www.oceannet.org

Title	MEDIN data guideline for transfer video survey data
MEDIN Discipline	Marine Biodiversity
Author(s)	B. Seeley, M. Charlesworth
Document Owner	M. Charlesworth
Reviewed by	MEDIN Data Standards Group
Date reviewed	June 2010
Version	3.1
Date approved and published on MEDIN website	20 July 2010
Date last checked for accuracy	20 July 2010
Summary	This guideline defines the format of data and information produced from the collection of data collected using video survey techniques from field to archive. A template is provided if required.
Keywords	Video, Benthos, Benthic sledge, Towed video, ROV

Change history		
Version	**Date**	**Change**
1.0	2009-11-09	First draft of document
1.1	2010-01-10	Draft for working group comment
1.2	2010-05-27	Revised in light of reviewer comments, new table structure to all guidelines and link to NMBAQC.
3.1	2010-07-20	Revised into new structure and published

1.1. Background

The Marine Environmental Data and Information Network (MEDIN) is working towards creating a framework of consistent standards covering the major types of data collection undertaken in the marine environment around the UK. The principle benefits of this suite of standards are:

- It allows contracting organisation to easily specify a format that data should be returned in that can be readily used and includes all relevant attributes
- It provides a consistent format for contractors to work to (rather than a different format for each contract)
- Data can be readily exported to Data Archiving Centres and other users
- It instills good practice amongst users

Each standard defines the data and information that must be stored with a particular data type to ensure it can be readily used and reused. As this type of information is specific for different data types, guidelines are developed for each type. This document describes one such format for the use of static nets pots and traps. Other standards can be accessed via the MEDIN website www.oceannet.org.

1.2. Scope

This guideline covers the recording of data collected using video from field to archive. It covers both the raw data from such sampling, methodologies used (e.g. sampling devices used) and archive of derived media.

1.3. Using this data guideline

This guideline is split into sections which refer to information that can be collated at different levels. Information that is likely to be the same for all samples (e.g. ship used, datums used) is collated in the 'Survey Information' table. Information that is common to each station and sample is collected in the 'Station Information' and Trawl or Tow Information (Sample Event) and Sample data tables respectively and the video data is collected in the species and biotope tables. Additionally a media archive summary table to track media conversions e.g. DV to DVD is provided. The survey information stated in this guideline is common to all MEDIN guidelines and may be used in part to derive a MEDIN discovery metadata record. Where the survey is part of a ship cruise then the cruise report may hold the required information.

The tables below outline the data fields, a description and, where available, a term list and/or format given at the end of each field which should be used to store the data. Each field is mandatory, optional or conditional as indicated by M,

C or O respectively. In the absence of an existing spreadsheet or database to hold the below information, it is recommended that the template available to download from the MEDIN website is used. Instructions for completion are provided in the template. If the data is to be submitted to a Data Archiving Centre it should be submitted including in the format set out in this document.

To submit this data to a Data Archive Centre the data must be saved and transferred in the .csv file format with the exception of the raw video files.

1.4. Further information on the SeaDataNet, ICES and EPSG term lists

The available catalogues of term lists used for this MEDIN data guideline are provided primarily by SeaDataNet, the International Council for the Exploration of the Sea (ICES) and European Petroleum Survey Group (EPSG). If a term is not available in a recommended list then please contact MEDIN (at helpmeMEDIN@medin.org) to arrange for the term to be added.

The SeaDataNet list may be viewed at http://seadatanet.maris2.nl/v_bodc_vocab/welcome.aspx . By clicking on the list any term may be searched for by using the drop-down menus or all terms viewed by clicking search. The terms may be viewed in groups of 15 or may be downloaded into an excel file.

The ICES term lists are available at http://www.ices.dk/datacentre/reco/
Once on the site you can select which list you require from the 'Reference Code List' drop-down box. The results are shown for the selected list and may be downloaded into MS Excel by selecting the inverted green arrow.

There are a number of ways of describing a spatial dataset. Common horizontal coordinate reference systems include WGS84 and British National Grid. Common vertical coordinate reference systems include Highest Astronomical Tide and Ordnance Datum Newlyn (ODN). It is important that the coordinate reference system used for a data set is recorded so accurate conversions can be carried out between reference systems. Currently the EPSG database of coordinate reference systems (http://www.epsg.org/Geodetic.html) is not intuitive and MEDIN are in communication with them to improve this service. In brief, to find a code, click on the OGP Online Registry and if you know the title (eg WGS84) then type this in the 'Name' field and click search. The name, code and further information is then displayed. If you are looking for a specific type of reference system such as 'vertical' then click in the 'Type' box, hover over coordinate reference system and click on vertical and then click the search button and all recorded vertical reference systems are shown. If you want to search for a reference system in a particular part of the world (e.g. Northern Ireland Grid) then you may do so by submitting a term to the 'Area' box or fill out the appropriate latitude and longitude then click search.

