horizons regional council

Hydrology Operations Manual

horizons regional council

Environmental Data Validation: Batches

Overview:
Batches are used to identify, log and track the periods of processing and re-processing/any alteration to the data as part of the chain of custody of data from raw (Original Archives) to the respective final Archive.

The batches are identified and indexed within Catchment Data Tools. The batch number identifies the period of processing, ON and OFF periods define the period in question; as well as following the lifecycle of the period of data being processed (Completing the URF). There is currently both the digital and the physical paper copy of the batch of processing, including the digital (Catchment Data Tools) and paper URF.

The life cycle of the data is then tracked both within the Hilltop file (audit trails) and the URF documentation (digitally indexed by Catchment Data Tools, the respective batch numbers and the physical URF).

As detailed in Environmental Validation File Structure, environmental data validation is stored/managed in these identified batches. When any period of processing is started the period needs to be identified and assigned its identifier (the batch number) and this is done within Catchment Data Tools:
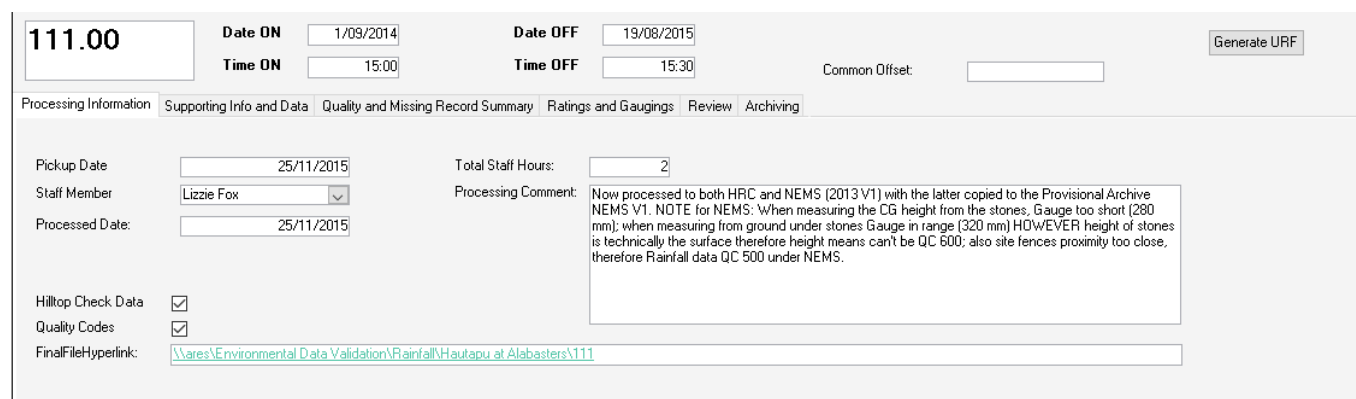

Figure 1 Digital URF in Catchment Data Tools, uniquely identified by their respective batch number.

Batch number, ON and OFF period in the processing are identified
Processing Information tab - The person responsible for the processing is identified, where the processing is digitally located, accounting for time and pertinent comments for the period of processing.
Supporting Info and Data tab – feeds into other databases to help assist with processing
Quality and Missing record Summary tab - feedback to field staff are identified and emailed through in a quality record in the
Review tab – Identify that the processing has been checked, by whom and when, if there were any corrections or if it required re-processing
Archiving tab – Identify that the processing has been archived, by whom and when, if there was a rating archived with the data

When beginning processing, first checks are the archives (where is the data up to) and Catchment Data Tools (where is the data up to/number of the latest batch) the time periods should match, **if not ascertain why** before you start processing. **No new batches should be started until the previous have been resolved and archived**. Batches/periods of processing should where possible have a natural break point: logger change, instrument change, code change, site re-location, or up to the latest inspection:

- A new batch for the period being processed (appending to the existing archive)
- Re-processing of historical data – quality code/missing information
- Location and commital of historical data to the archive (if it does not have a batch number or the relevant batch number has not been entered)

© **Horizons Regional Council 2016**

Hydrology Operations Manual

Environmental Data Validation: Batches

Update Request Form						
Site Name	?					
				Contains Check Data		Y
Data Source		NEMS Rainfall				
				Contains Quality Data		Y
Data Period			?			
				What Quality Data		300/400/100/200
Batch Number	?			**Max Site QC**		
Submitter	?	**Request Date**	?	**Contains Comments**		Y
Collection Standard	NEMS V.1 2013					
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 Adustments		NEMS Rainfall				
Data Source						
Period						
Reviewed by:		Pass	Y N	**Authorised By:**		
		Minor Issues	Y N	**Completed by:**		
Date		Fail	Y N			
Comments						

Figure 2: Example of the URF Form with the batch number as an identifier. For further information refer to the Completing the URF document.

Following the lifecycle of the data – once committed to the respective final archive any reprocessing as a result of new information, misinformation/mistake/change in operational or procedure *standard requires the logging of a new batch* to document what has been done and the respective archive adjustments commented to the URF, also see Completing the URF.