Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed

1.1. Name of the Data, data collection Project, or data-producing Program:

VMS forms Output Tables

1.2. Summary description of the data:

These output tables contain parsed and format validated data from the various VMS forms that are sent from any given vessel, while at sea, from the VMS devices on their vessels. Forms included are:

Catch reports for Herring, Multispecies, Scallop, Mackerel/Squid.

Preland reports for Herring, Scallop, Mackerel.

Monk overage reports - vessels can indicate if they've caught more monkfish than a trip allows, permitted under current regulations.

Trip start and trip end hails for Sector trips, RSA/EFP trips.

Gulf of Maine Cod trip limit exemption.

1.3. Is this a one-time data collection, or an ongoing series of measurements?

Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:

2005 to Present

1.5. Actual or planned geographic coverage of the data:

All waters regulated by the Greater Atlantic Regional Office of NMFS.

1.6. Type(s) of data:

(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)
Table (digital)

1.7. Data collection method(s):

(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)

Instrument: Not Applicable
Platform: Not Applicable
Physical Collection / Fishing Gear: Not Applicable

1.8. If data are from a NOAA Observing System of Record, indicate name of system:

1.8.1. If data are from another observing system, please specify:

2. Point of Contact for this Data Management Plan (author or maintainer)

2.1. Name:
Patrick R Rohan

2.2. Title:
Metadata Contact

2.3. Affiliation or facility:

2.4. E-mail address:
patrick.rohan@noaa.gov

2.5. Phone number:
978-281-9192

3. Responsible Party for Data Management
Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:
William J Semrau

3.2. Title:
Data Steward

4. Resources
Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?
Yes

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):
Unknown

5. Data Lineage and Quality
NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible

(describe or provide URL of description):

Lineage Statement:

This dataset is generated with the following steps: 1. Vessel enters fishing activity data into whatever specific VMS form(s) that his fishing activities require by regulation, and sends. 2. Data is transmitted via a satellite network directly to one of several data repositories, depending on the VMS equipment that the vessel is using. 3. GARFO and OLE have processes which work together to pull data securely and regularly from these repositories (of which there are several) into raw data tables. 4. A VMS parsing engine managed by GARFO pulls from these raw tables, validates each form for format and a few other validation types, then inserts validated data into production output tables. 5. These output tables can then be displayed in Fishtank, Fish Online, or used by a variety of data analysis processes.

Process Steps:

- N/A (Citation: N/A)

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):

GARFO has established an "industry data investigation" (IDI) team whose responsibility is to investigate and correct data errors on GARFO's critical datasets including vessel trip reports, dealer reports, and various associated fishing activity reports, including VMS reports. QC on these datasets is performed regularly since data is securely displayed on various web portals to its owners. JIRA is the tool used for tracking quality control.

6. Data Documentation

The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:

NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:
https://www.fisheries.noaa.gov/inport/item/22193

6.4. Process for producing and maintaining metadata
(describe or provide URL of description):
Metadata produced and maintained in accordance with the NOAA Data Documentation Procedural Directive: https://nosc.noaa.gov/EDMC/DAARWG/docs/EDMC_PD-Data_Documentation_v1.pdf

7. Data Access
NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?
Yes

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

7.2. Name of organization of facility providing data access:
Greater Atlantic Regional Fisheries Office (GARFO)

7.2.1. If data hosting service is needed, please indicate:
Not needed

7.2.2. URL of data access service, if known:

7.3. Data access methods or services offered:
Access to data is governed by 50CFR600 - Confidentiality of Information. Access by state fishery management agency staff and Fisheries Management Council staff may be allowed through Memorandum of Understanding that are signed by the Greater Atlantic Regional Administrator and Directors of the State Agency or Councils that describe the need and uses of the data and list the individuals who will have access to the data. Contractors may be granted access provided they are working under contract to NOAA or a cooperating partner (state, Council, Commission) on a specific project under the oversight of a partner.

7.4. Approximate delay between data collection and dissemination:
No significant delay

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:

8. Data Preservation and Protection

The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:
(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)
NCEI_MD

8.1.1. If World Data Center or Other, specify:

8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:

8.2. Data storage facility prior to being sent to an archive facility (if any):
Greater Atlantic Regional Fisheries Office - Gloucester, MA

Server Room

8.3. Approximate delay between data collection and submission to an archive facility:
1 month

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?
Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection
Access to this data is tightly controlled. Most access is read-only. Write access is given only after data owners have authorized (accompanied by a signed NDA), and data is usually edited via an access controlled application. Data is QAQC'd on a regular basis by authorized personnel, and backed up both to disk and tape on a daily basis.

9. Additional Line Office or Staff Office Questions

Line and Staff Offices may extend this template by inserting additional questions in this section.