1.5. Relationship between MEDIN data guidelines and MEDIN discovery metadata

The MEDIN discovery metadata format is aimed at allowing the non-informed user to discover data sets and it is likely that one 'discovery' data set record will contain a large range of data types that are in turn covered by a range of data guidelines. To enable individuals to reuse data of a specific nature (e.g. benthic invertebrate data) then related information must be collected (e.g. data owner, reference systems used etc.) Some of the information which is collected at the Survey Level in a data guideline is also required to create a discovery metadata record. Who creates the MEDIN discovery record for a dataset is case specific and dependant on the organisation, and the relationship it has with a Data Archive Centre. However it is intended that the information collected at the 'Survey Information' level is reused for creating a MEDIN discovery metadata record. More details on the MEDIN discovery metadata standard can be found at www.oceannet.org

2.1. Project Information.

If your collection of data forms part of a wider project or time series then the below details must be recorded.

M, C, O indicate which fields are mandatory, conditional or optional.

Heading	M, C, O	Description	Recommended Term List or Format
Project name	M	The nationally/internationally accepted version of the project name	Free text; (e.g. Rapid Climate Change)
Project website	C	If a Project website exists give the address	e.g. (http://www.noc.soton.ac.uk/rapid/rapid.php)
Project start date	M	The date that the project started	Date; yyyy-mm-dd; (e.g. 2001-01-24)
Project end date	C	The date that the project is due to finish	Date; yyyy-mm-dd; (e.g. 2007-01-24)
Project code	M	Provide a code to uniquely identify the project and allow links to be made between the tables.	Free text; (e.g. RCC)

2.2. Survey Information (Data Activity).

The survey information is a uniquely identifiable programme of data collection such as a research cruise or survey event. This information is likely to be the same for all sample events (e.g. stations) and subsamples in a given data set such as a cruise. Note that in the event that these are not common to all sample events then they should be specified for each one. These fields are common throughout many other MEDIN data guidelines and only need to be given once and referenced if your data set is composed of many data types and therefore conforms to a number of MEDIN Data Guidelines. Where data collection is undertaken on research vessels the data below can often be sourced in the Cruise Summary Report.

M, C, O indicate which fields are mandatory, optional or conditional respectively.

Heading	M, C, O	Description	Recommended Term List or Format
Survey name	M	Title of the survey	Free text; (e.g. Menai Straight Benthic Survey 2004)
Survey description	M	Brief description of the purpose of the survey and other types of measurements that were made for the survey.	Free Text
Survey code	M	A unique code for the survey to allow links to be built between this and sample event data (the cruise identifier code could be used)	Free text; (e.g. JCR3022)
Responsible organisation	M	Organisation who has funded the work	Term List; European Directory of Marine Organisations (e.g. 28: Centre for Environment, Fisheries and Aquaculture Science, Lowestoft Laboratory)
Survey start date	M	The date and time that the survey started.	Date or DateTime; yyyy-mm-dd or yyyy-mm-dd hh:mm:ss (e.g. 2009-01-24 12:33:00)
Survey end date	M	The date and time that the survey ended.	Date or DateTime; yyyy-mm-dd or yyyy-mm-dd hh:mm:ss (e.g. 2009-02-16 16:33:00)
Spatial coordinate reference system	M	Describes the system of spatial referencing. I.e. the datum used to provide details of latitude and longitude.	Term List; http://www.epsg.org/Geodetic.html (e.g. WGS84 is EPSG::7030)
Position fix	M	Give the method and source of the position	Free Text; (e.g. Differential GPS taken from

