow Chart



Data Tracker

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	RQ	Date Sampled	Entered into SMP Tracker	Entered by	Field Sheets Scanned	Scanned by	DMT Entry	Entered by	Field Sheets Assigned to WBID Folder	Transferred by	DMT Data QC	QC'd by	WIN Migrated	Migrated by	Import ID
75	RQ-2019-06-03-52	6/3/2019	6/6/2019	Mk	6/10/2019	MK	6/10/2019	MC	6/14/2019	MC	6/11/2019	CB			
76	RQ-2019-06-10-28	6/11/2019	6/13/2019	NM	6/13/2019	NM	6/13/2019	MC	6/20/2019	MC	6/17/2019	CB			
77	RQ-2019-06-10-29	6/11/2019	6/13/2019	MC	6/13/2019	MC	6/13/2019	MC	6/20/2019	MC	6/17/2019	CB			
78	RQ-2019-06-10-30 LAKESREF	6/12/2019	N/A	FB	6/24/2019	FB	6/26/2019	MC	No WBID folder		6/26/2019	CB			
79	RQ-2019-06-10-34	6/19/2019	6/20/2019	NM	6/24/2019	FB	6/24/2019	MC	6/27/2019	MC	6/26/2019	CB			
80	RQ-2019-06-10-34 (1)	6/12/2019	6/12/2019	MK	6/26/2019	MK	6/27/2019	MC			6/27/2019	CB			
81	RQ-2019-06-17-14	6/17/2019	6/20/2019	NM	6/20/2019	NM	6/21/2019	MC	6/26/2019	MC	6/25/2019	CB			
82	RQ-2019-06-17-15	6/18/2019	6/20/2019	NM	6/20/2019	NM	6/21/2019	MC	6/26/2019	MC	6/25/2019	CB			

Utilized During Data Management Process

The Water Information Network <http://prodenv.dep.state.fl.us/DearWin/win/welcome>

Tallahassee Central Laboratory Information Management System (LIMS)

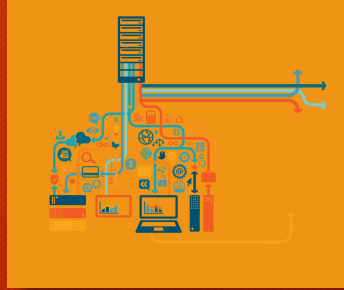
LIMS Data Merge Tool (DMT) and User Guide

ROC Data Trackers

ROC SMP Trackers

SMP network-documentation guidance, templates, data storage, and quality assurance and data storage

<\\publicfiles\\pubfds\\DEAR\\WQAPmonitoring\\StrategicMonitoring>



North Florida Strategic Monitoring Program Regional Operation Centers

Organization
Agency
Codes

NEROC (21FLA)

Jeremy Parrish
Brian Davis
Cheyanne Ruben
Amy Kalmbacher
(Vacancy)

TLHROC (21FLTLHR)

Mike Eckles
Chris Green
Benjamin Harden
Paul Blair
Jade Burtchett
Jonathan Woods

NWROC (21FLPNS)

Mike King
Stopher Slade
Nathan Mulkey
Frank Butera
Jimmy Pitts
Cheryl Bunch - WIN specialist
Myranda Clark- DMT specialist

Data Management Folders

- Strategic Monitoring
- North Florida Agency Codes
- 21FLA
- 21FLTLHR
- 21FLPNS
- North Florida Data Storage
- North Florida Data Processing



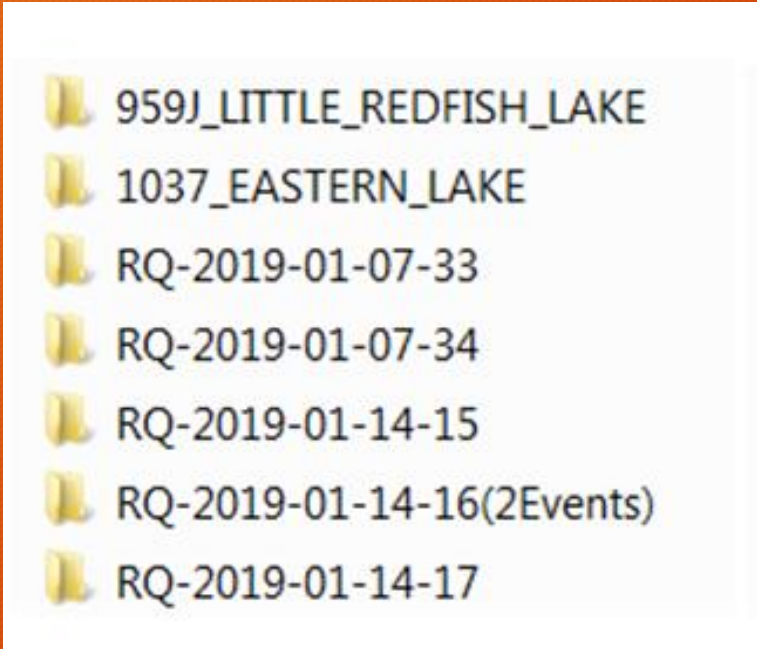
This Photo by Unknown Author is licensed under CC BY-SA-NC

Data Folder Management

ORG ID folders under the current year's Strategic Monitoring Program folder
\\publicfiles\pubfds\DEAR\WQAPmonitoring\StrategicMonitoring\2019 contain laboratory reports per RQ and Waterbody ID (WBID) folders with subfolders for each WIN station being monitored in the WBID.

