



Data Exchange Protocols

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Copies of StreamNet's Data Exchange Protocols (DataExchangeProtocol.doc), submission document (XchangeForm.doc) and current Data Exchange Format (DEF) are posted at http://www.streamnet.org/online-data/data_develop.html#

When submitting data to StreamNet:

1. Submit a MS Access database including data that is manipulated to fit the field, record and table conventions described in the most current DEF. Name the database as follows:

MFWP20020417.doc is an appropriate filename for an exchange document from MFWP on April 17th, 2002. This format will permit accumulating files to be easily sorted by compiler and date, and help keep documentation next to data files. Include a date in an exchange file name (database or document) that refers to the date when this data is originally submitted, and continue to use that date in the name of subsequent exchange files or documents that may be resubmitted or provide additional clarification (the literal date the new file is sent is already visible as the filedate). A data submission can include many different data categories, so trying to capture the new data in the data filename can be problematic. Provide an "AgencyDate".zip or mdb or doc file, but additional description after the Agency + Date is fine, such as MFWP20020417Dams.mdb. As an alternative to adding an additional descriptive phrase to the filename, a "-2" can be appended to any second file (data, doc or zip file) that is sent later on the same day representing different data. Subsequent, related files (whether they replace one originally sent with data or add clarification or additions to them) should have a "b", "c" etc. appended to them.

Examples:

<u>Agency + Date</u>	<u>+ "-2" for subsequent different data submitted on the same day and/or "b" for amended related data.</u>
MFWP20020417.mdb	(Database file from MFWP on April 17th)
MFWP20020417.doc	(Exchange doc from MFWP on April 17th referring to MFWP20020417.mdb)
MFWP20020417-2.doc	(Exchange doc referring to a different data file submitted that day MFWP20020417-2.mdb)
MFWP20020417b.doc	(Revised or appended Exchange documentation referring to the first data file resubmitted on April 17)
MFWP20020417-2b.mdb	(Revised data <u>replacing</u> second data file resubmitted on April 17, even if submitted a week later.)

2. Send the database and a completed and renamed XchangeForm.doc to the StreamNet Regional Data Manager. If your submission requires more coordination, also carbon copy (cc) the data managers of other relevant agencies.
3. At a minimum, include records for new or corrected data. It is not necessary to provide tables or records with no changes.

Check the AddUpd entries regardless if you include, both, records you want StreamNet to update and records you don't want StreamNet to update, OR only records you want StreamNet to update. StreamNet will only use the records with AddUpd field as -1 (True) and ignore any records with AddUpd as 0 (False). AddUpd as blank will also be ignored.

4. Structure and name tables included per the current DEF except under the following conditions:
 - a) By oversight, sometimes the field types and names in the current DEF document differ from the current StreamNet MS Access Database (mdb). If you notice a difference, use the field types and names in the mdb and alert the StreamNet Regional Data and DEF managers.

- b) You may include extra fields at the end of the record for your internal tracking needs. Name extra fields using your project abbreviations (e.g. WDFW-) as the pre-fix in the field name.
- c) Table is a special instructive table & warrants a different name (described in **Item 5b, below**).
5. Sometimes data submitters must submit special instructive tables to help the StreamNet Regional Data Manager keep the master Regional Database clean.
- a) If any record deletions are warranted, submit a table (named Delete*) where * equals the lead table targeted for any deletions needed. (e.g. *DeleteTrend* means all Trend records and any table using the TrendIDs in DeleteTrend will be deleted. *DeleteEscData* means only individual EscData records will be deleted).
- At a minimum, include the key fields needed to safely and accurately convey the deletions required (e.g. *DeleteTrend* only needs TrendID but *DeleteEscData* needs TrendID, BeginDate and EndDate).
 - Also include a Text (255 character length) field (named ReasonDeleted), describing both the nature of the change and the relationship to other records if applicable. (e.g. *“TrendID 60999 deleted – Replaced by new TrendID 70999”* or *“TrendID 60999 deleted – Duplicate of existing TrendID 70999”* or *“TrendID 60999 deleted – Merged into existing TrendID 70999”*). To automate filling the ReasonDeleted field, you can also include a NewTrendID field of Integer data type.
- b) If notification is warranted for possible errors in data you don’t have sole (or any) responsibility for, submit a table (named NotifiedIssues**) where ** equals the lead table at issue. Include the key fields needed to safely and accurately identify the records that are affected by the issue and a field (named New***) where *** equals the original field name. Fill the New*** field with any potential, new, entries. Also include a Text (255 character length) field named NotifiedIssues, describing the issue.

Upon special request, the StreamNet Regional Data Manager may periodically ask for more than the tables and records described above to ensure the Regional database is in sync.

If your data situation prohibits you from following the protocols described above, confer with the StreamNet Regional Data Manager to overcome the obstacles or establish special short-term or long-term protocols for your data submissions.

These protocols will be revised as StreamNet creates new technology to simplify & expedite data submission & feedback processes.

After the submission is processed, the StreamNet Regional Data Manager will:

- A. Explain any format conflicts to the data submitter, if warranted, and together they will decide how to resolve the issue and whether a new submission is required.
- B. Deliver to the data submitter a report describing the data loading process, including even minor data changes (e.g. filling blank fields with zero or -1) that were necessary.