method and source		fix instrument.	the ships navigation equipment.
Horizontal positional accuracy	M	How accurate the spatial positions are likely to be	Number; units = meters (e.g. 15)
Depth coordinate reference system	C	Give the reference to which the depth has been calculated e.g. Highest astronomical tide. Mandatory if seabed depths are given for each sample.	Term List http://www.epsg.org/Geodetic.html (e.g. ODN is EPSG::5701)
Vertical positional accuracy	C	How accurate the vertical resolution is. Must be provided if seabed depths are given.	Number; units = meters (e.g. 0.5)
Platform type	O	The platform type (e.g. Research Vessel) from which the sampling device was deployed.	Term list SeadataNet Platform Classes (L061) (e.g. 31)
Ship name	O	The name of the ship from which the sampling device was deployed.	Term list SHIPC at http://www.ices.dk/datacentre/reco/ (e.g. 74LG Lough Foyle)
Cruise report reference	O	Cruise report reference if applicable.	Free text; in reference format. e.g. Litt, E.J. 2009. PHiXT 4. 30 July to 2 August 2009 *RV Prince Madog* POL Coastal Observatory Liverpool Bay Cruise Report. POL Coastal Observatory, Liverpool.
Project code	M	State the code of the project given in the project table to allow links to be made between the tables.	Free text; (e.g. RCC)

2.3. Fixed Station Information.

In many cases a fixed point, transect or area is returned to on a number of occasions to form a time series. The actual sample event may not be in exactly the same location each time however due to ship movements or sampling strategy, however it is useful to record both the position which is intended to be sampled (fixed) and the actual sampling position (sample).

Therefore, the information below must be included if a fixed point, transect or area is used as the basis for replicate profiles or for repeat monitoring surveys. Actual profile coordinates should be placed in the sample event table. A fixed station may be a point, transect, or an area. If the fixed station is a transect or an area then the secondary latitude and longitude fields must be completed.

Heading	M, C, O	Description	Recommended Term List or Format
Local station identifier	M	A unique identifier for the station	Free text. e.g. Stanton Bank site 4 (point) e.g. Liverpool/Dublin transect (transect) e.g. Lagan Estuary (area)
Primary Latitude (decimal degrees)	M	The primary latitude of the fixed station given in decimal degrees. For a point this field is set to the point latitude; for a transect it is set to the latitude of the start of the transect; for an area it is set to the southern edge of the box. Units are positive north.	Decimal degrees; minimum of two and a maximum of five decimal places. e.g. 54.5837
Primary Longitude (decimal degrees)	M	The primary longitude of the sample given in decimal degrees. For a point this field is set to the point longitude; for a transect it is set to the longitude of the start of the transect; for an area it is set to the western edge of the box. Units are positive east (West is negative, East is positive).	Decimal degrees; minimum of two and a maximum of five decimal places. e.g. -5.5837
Secondary Latitude (decimal degrees)	C	The secondary latitude of the fixed station given in decimal degrees. For a point this field is not required; for a transect it is set to the latitude of the end of the transect; for an area it is set to the northern edge of the box. Units are positive north.	Decimal degrees; minimum of two and a maximum of five decimal places. e.g. 55.7393

Secondary Longitude (decimal degrees)	C	The secondary longitude of the sample given in decimal degrees. For a point this field is not required; for a transect it is set to the longitude of the end of the transect; for an area it is set to the eastern edge of the box. Units are positive east (West is negative, East is positive).	Decimal degrees; minimum of two and a maximum of five decimal places. e.g. -3.7394
Description of fixed station spatial form	M	Describe if the fixed station is a point, transect or an area.	Term list; SeadataNet Geospatial Feature Type (L021) (e.g. point)

2.4. Trawl or Tow Information (Sample Event). This table holds information on the location depth and time of each trawl or tow.

Heading	M, C, O	Description	Recommended Term List or Format
Local station identifier	M	A unique identifier for the station under consideration.	Free text; (e.g. Stanton Bank site 4 e.g. PS74926:
Trawl or tow identifier	M	A unique identifier for the trawl or tow under Consideration at each station. If replicates tows are made at each station this information should be recorded here.	Free text; (e.g. SB4_A)
Start latitude of trawl/tow given in original recorded format	M	The start latitude of the trawl/tow given in whichever format was used to record at the time of sampling. Units are positive north. The latitude should be given at which it is estimated the trawl/tow reached the required depth or seabed.	Free text; (e.g. 50°47’24’’)
Start longitude of trawl/tow given in original recorded format	M	The start longitude of the sample given in whichever format was used to record at the time of sampling. Units are positive east. The longitude should be given at which it is estimated the trawl/tow reached the required depth or seabed.	Free Text; (e.g. -4°21’53’’)
Start latitude of trawl/tow (decimal degrees)	O	The start latitude of the trawl/tow given in decimal degrees. Units are positive north. 5 decimal places is recommended.	Decimal degrees; minimum of four and a maximum of seven decimal places. (e.g. 54.5837)
Start longitude of trawl/tow	O	The start longitude of the trawl/tow given in decimal degrees. Units are positive east. 5 decimal places is recommended.	Decimal degrees; minimum of four and a maximum of seven decimal places. (e.g. -3.4764)

