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Completing the URF

Overview:

The URF (Update Request Form) is the document which details all the processing in the “batch” including the site name, data source, data period, batch number, request at, submitter, file path updated to, and pertinent comments; this is completed both in the physical URF form shown below and within Catchment Data Tools.

The batch refers to the period in time which is being processed and is tracked through Catchment Data Tools; the batch numbers are sequential though the period of time they refer to may not be sequential; for further information see [Environmental Data Validation: Batches](#).

The URF tracks the period of processing through the process (both the physical sheet and digital) from the collection of the raw data, review (correction and re-review) and archive; it is used to convey pertinent information between the processor and the reviewer and convey when a period of processing is ready to be committed to the final archive.

Update Request Form									
Site Name	?								
Data Source	NEMS Rainfall							Contains Check Data	Y
Data Period	?							Contains Quality Data	Y
Batch Number	?							What Quality Data	300/400/100/200
Submitter	?	Request Date	?				Max Site QC		
Collection Standard	NEMS V.1 2013						Contains Comments	Y	
Processing Standard	NEMS V.1 2013 / HRC SOP 2004								
File Updated to	\\ares\Environmental Data Validation\Rainfall\?#\#.hts \\ares\Environmental Archive\Provisional Archive.hts \\ares\Environmental Archive\Provisional Archive NEMS V1.hts								
Archive Adjustments	NEMS Rainfall								
	Data Source								
	Period								
Reviewed by:		Pass	Y	N			Authorised By:		
		Minor Issues	Y	N			Completed by:		
Date		Fail	Y	N					
Comments									

Within Catchment Data Tools the URF for the current period of data to be processed (batch) is identified (ON/OFF time and batch number as well as processor)

Upon Processing, following completion of the digital form in Catchment Data Tools the Processor will complete in the form similar to above, the:

- Site Name
- Data Source
- Data Period
- Batch Number
- Submitter
- Request date (at completion of processing)
- Collection and Processing Standard
- File path where the processing is located and location where the final processing is stored.

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- If the period of processing contains check data, quality data, comments and if possible Max site QC and What quality data the period of processing contains.

If the period of processing is re-processing of data which has already been logged in Catchment Data Tools, under a previous batch or exists on the respective final archive then the Archive Adjustments has to be filled out with the relevant period and data source (datasource/check data/quality code) – and if possible fill out the comments as to why this was required, in the new batch logging the adjustment to the data, **in conjunction to being logged as a new batch being processed**/period of data being altered, see [Environmental Data Validation: Batches](#) for more details.

Upon review, the reviewer is required to complete the Reviewed by and date on the physical URF as well as the digital form in Catchment Data Tools. See [Quality Assurance and Verification](#) for the quality assurance cycle.

- Any minor corrections are made and noted on the URF (Comments section), Pass circled, Minor corrections and N for fail,
- Major corrections (re-processing, lack of information/understanding) are returned to the Processor and the cycle is repeated until the URF is accepted [NB: if this is more than twice and is not in a period of training, then it should be escalated].
- Once the URF is accepted the Reviewer fills out Passed circled and initialled if there have been multiple steps in the cycle **and** completes the authorised by with their initials and the date.

The Original URF must be maintained throughout the entire URF cycle to maintain the chain of custody of the period of processing.

The authorised section initiates that the data is suitable to be committed to the final archive. This may not be completed when the data/datasource are not yet authorised or directed to which archive it may be committed to. In this case it will be expected to detail why and subsequently when the decision (and which) is made to archive the period of processing.

When the data is archived, the person archiving the data upon committal of all pertinent information to the archive will initial and date the completed by section and complete the digital form in Catchment Data Tools.