The SMP and Data Trackers, and a current WIN station list (Excel File) will be extracted from WIN and maintained by WIN specialist.

North Florida Data Storage

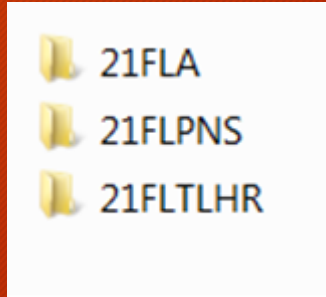


- 959J_LITTLE_REDFISH_LAKE
- 1037_EASTERN_LAKE
- RQ-2019-01-07-33
- RQ-2019-01-07-34
- RQ-2019-01-14-15
- RQ-2019-01-14-16(2Events)
- RQ-2019-01-14-17

North Florida Data Processing



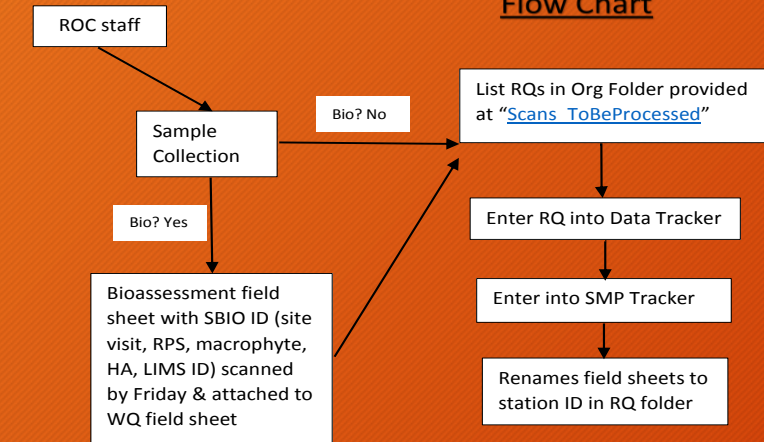
Scans to be Processed



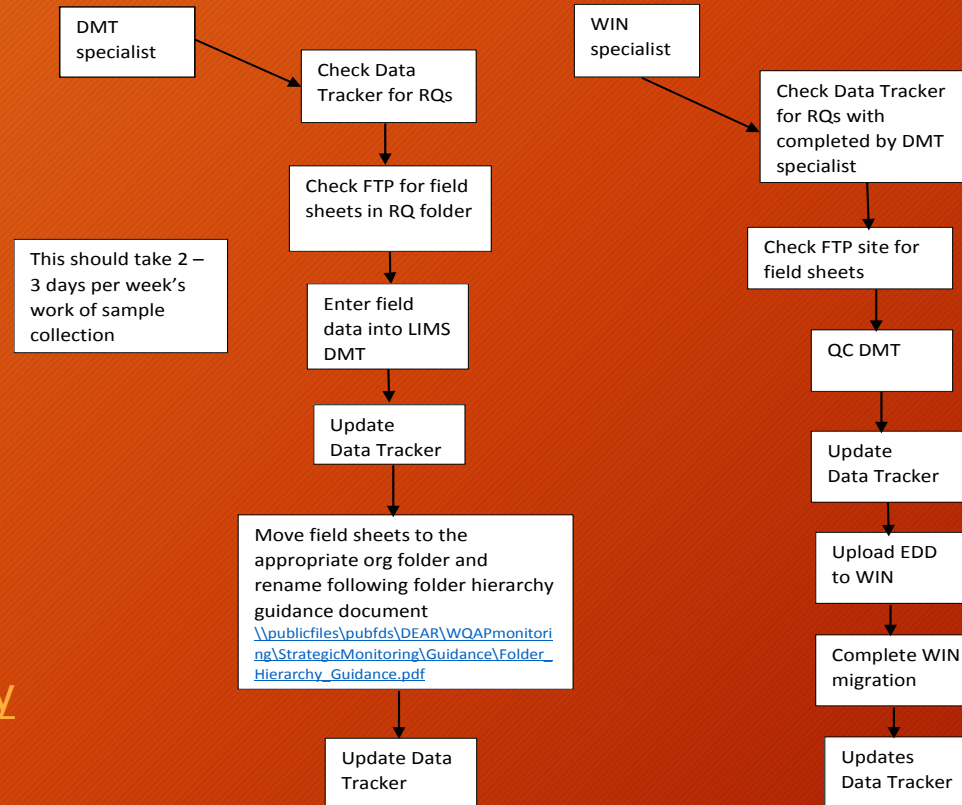
- 21FLA
- 21FLPNS
- 21FTLHR

Data Management

Flow Chart



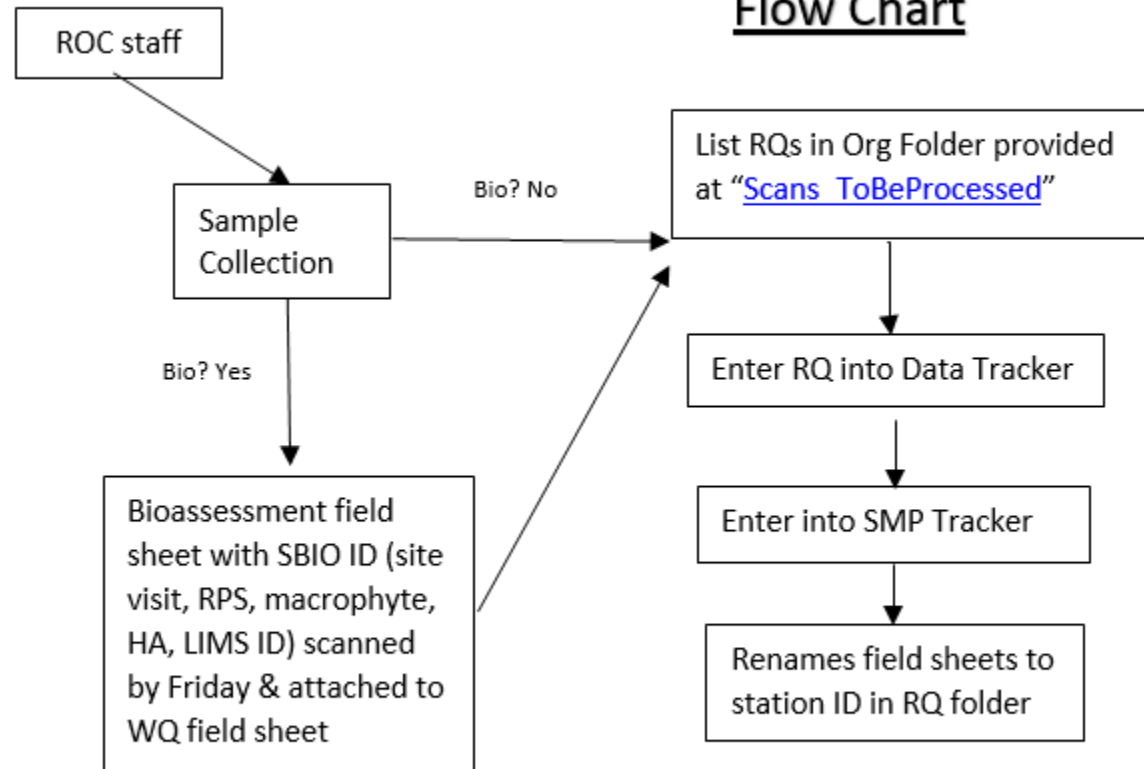
Scans to be Processed



Folder Hierarchy

