

# **The *Oncor* Geodatabase for the Columbia Estuary Ecosystem Restoration Program: Handbook of Data Reduction Procedures, Workbooks, and Exchange Templates**

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## **Appendix B**

### **Detailed Workflow from Data Collection to Successful *Oncor* Entry**

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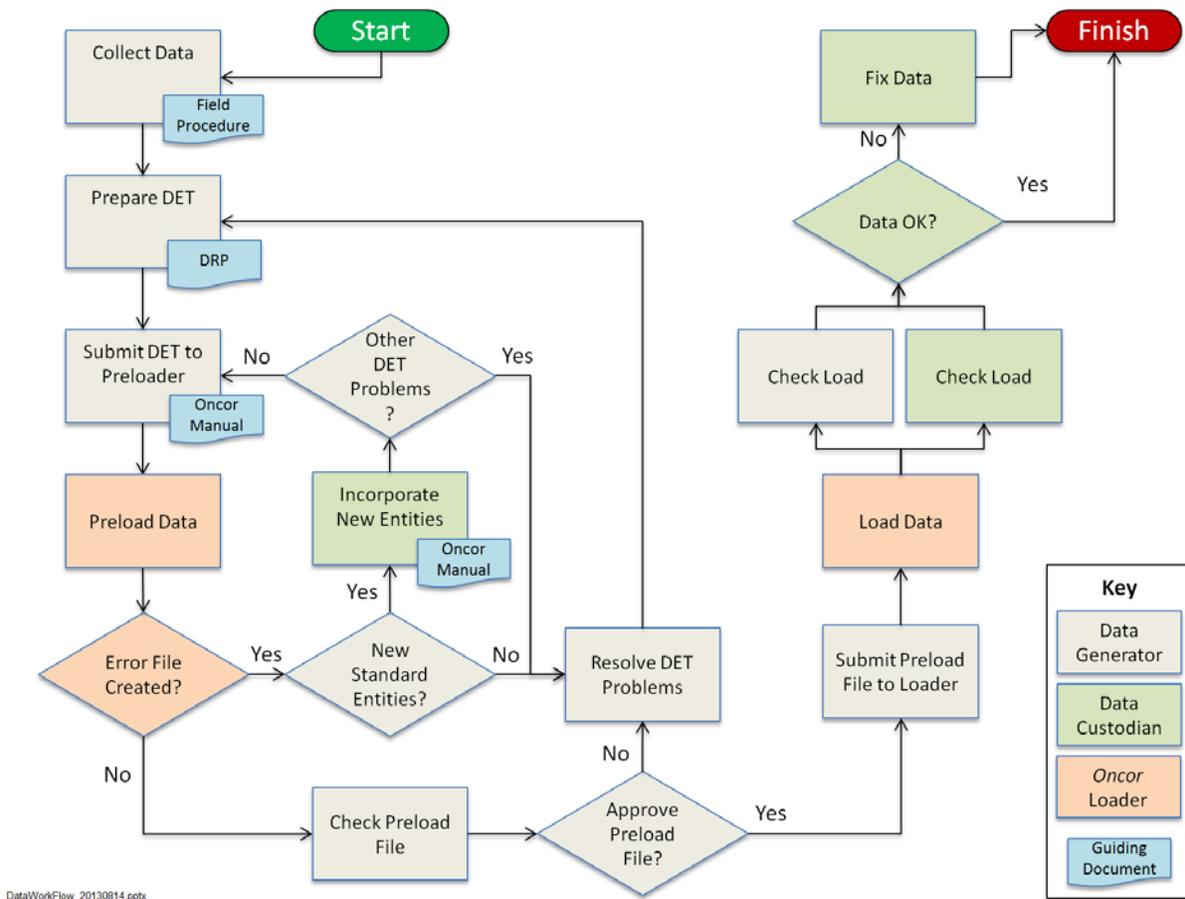
The steps of the planned detailed workflow are listed below and an illustration of the workflow is displayed in Figure B.1. This material is subject to change as experience is gained.

- Step 1. The data generator collects data according to field procedure. The critical aspect of this step with respect to uploading data to *Oncor* is that all required data for the relevant data category are obtained during field collection (e.g., sampling location, date).
- Step 2. The data generator processes field data according to the data reduction procedure (DRP) to produce a data exchange template (DET). Included in this step are the quality control measures which are the responsibility of the data generator. Every DRP, at some stage, will require that the data generator download an appropriate DET from the *Oncor* web site. The DET permits the data generator to add new aliases to existing standard values or provisionally add new standard values. The DRP provides detailed instructions for how to populate the DET.
- Step 3. Where standard values are required in the DET, lookup lists will be present containing alias names associated with the data generator. Any new standard values used in the data collection (e.g., new people, new instruments, etc.) that are not present in *Oncor* should be recorded on the Metadata tab at this stage. Previously entered values will appear in dropdown menus within the Metadata tab. If the values needed are not available the data generator uses the Standard Values button. Similarly, if a desired alias for an existing standard value is not present, the data generator can add the new alias using the Standard Values button of the Metadata tab of the DET. The addition is provisional because new standard values must be approved by the data custodian (see Step 4 below).
- Step 4. The data generator submits the completed DET for uploading to the *Oncor* web site. The data generator uploads the completed DET to the *Oncor* web site and receives one of the following responses:
  - a. If the DET is valid, a preload file is created that shows how the data will appear in *Oncor* after it is loaded and receives either an acceptance in the form of a preload file (to be described later) or a rejection in the form of an error file (to be described later). Problem resolution may involve the data custodian.
  - b. If the DET has errors, an error file is created that shows where errors occurred. At this point, the data generator must correct problems and resubmit the DET until it is accepted. Problem resolution may involve the data custodian, especially when a new standard value is involved.
- Step 5. The data generator approves the preload file, submits the load, and receives a load confirmation. Once satisfied with the preload file, the data generator approves the loading of the DET and the loader performs the task automatically. After successful completion of the load, the loader

produces a load confirmation report, which may include some statistics that summarize the load. If a failure occurs at this point, the data custodian must be contacted for resolution of the problem.

Step 6. The data generator may query the database for selected new records to verify their presence. It is suggested that data generators perform some spot checks on their newly uploaded data to confirm its successful entry. This is done through the use of standard queries available in the *Oncor* interface. The data generator or user may also generate their own queries.

Step 7. The data custodian checks newly entered data to ensure compliance with standards. The data custodian has a number of tools at his or her disposal for verifying and validating data after uploading has taken place. These may include anything from manual spot checks to statistical analyses.



**Figure B.1.** Detail of data flow for *Oncor*.