(decimal degrees)			
Start Date and time	M	The date and time of that the trawl/tow started (from the time it reached the required depth or seabed).	Date or DateTime ; yyyy-mm-dd or yyyy-mm-dd hh:mm:ss (e.g. 2009-01-24 13:33:00)
Start Depth	M	The depth that the trawl/tow started.	Number; units = meters (e.g. 15)
End latitude of trawl/tow given in original recorded format	M	The end latitude of the trawl/tow given in whichever format was used to record at the time of sampling. Units are positive north. The latitude should be given at which it is estimated the trawl/tow was raised from the required depth or seabed.	Free text; (e.g. 50°47'24'')
End longitude of trawl/tow given in original recorded format	M	The end longitude of the sample given in whichever format was used to record at the time of sampling. Units are positive east. The longitude should be given at which it is estimated the trawl/tow was raised from the required depth or seabed.	Free text; (e.g. -4°21'53'')
End latitude of trawl/tow (decimal degrees)	O	The start latitude of the trawl/tow given in decimal degrees. Units are positive north. 5 decimal places is recommended.	Decimal degrees; minimum of four and a maximum of seven decimal places. (e.g. 54.5837)
End longitude of trawl/tow (decimal degrees)	O	The start longitude of the trawl/tow given in decimal degrees. Units are positive east. 5 decimal places is recommended.	Decimal degrees; minimum of four and a maximum of seven decimal places. (e.g. -3.4764)
End date and time	M	The date and time of that the trawl/tow ended (from the time it was raised from the required depth or seabed).	Date or DateTimeyyyy-mm-dd or yyyy-mm-dd hh:mm:ss (e.g. 2009-01-24 13:33:00)
End depth	M	The depth that the trawl/tow ended.	Number; units = meters (e.g. 15)
Current direction	M	Give the direction of the current in relation to the trawl/tow	Free Text; (e.g. 'Against', 'With' or 'Across')

Current velocity	M	The velocity of the current	Number; units = knots (e.g. 3.5)
Ship speed	C	The speed of the ship during the tow if a ship based trawl or dredge.	Number; units = knots (e.g. 3.5)
Tide state	C	Mandatory for beach based trawls or dredges, optional for ship based trawls.	(e.g. Low neap, high spring)
Tow shape	O	Shape of the tow track.	Free text; (e.g. Straight line or curve/loop)
Distance travelled	C	Total distance over ground between start and finish, specifying units (need to know this to calculate swept area for tows that are not a straight line	Decimal; units = kilometres (e.g. 2.4)
Tow notes	O	Any further notes that may be of relevance.	Free text; (e.g. Due to heavy weather the tow was not a direct line between shoot and haul, Tow shape was a loop/straight/curved)
Media identifier (s)	M	If images or video is taking during a tow then give identifiers relating to the physical or electronic medium e.g. tape number, or file names and location	Free text; (e.g. 134 e.g. P45821)

2.5. Sampling Method (Data Production Tools). If the information in this category is the same for all trawls within a data set the Survey Name must be stated to allow links to the sample information. If the sampling methods are different for each sample then the fields in this table should be appended to the sample information and be completed for each sample. Information in this table may also be used to complete fields in the discovery metadata.

Heading	M, C, O	Description	Recommended Term List or Format
Survey name	M	Title of the Survey	Free text; (e.g. Menai Straight Benthic Survey 2004)
Storage medium or preservation method	O	The storage medium or method used for preserving biological or geological sample or reference collection.	Text; (e.g. 50% Formaldehyde, 50% alchohol, frozen)
Methodology	M	Any written methodology used should be referenced and linked. If the methodology is not referenced then provide a description here.	Text; (e.g. Methodology follows the Green Book http://www.cefas.co.uk/publications/scientific-series/green-book.aspx)
Equipment make and model	M	The type of camera housing, lenses and mounting e.g. video sledge should be specified along with any software used to manipulate the data on site. Any further processing software steps should be documented in the methodology section.	Free text; (The video tows were undertaken from a towed sledge built using the Marlab design (http://www.marlab.ac.uk/Uploads/Documents/No22.pdf) deployed from the stern of the ship. The amount of cable deployed and depth of water were noted during these surveys such that sledge layback could be calculated and the position corrected. The video system comprised of a Kongsberg Simrad Osprey underwater video camera operated using a Simrad video control deck unit and recorded on VHS tapes via a Panasonic video recorder. Positional information was imprinted on the film using a dGPSlinked

