Chapter 9 – Data Corrections

For corrections to data in the SWQMIS database, a [SWQM Data Correction Request (DCR) form](#) is submitted to DM&A. The data correction procedures in this chapter have been developed to maintain and document the integrity and reliability of the data in the SWQMIS.

SWQM Data Correction Request Description

To request a data correction in SWQMIS, TCEQ staff submit a SWQM Data Correction Request form to the DM&A data managers. Omissions of information on the form may delay completion of a request and/or require a DM&A data manager to contact the requestor for more information. Requests may be submitted either by standard mail or e-mail. See the Documentation section below for additional information about specific types of requests.

Data Correction Process

In general, it is the responsibility of the individual or program that submitted the data to prepare a Data Correction Request form when necessary.

Submitting entities (contractors or cooperators) should complete and submit a DCR form to their TCEQ project manager for corrections to their own data. They may also work cooperatively with their TCEQ project manager to request corrections to data other groups have submitted. The TCEQ project manager forwards DCR forms to the DM&A data managers for processing.

TCEQ staff who discover errors in their own data should submit a completed DCR form directly to their program's DM&A data manager. TCEQ staff should contact the appropriate TCEQ project manager to inquire about other data they believe to be incorrect.

Upon receipt of the DCR form, DM&A data managers review the request and perform any necessary impact analysis. The impact analysis may require obtaining further information from the requestor or other affected parties.

Once the analysis is complete and a course of action selected, a DM&A data manager either completes the data correction manually or replies to the DCR submitter if an alternative decision is made.

The DM&A data manager sends a confirmation of the DCR completion to the requestor via e-mail.

Data Correction Required Information

Action Code

Record in the Action Code column the appropriate code for either 'Add', 'Flag', or 'Correct' (A, F, or C).
A = Add; use this code to add information to a sample existing in the database.
F = Flag; use this code to qualify data with a Data Qualifier Code (see App. E).
C = Correction; use this code to correct a value existing in the database. If a correction is required, all fields on the Existing line and the necessary fields on the Correction line must be filled out.

Tag ID

Record in the Tag ID column the Tag ID or Sample Set ID of the sample to be corrected.

Station ID

Record in the Station ID column the Station ID that identifies the location of the sample.

End Date

Record in the End Date column the End Date of the sample in mm/dd/yyyy format.

End Time

Record in the End Time column the End Time of the sample in 24-hour format.

End Depth

Record in the End Depth column the End Depth of the sample.

Data Source

Record in the Data Source columns the data source of the sample: Submitting Entity, Collecting Entity, and Monitoring Type.

Parameter Code

Record in the Parameter Code column the parameter code for the sample.

Value

Record in the Value column the measured value in the sample.

Data Qualifier

Provide any data qualifier code applicable to the value.

Verify Flag

If the value is outside the database minimum-maximum range for this parameter code, verify that the value is accurate by entering a "1".

Documentation

Lab Errors

When the analyzing laboratory reports errors or necessary corrections, documentation from the lab will be considered sufficient documentation to proceed with a correction without an explicit request from the FOD sample collector.

Large-Volume Data Correction Requests

When requesting corrections to large numbers of records (more than 25), DM&A requires that requestors submit an electronic list of the records to be updated in addition to the DCR form. This is to protect data integrity and to document the intent of the request with complete clarity. This electronic list should include all fields on the DCR form (Tag ID, Station ID, End Date, End Time, End Depth, Data Source information, plus Parameter Code, and Value if applicable). Spreadsheets (such as Excel files) and pipe-delimited text files are acceptable formats. Contact DM&A with any questions regarding these instructions or the data correction process.