Data Management

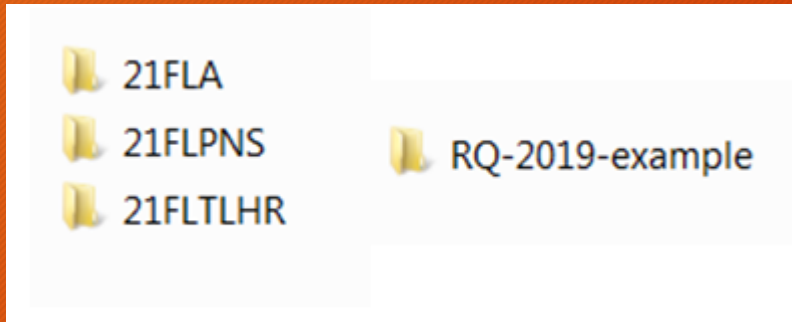
Flow Chart



Scans to be Processed

ROC Staff

1. Samples are Collected
2. List RQ in “Scans to be Processed” folder



ROC Staff-Proposed Change

1. Sample is Collected
2. List RQ in “Scans to be Processed” folder
3. Rename field sheets to station name in RQ folder

Proposed
Change

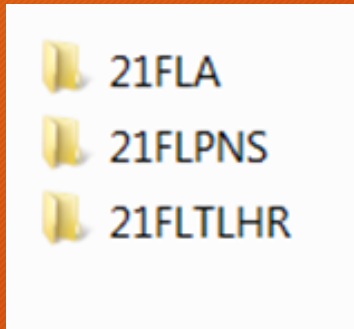


Scans to be Processed

ROC Staff-



1. Sample is Collected (sampling event)
2. Scan sampling event field sheets with calibration log under scheduled RQ ID
3. Copy scanned RQ_PDF document of sampling event to applicable Agency Code folder