			to TrakView overlay system. A stills camera system (Photosea 1000A 35mm camera and Photosea 1500S strobe) was also fitted to the sledge and operated through the Simrad video control unit.)
Analytical laboratory or organisation	M	The laboratory/organisation that analysed the samples	Reference Code list RLABO at http://www.ices.dk/datacentre/reco/ (e.g. UNIC Unicomarine Ltd, Letchworth Laboratory)
Analytical personnel	O	Names or the personnel who were involved in analysing the samples	Text, personnel initials given and separated by semi-colon if more than one personnel used; (e.g. J. Bloggs analysed all samples).
Sampling analysis notes	O	Any further notes on sample analysis that may be of relevance	Text; (e.g. 10% of samples were checked by B. Begger for QC purposes)
Quality control scheme	M	Description of any quality control scheme that the laboratory participated in during the analysis.	Text; (e.g. National Marine Biological Analytical Quality Control Scheme)

2.6. Sample Information. Video surveys differ from other types of tows as a number of events e.g. change in biotope, substrate or presence of a species may occur during the tow. So all spatial information including start and end points of the tow is recorded in this Sample Event. These fields are specific to each event during a video survey. The Tow identifier creates a link between the sample event and the tow information.

Heading	M, C, O	Description	Recommended Term List or Format
Sample event identifier	M	A unique reference identifying the sample event. This may be the waypoint number if unique	Free text (e.g.P26)
Tow identifier	M	A unique reference identifying the tow.	Free text; (e.g. SB4_10_09_sample1 e.g. PS74926)
Video timecode	M	Referencing the point on the video at which the event occurred.	DateTime; yyyy-mm-dd hh:mm:ss (e.g. 2009-01-24 13:33:00)
Waypoint number	C	Reference to waypointing software positions if used e.g. Leica waypoint number	Free text; (e.g. 134, e.g. P26)
Waypoint time	C	The time at which a waypoint was referenced. This may differ from the video timecode if video and waypoint capture device are not synchronised.	DateTime; yyyy-mm-dd hh:mm:ss (e.g. 2009-01-24 13:33:00)
Event number	C	Link to survey software event record if used e.g. hypack event or to an event e.g. the presence of a species/biotope	Free text or integer; (e.g. 42)
Latitude of sample given in original recorded format	M	Latitude of the sample event given in whichever format was used to record at the time of sampling including relevant units such as degrees, minutes and seconds.	Free text; (e.g. 50°47’24’’)
Longitude of	M	Longitude of the sample or the start of a tow given in	Free text; (e.g. -4°21’53’’)

station given in original recorded format		whichever format was used to record at the time of sampling including relevant units such as degrees, minutes and seconds.	
Start Latitude of sample (decimal degrees)	C	Latitude of the sample or the start of a tow given in decimal degrees. Units are positive latitude North (North is positive, South is negative).	Decimal degrees; minimum of two and a maximum of five decimal places. (e.g. 54.5837)
Start Longitude of sample (decimal degrees)	C	Longitude of the sample or the start of a tow given in decimal degrees. Units are positive longitude East (East is positive, West is negative).	Decimal degrees; minimum of two and a maximum of five decimal places. (e.g. -3.476)
Event type	M	Description of the event occurring at the specified time and location.	Free text; (e.g. Start of tow e.g. End of tow e.g. Habitat type change e.g. Reference still taken)

2.7 Species Data (A form of sample data)**.** When providing the species data it must be clearly linked to the sample event information. The preferred format for holding the raw species data is each record being presented as a separate row. However it is recognized that often results are produced in a matrix format and this may be used for specific applications.

