Project QA/QC Report

Title Sheet

Project Title:

Author/PI:

Date Submitted:

QA/QC Methods	PI Initial
This project is in adherence with the quality management practices detailed in the GLOS Quality Management documentation referenced at: www.glos.us/IOOSCert.	
This project is partially compliant or not compliant with the quality management practices detailed in the GLOS Quality Management documentation referenced at: www.glos.us/IOOSCert. Additional details are provided and documented.	

Provide any explanation needed to the above:

GLOS INTERNAL USE

QA Manager Signature/Date:

_____

Executive Director Signature/Date:

_____

RECOMMENDATION:

Fill out all appropriate sections, including indicating if a question is not applicable.

1. **General**

Data are (Check all that apply)**:**

☐ Real-time or near real-time

☐ Non real-time/near real-time

☐ Physical sampling*(If checked, go to section 4, Physical Sampling Details at the end of this report template)

☐ Other (please describe): _____

Do we have a metadata form on file for your project?

☐ Yes ☐ No (if no, please fill out the GLOS metadata form at http://www.glos.us/wp-content/uploads/2016/07/GLOS_Metadata_Form.pdf)

2. **Measurement Details**

List each of the measurements you are providing data for (*copy and paste this section to add additional items – i.e., if you have 5 different measures you should have this information/section listed for each one. You may include this information in attached spreadsheet.*).

Measurement name or description: _____

Sampling frequency: _____

Equipment/Instrument name: _____

Instrument manufacturer: _____

Instrument serial number: _____

Does equipment require calibration? ☐ No ☐ Yes – if yes fill out next questions

Manufacturer's recommendations for calibration: _____

Equipment calibration procedure (describe what you do to calibrate your equipment, e.g., *send to manufacturer during off-season*):

_____

Date equipment last calibrated: _____

What quality control procedures or tests are performed on this data? Include algorithms or calculations if appropriate. You may indicate that you test for spikes or outliers in your data, and if so, please detail what those values are. *Suggested areas for testing include precision, bias, accuracy.*

Do you use other sources or other's data (non-measurement sources) to validate your data (e.g., computer databases, literature sources)? If so, please detail and describe any limitations or qualifications as well as provide specific references:

Please detail if support staff require any specialized training or certification to capture data or support equipment:

3. **Actions after QA/QC Tests**

What procedures are in place if the data does not meet QC tests?

☐ Reject the data (do not submit to GLOS)

☐ Analyze and fix the data.

☐ Flag the data (if so, describe your flagging procedure): _____

☐ Other (describe): _____

Do you have a method for notifying users if there is a gap in data or if the data is flagged (e.g., is the flag description included in your metadata?)

☐ Yes (describe: _____)

☐ No (please detail how you will be providing this for the future: _____)

4. **Data Management**

Do you retain your data on-site once it is submitted to GLOS? ☐ Yes ☐ No

If so, how is the raw data retained? Include file format, specialty computer hardware or software, and how data could be retrieved or recovered if needed (e.g., ftp, downloadable via website, netCDF format).

How would users or GLOS obtain back data if needed?

Do you keep field logs pertaining to measurements, equipment, dates, results of QC checks, etc.?

☐ Yes (list what logs are retained and time period covered) _____

☐ No (if no, please describe how you will rectify this for the future)

5. **Reporting Data Limitations for Users**

Describe the process (if any) in reporting the limitations on use of the data.

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6. **Physical Sampling Details**

* If you checked ‘sampling’ as your data type, please also answer these additional questions

Identify data collection procedures and methods (e.g., types and number of samples required, sampling locations and frequency of sampling, sample matrices, validation study information), if applicable. Cite references as appropriate.

Identify analytical methods to be followed and required equipment including specific sizes or requirements or limitations (e.g., nets and net-size). Provide validation information and corrective actions.