RQ-2019-04-10-17

North Florida Data Storage

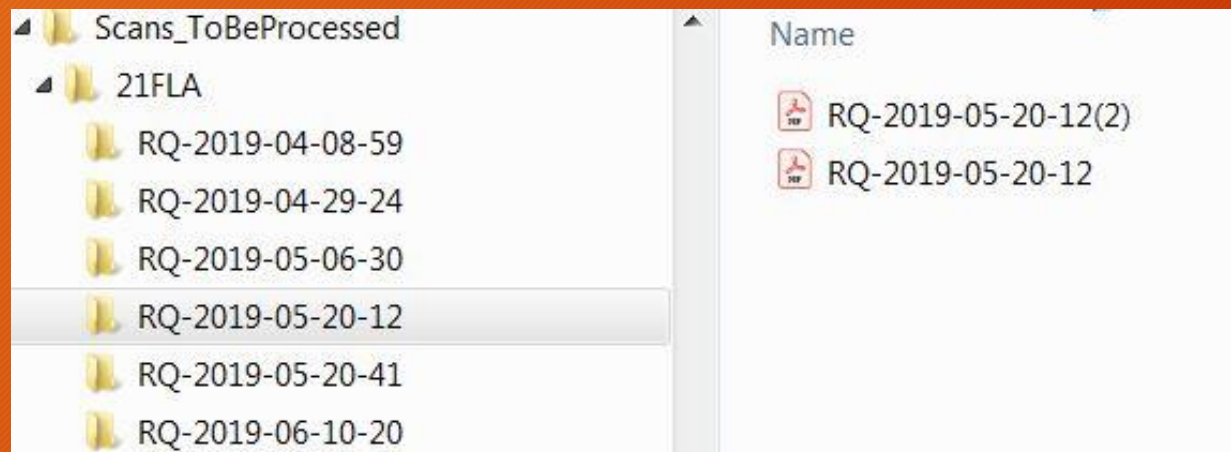
Questions

- *Question*

- What if more than one sampling event for RQ?

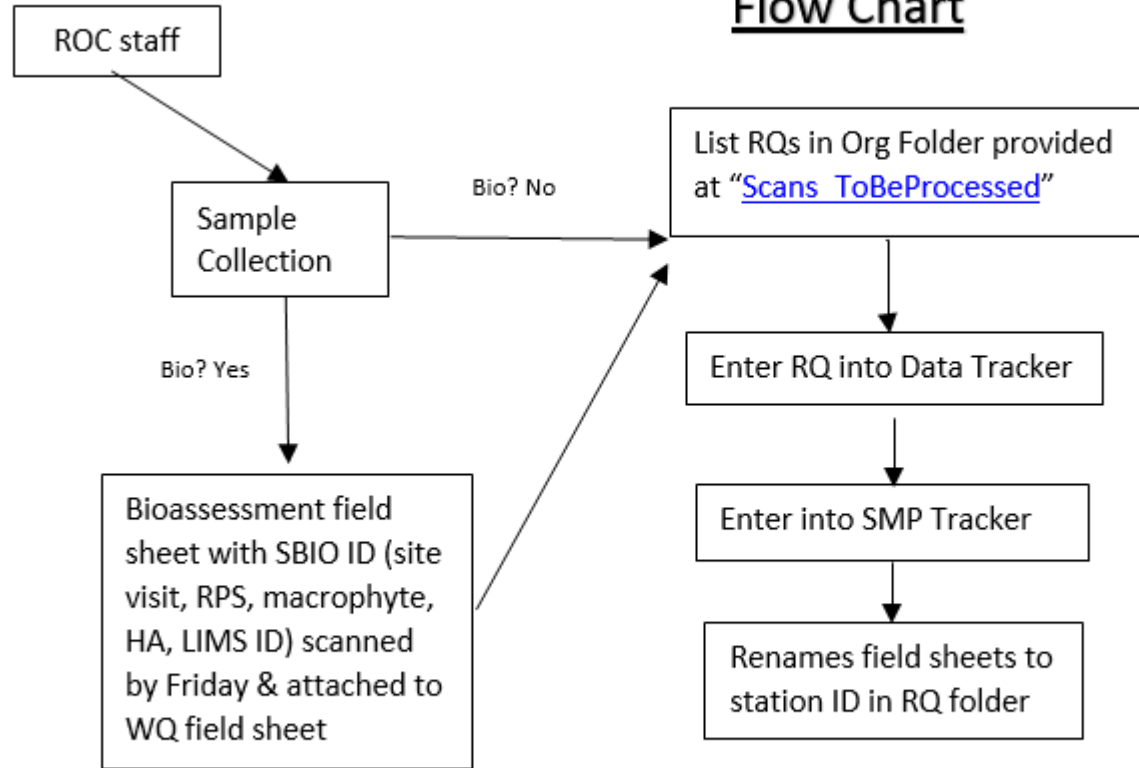
- *Answer*

- Create file and label file the RQ number. Acrobat will add suffix number to a PDF file if more than one has the same file name.
- When you copy additional PDFs to folder-Select “Copy, but keep both files” and will add a number on end in parenthesis



