*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:**
SIS - Species and Stock Administrative Data Set

**1.2. Summary description of the data:**
The Species and Stock Administrative data set within the Species Information System (SIS) defines entities within the database that serve as the basis for recording information in the other datasets (e.g. Fish Assessment, Status Determination, and Annual Catch Limits). The data set includes information such as species and stock name s, distribution and stock areas, as well as administrative information defining relationshi ps amongst entities within the database.

**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:**
U.S. Federal Waters

NOTE: For international stocks, status is reported at the stock level, which likely includes areas outside U.S. Federal Waters (International Waters).

**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.)*

**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:**
Jeffrey Vieser

**2.2. Title:**
Metadata Contact

**2.3. Affiliation or facility:**

**2.4. E-mail address:**
jeffrey.vieser@noaa.gov

**2.5. Phone number:**
301-427-8112

**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:**
Jeffrey Vieser

**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:
1. The first step in adding a new SIS Species Record in SIS is to search by the species scientific name as listed in the Integrated Taxonomic Information System (ITIS). Once the

species is located, the Taxonomic Serial Number (TSN) which is a unique, persistent, non-intelligent identifier for a scientific name, will be automatically generated. 2. SIS Entity records are then created by first selecting the entity type (stock or stock comple x). If the entity type is a stock, the entity name is a concatenation of species name and s tock area, both selected through drop down lists. The Stock Name will be automatic ally generated once the species name and Stock Area fields are populated. If the entity typ e is a stock complex, the administrator types the entity name, and then selects stock a rea. Entity descriptions and attributes are selected using drop down lists. The administ rator then selects the appropriate Jurisdiction for the new stock from the available list . The administrator selects the FMP associated with the stock; the FMP list is populated based on the selected Jurisdiction. The administrator selects the Stock's Stock Area fro m the list; the stock area list is populated based on the selected FMP. 3. An Effective D ate for the stock is entered if appropriate; End Date may be left blank unless it is kn own. 4. Regulatory attributes (e.g. Science Center, NMFS Region, Regional Ecosystem , In FMP Management Unit, Fish Stock Sustainability Index, Status Determination (SD), an d Annual Catch Limit (ACL) flag are entered for the new stock. 5. If the entity is a stoc k complex, species members can be added (and modified as needed) under the stock grouping tab.

**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):**
Species, stock and SIS entity information is entered by Primary SIS Administrator and checked by SIS Admin users to ensure correct attributes/ entries.

**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?**
No

**6.1.1. If metadata are non-existent or non-compliant, please explain:**
Missing/invalid information:
- 1.7. Data collection method(s)

**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/25796

**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?**

No

**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?**

No

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

No Restrictions

**7.2. Name of organization of facility providing data access:**

NMFS Office of Science and Technology (OST)

**7.2.1. If data hosting service is needed, please indicate:**

Yes

**7.2.2. URL of data access service, if known:**

**7.3. Data access methods or services offered:**

Data for FSSI stocks can be accessed through the SIS Public Portal. Additional data can be obtained by sending a request to Stacey.Miller@noaa.gov

**7.4. Approximate delay between data collection and dissemination:**

0 Days

**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)*

TO_BE_DETERMINED

**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):**

NMFS Office of Science and Technology - Silver Spring, MD

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

Unknown

**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*

This application is hosted by the Office of Science and Technology within the NOAA System 4020 and is compliant with all applicable Federal Government security policies.

Edit access to data is subject to role-based authentication and access control.

**9. Additional Line Office or Staff Office Questions**
*Line and Staff Offices may extend this template by inserting additional questions in this section.*