



# Data management procedure for data collected on cruises with research vessels

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Prosedyre

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## Purpose

The purpose of this procedure is to describe the data flow of data collected on cruises with research vessels.

## Target audience and responsibilities

Data managers at NMD responsible for loading data to IMR's network.

Personnel responsible for production the of data on cruises: cruise leaders, instrument chiefs, instrument personnel.

Personnel at IMR's IT section responsible for managing tapes with data.

## Definitions

Data managers at NMD are personnel working with data management, moving and loading of data to different databases and/or network systems.

NMD: The Norwegian Marine Data Centre

DataSet Tracker: In-house developed application that provides an overview of the data from production onboard the ship to archiving at NMD. The application is following the status of each task done by the data responsibly person necessary for the data to be transferred from the ship to NMD.

Toktdatabasen (cruise database): Existing application which provides an overview of data collected on cruises. This application does not provide a complete overview for all data types.

## Description

Data collected on cruises is being collected according to the procedure "Prosedyren for datahåndtering på fartøyene" (internal document in Norwegian).

Data collected on cruises is stored in a folder structure onboard the ship. The folder structure and file names are described in the document "Folder structure for marine field data at IMR" (internal document).

A data manager at NMD is assigned the task to move the data for longtime storage from the tape to the correct path on IMR's network system.

The data manager moving the data must be sure that all planned data for this cruise has been delivered. For this purpose, the data plan document is used and will help to provide an overview of the data planned to be collected. When the application DataSet Tracker has been released it must be used to follow the flow of data delivered at NMD.

DataSet Tracker is fed with information from the data plan document. The subdata types shown in table below will be used as datasets in DataSet Tracker.

Data (Norwegian)	Main data type	Subdata type	Data
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Dokumenter kan skrives ut, men kun elektronisk versjon ansees som oppdatert og gyldig.

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			collection planned
<b>Biologiske data</b>	<b>Biotic</b>	Fish data	
<b>Akustiske data</b>	<b>Echosounder</b>	Interpreted data	
		Fishery acoustics	
		Multibeam	
		Sonar	
<b>Toktlogger/Eventlogger</b>	<b>Hub/Cruise</b>	Output POS	
		Output REF	
<b>Fysiske data</b>	<b>Physics</b>	CTD filtered data	
		CTD raw data	
		Thermosalinograph	
<b>Plankton data</b>	<b>Plankton</b>	Zooplankton	
		Phytoplankton	
		Macroplankton	
<b>Kjemiske data</b>	<b>Chemistry</b>	Nutrients and chlorophyll	
		Ocean acidification	
		Pollution	
		Radionuclides	
<b>Bilder/Video</b>	<b>Video</b>	Video	
		Pictures	
<b>ADCP</b>	<b>ADCP</b>	75kHz	
		150kHz	
		LADCP	
<b>Eksperimenter</b>	<b>Experiments</b>	Experiments	
<b>Pattedyr</b>	<b>Sea Mammals</b>	Sea Mammals	
<b>Geologi og geofysikk</b>	<b>Geology and Geophysics</b>	Geology	
		Geophysics	
<b>Meteorologi</b>	<b>Meteorology</b>	Meteorology	

Responsibilities and action points with regards to data management of the data from ship to NMD:

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<b>Responsible person</b>	<b>Step</b>	<b>Action point</b>
Cruise leader	1	Fills in the data plan with planned data types to be produced on the cruise. According to table above.
Cruise leader/Instrument leader/instrument personnel	2	Data production onboard the ship during the cruise
Data responsible person designated by the cruise leader	3	After the cruise has finished the entire folder structure with the data must be copied to a tape. The tape(s) are cloned and the cloned version is kept onboard as a backup for six months until the data responsible is certain all data has been taken care of at NMD. (When DataSet Tracker is in use is this easy to check since the status will be set to Completed).
Section leader or data responsible	4	The tape(s) are sent to Helpdesk which is confirmed in Toktdatabasen (cruise database). (DataSet Tracker will replace Toktdatabasen, once it is released).
Responsible person at IT	5	The data is moved from the tape to the staging area on IMR's network system. Notice is given to the data manager at NMD. (Notice will be given through DataSet Tracker, once it is released).
Data manager at NMD	6	Moves the data from the staging area to the correct path on the network system. Will inform IT once all data has been moved.



Responsible person at IT	7	The tape is formatted and recycled for other cruises.
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Kryssreferanser

Eksterne referanser