Data Management

Flow Chart



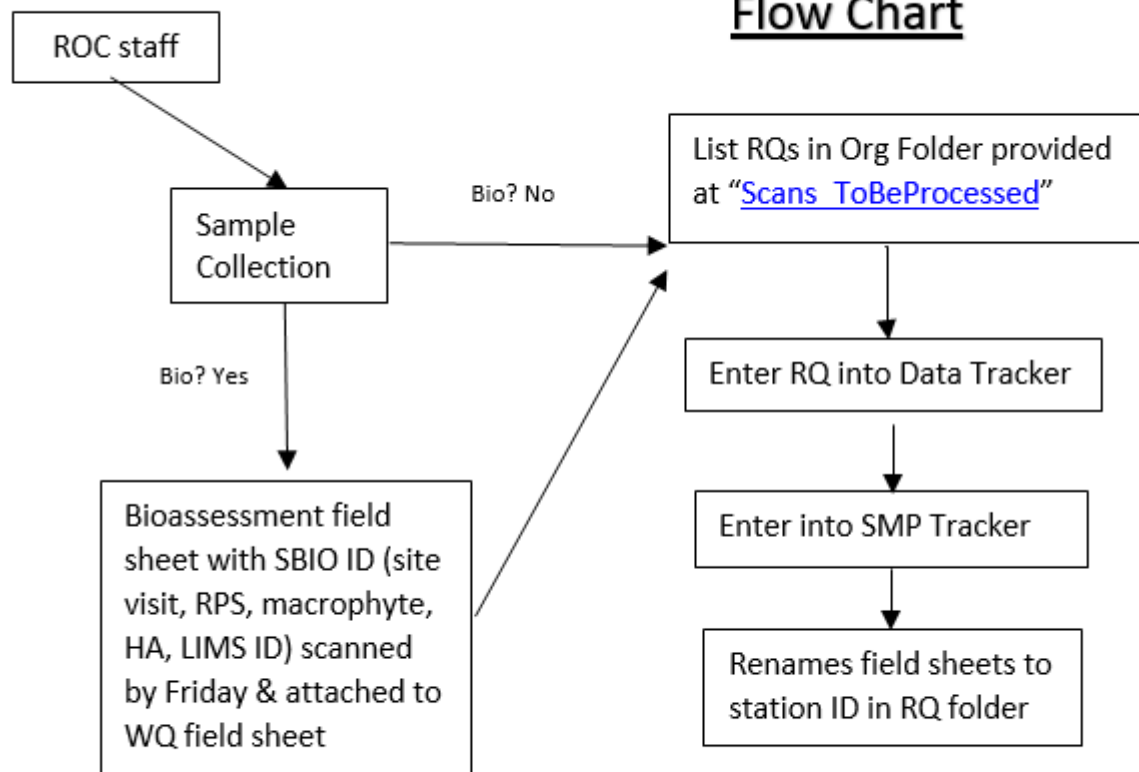
Scans to be Processed

ROC Staff

1. Sample is Collected (sampling event)
2. Scan sampling event field sheets with calibration log under scheduled RQ ID
3. Copy scanned RQ PDF document of sampling event to applicable Agency Code folder
4. If Bioassessment Occurs: Include RPS, HA, LIMS ID's on WQ Field Sheet and include SCI worksheets
5. Copy scanned RQ PDF to applicable Agency Code



Data Management Flow Chart



[Scans to be Processed](#)

[Link to ROC scanned docs](#)

Data Tracker

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
RQ	Date Sampled	Entered into SMP Tracker	Entered by	Field Sheets Scanned	Scanned by	DMT Entry	Entered by	Field Sheets Assigned to WBID Folder	Transferred by	DMT Data QC	QC'd by	WIN Migrated	Migrated by	Import ID
RQ-2019-01-14-16 (2Events)	1/22/2019	1/23/2019	JP	1/23/2019	JP	1/23/2019	JP	1/23/2019	JP	2/13/2019 2\20\19	CB	2/26/19 3/18/19	CB	10152 10681
RQ-2019-01-14-17	1/16/2019	1/17/2019	NM	1/17/2019	NM	1/17/2019	WB	1/17/2019	WB	1/23/2019	CB	3/7/2019	CB	10153
RQ-2019-01-21-16	1/31/2019	2/1/2019	NM	2/1/2019	NM	2/1/2019	WB	2/1/2019	WB	2/15/2018	CB	3/14/2019	CB	10719
RQ-2019-01-21-17	1/24/2019	1/24/2019	NM	1/25/2019	NM	1/25/2019	WB	1/25/2019	WB	2/15/2018	CB	3/12/2019	CB	10684
RQ-2019-01-21-18	1/23/2019	1/24/2019	JP	1/30/2019	JP	1/30/2019	JP	1/30/2019		2/15/2018	CB	3/7/2019	CB	10438
RQ-2019-01-28-08	1/28/2019	1/29/2019	NM	1/29/2019	NM	1/29/2019	WB	1/29/2019		2/15/2018	CB	3/7/2019	CB	10414
RQ-2019-01-28-09 (2 Events)	2/4/2019	2/5/2019	JP	2/13/2019	JP	2/28/2019	JP	2/13/2019		3/5/2019 3/05/19	CB	3/8/19 3/18/19	CB	10537 10788
RQ-2019-01-28-10	2/5/2019	2/6/2019	JP	2/13/2019	JP	2/13/2019	JP	2/13/2019		2/15/2018	CB	3/7/2019	CB	10379
RQ-2019-02-04-45	2/4/2019	2/4/2019	NM	2/4/2019	NM	2/5/2019	WB	2/4/2019		2/15/2018	CB	3/7/2019	CB	10392