Heading	**M, O, C**	**Description**	**Recommended Term List or Format**
Sample event identifier	M	A link to the sample event identifier for the species under consideration.	Free text; (e.g. SB4_10_09_sample1 e.g. PS74926)
Taxon	M	Give species name where possible or	Reference code list;

		higher taxonomic group if not	http://www.marinespecies.org/ (e.g. *Mytilus edulis*)
Abundance	M	Abundance of each taxon in the sample.	Free text or integer; (e.g. 34) If counts of individual taxon then record number. If presence/absence then give P/A.
Abundance units	M	If abundance recorded specify the units used e.g. SACFORN, Presence/Absence, Count, Percentage cover etc.	Free text; (e.g. Count)
Stage development of taxon	O	Development stage of the taxa	Reference Code list; STAGE at http://www.ices.dk/datacentre/reco/ (e.g. JU Juvenile)
Habitat description	M	Description of the habitat in which the species is found.	Free text; (e.g cobbles and boulders)
Species notes	O	Any further notes that may be of relevance	Free text; (e.g. Siphon holes seen but species not identifiable likely to be Abra alba.)
Photographs	C	If reference images were taken of specimens at any stage of the processing, the purpose they were collected for, where they are held, what their IDs are and what format the images are in.	Free text; (e.g. Images taken of *Mytilus edulis* were taken to confirm if it was a new subspecies. Images submitted to MEDIN using data guideline on digital images. Images reference numbers are: Mytilus_02mar08_01 to Mytilus_02mar08_68)
Transcription Checks	O	If the data has been transcribed from analogue to digital and a proportion of records have been checked for transcription errors then indicate here	Free text and date; Name of Person checking data and date in yyyy-mm-dd format. (e.g. Dr B Smith 2009-0-09)

2.8 Biotope Data. When providing the biotope data it must be clearly linked to the sample event information. The preferred format for holding the raw biotope data is each record being presented as a row. However it is recognized that often results are produced in a matrix format and this may be used for specific applications.

Heading	M, O, C	Description	Recommended Term List or Format
Sample event identifier	M	A link to the sample event identifier for the biotope under consideration.	Free text; (e.g. SB4_10_09_sample1 e.g. PS74926)
Photographs	C	Note if reference image were taken of the habitat at any stage of the processing, the purpose they were collected for, where they are held, what their IDs are and what format the images are in.	Free text; (e.g. Images taken of *Mytilus edulis* beds were taken. Images submitted to MEDIN using data guideline on digital images. Images reference numbers are: Mytilus_02mar08_01 to Mytilus_02mar08_68)
Biotope	M	Indicate the biotope identified at a given point here. It is recommended that a new row is used for each biotope even when more than one biotope is recorded at a location.	Free text; (e.g. A5.11)
Biotope class	M	Indicate the biotope classification used including version.	Free text; (e.g. EUNIS_04)
Biotope certainty	C	Indicate the certainty of the identification	Free text; (e.g. Certain)
Biotope notes	O	Any further notes that may be of relevance.	Free text; (e.g. A5.11 with patches of A3.123) The dominant species was missing but the community matched the biotope in all other respects)
Transcription Checks	O	If the data has been transcribed from analogue to digital and a proportion of records have been checked for transcription errors then indicate here.	Free text; Name of Person checking data and date in yyyy-mm-dd format. (e.g. Dr B Smith 2009-0-09)

2.9. Media Archive Summary. When providing the video data please indicate the type and locations of all media produced and their relation to each other.

Heading	M, O, C	Description	Recommended Term List or Format

Original Media number	M	A unique identifier for the Media (e.g. Mini DV tape) under consideration	Free text; (e.g. CCW123 Pembs_20090627_Tape_1).
Original Media Storage Location	C	The location where the original media is kept.	Free text; (e.g. CCW Bangor Offices. Media cupboard 4).
Tow Identifier	C	Link to tow identifier	Free text; (e.g. SB4_10_09_sample1 e.g. PS74926).
Start timecode	C	Indicate the start timecode on the media of the sample.	Time code hh:mm:ss (e.g. 00:01:12).
Start timecode	C	Indicate the start timecode on the media of the sample.	Time code hh:mm:ss (e.g. 00:01:12).
Electronic archive media identifier	M	Indicate the unique filename of an electronic archive copy of the media	Free text; (e.g. Skomer_survey20091023_Stn1_Rep1).
Electronic archive location	M	Indicate the location of the electronic file	Free text; (e.g. I:MediaArchive/Skomer_survey20091023).
Electronic archive media identifier	C	If the data has been transcribed onto a physical storage medium e.g. DVD please indicate the unique identifier of the media	Free text; (e.g. Skomer_survey20091023_DVD1).
Electronic archive media location	O	Any further notes that may be of relevance	Free text; (e.g. DASSH storage unit 1 shelf 3).
Notes	O	Any further notes that may be of relevance	Free text; (e.g. original tape corrupted, only copy available)