ROC Staff

1. Sample is Collected (sampling event)
2. Scan sampling event field sheets with calibration log under scheduled RQ ID
3. Copy scanned RQ PDF document of sampling event to applicable Agency Code folder
4. If Bioassessment Occurs: Include RPS, HA, LIMS ID's on WQ Field Sheet and attach to SCI worksheets
5. Copy scanned RQ PDF to applicable Agency Code's RQ
6. Enter RQ number into Data Tracker with Date Sampled

ROC Staff

1. Sample is Collected (sampling event)
2. Scan sampling event field sheets with calibration log under scheduled RQ ID
3. Copy scanned RQ PDF document of sampling event to applicable Agency Code folder
4. If Bioassessment Occurs: Include RPS, HA, LIMS ID's on WQ Field Sheet and attach to SCI worksheets
5. Copy scanned RQ PDF to applicable Agency Code's RQ
6. Enter RQ number into Data Tracker with Date Sampled
7. Enter into SMP Tracker

North Florida Data Storage

SMP Tracker

[illegible]

ROC Staff

1. Sample is Collected (sampling event)
2. Scan sampling event field sheets with calibration log under scheduled RQ ID
3. Copy scanned RQ PDF document of sampling event to applicable Agency Code folder
4. If Bioassessment Occurs: Include RPS, HA, LIMS ID's on WQ Field Sheet and attach to SCI worksheets
5. Enter RQ number into Data Tracker with Date Sampled
6. Enter into SMP Tracker
7. Laboratory Reports copied to SMP data Agency codes under RQ

Network ▶ publicfiles ▶ pubfds ▶ DEAR ▶ WQAPmonitoring ▶ StrategicMonitoring ▶ 2019 ▶ 21FTLHR ▶

3556_WEAVER_WARRIOR_CREEK	3/11/2019 10:41 A...	File folder
3573A_STEINHATCHEE_RIVER	3/11/2019 10:40 A...	File folder
3573B_STEINHATCHEE_RIVER	3/11/2019 10:39 A...	File folder
3699A_WACCASASSA_RIVER	2/12/2019 7:17 AM	File folder
8029_GULF_OF_MEXICO_TAYLOR_COUNT...	3/11/2019 11:57 A...	File folder
Calibration_Logs	4/26/2019 11:07 A...	File folder
Cleaning_Logs	2/1/2019 12:11 PM	File folder
New folder	3/11/2019 2:22 PM	File folder
New SMP Pictures	1/22/2019 11:29 A...	File folder
RQ-2019-01-21-10	3/11/2019 2:28 PM	File folder
RQ-2019-01-21-11	3/11/2019 2:25 PM	File folder
RQ-2019-01-21-13	3/11/2019 2:29 PM	File folder
RQ-2019-01-21-15	3/11/2019 2:23 PM	File folder

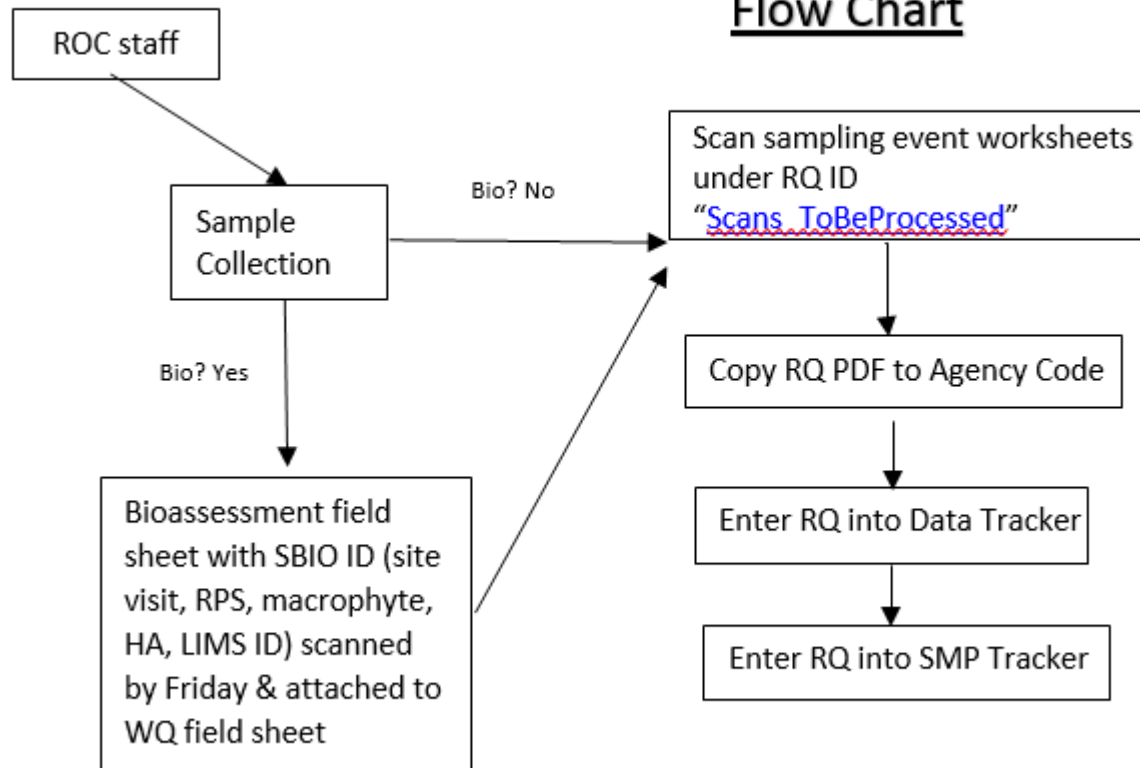
ROC Staff

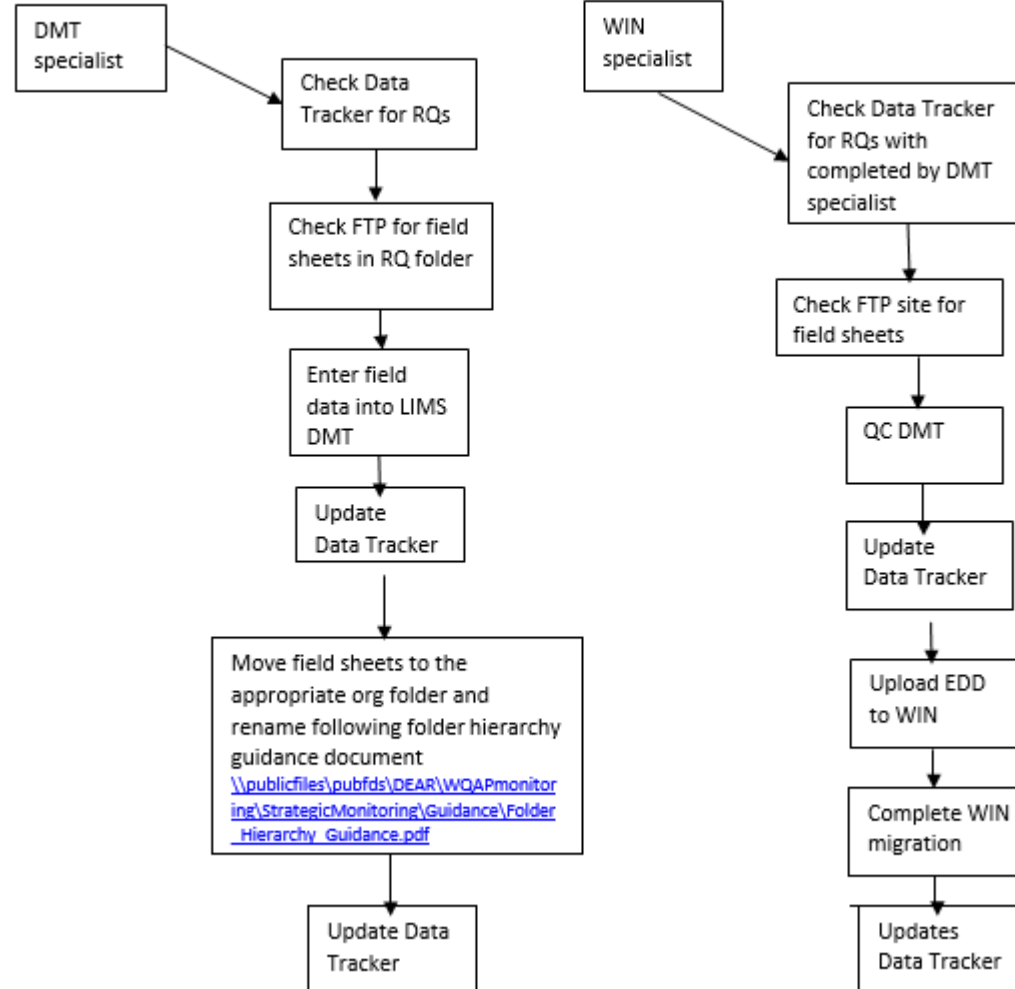
1. Sample is Collected (sampling event)
2. Scan sampling event field sheets with calibration log under scheduled RQ ID
3. Copy scanned RQ PDF document of sampling event to applicable Agency Code folder
4. If Bioassessment Occurs: Include RPS, HA, LIMS ID's on WQ Field Sheet and attach to SCI worksheets before scanning PDF
5. Enter RQ number into Data Tracker with Date Sampled
6. Enter into SMP Tracker
7. Laboratory Reports copied to SMP data Agency codes-individual ROC's



Data Management

Flow Chart

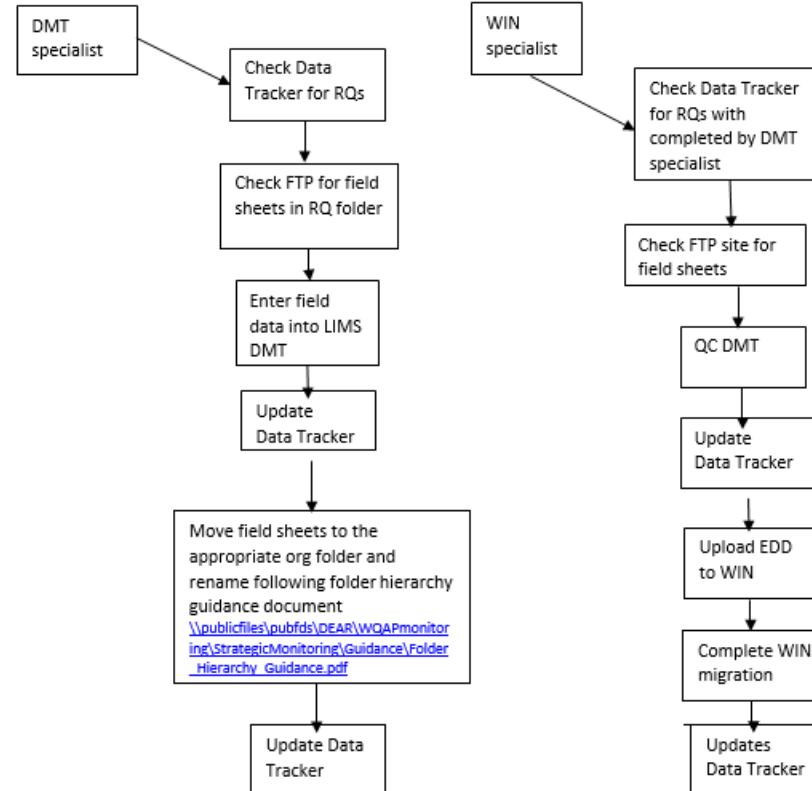
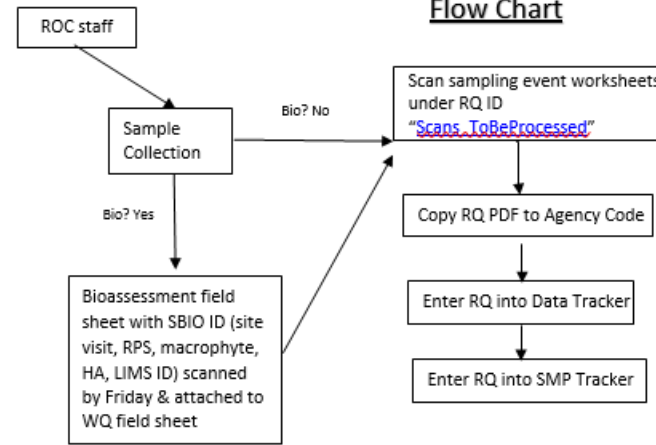




Folder Hierarchy

Data Management

Flow Chart



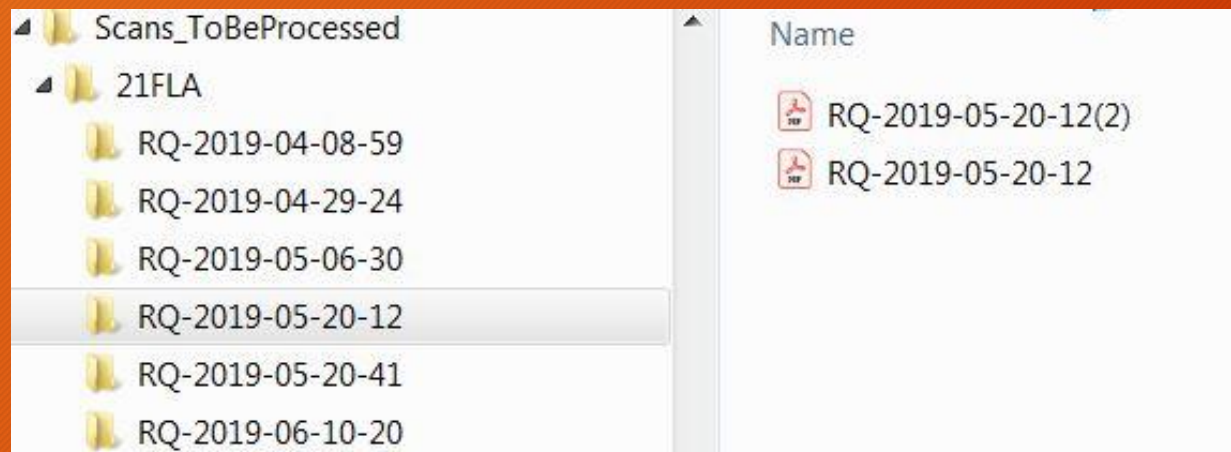
Questions

- *Question*

- What if more than one sampling event for RQ?

- *Answer*

- Create file and label file the RQ number. Acrobat will add suffix number to a PDF file if more than one has the same file name.
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Feedback
& Questions