

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:

Processed Products Database System

1.2. Summary description of the data:

Collection of annual data on processed seafood products. The Division provides authoritative advice, coordination and guidance on matters related to the collection, analysis and dissemination of biological, economic, market and sociological statistics by NMFS and state agencies. This data set contains quantity and value data for processed seafood products as well as employment data for included processing entities.

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:

1969 to Present

1.5. Actual or planned geographic coverage of the data:

The processed products data are at the national level and include all regions. The data from some processors in American Territories are also included.

1.6. Type(s) of data:

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

Data that is presented in FUS is published in hard copy and PDF formats on the ST Website

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: U.S. Annual Fishery Products Report (NOAA Form 88-13)

Platform: Paper-based Survey, Mail Survey

Physical Collection / Fishing Gear: 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:**

Michael T Lewis

2.2. Title:

Metadata Contact

2.3. Affiliation or facility:**2.4. E-mail address:**

michael.t.lewis@noaa.gov

2.5. Phone number:

301-427-8146

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:

Melissa A Yencho

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?

No

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:

The NMFS Survey of Fishery Processors is the only comprehensive, national survey that

focuses on the domestic seafood processing industry. In all regions except the Northeast, the survey is voluntary. In the Northeast it is mandatory for processors with a federal processing permit to provide the requested data. The survey instrument is a paper form that asks for monthly employment figures, a list of product types and the volume and value of each product processed in the previous year. Space is provided for the company to fill in new products. The survey forms are produced by NOAA Fisheries Office of Science and Technology and mailed to five different regional contacts. Each region then proceeds slightly differently:

- Northeast – The distribution of forms to companies is overseen by a lead port agent. Other port agents may assist with collecting information from the companies in their area. Dealer permits are not renewed if the processor has not provided the required data.
- Southeast and Gulf – Forms are distributed through the Southeast Fishery Science Center to the port agents along the coast who are then responsible for obtaining the data from the companies.
- Southwest and Northwest – Forms are distributed through, and returned to, the Pacific States Marine Fisheries Commission office under an agreement with NMFS.
- Pacific Islands – Forms are distributed and collected by Pacific Islands Regional Office staff.

The companies in the survey are those that have reported previously or have been found by research or word-of-mouth. Adding companies in order to have a more complete data frame is a constant goal throughout the year. Forms are returned to the Office of Science and Technology for data entry. Follow up contact may be attempted to clarify data that is excluded or unclear. Because the survey is voluntary, we do not receive data from every company we contact. We employ various estimation and alternate data collection methods:

- Most Alaska data is obtained from the Alaska Fisheries Information Network (AKFIN).
- Data on salmon processing come from the Alaska Department of Revenue.
- USDA reports provide data on catfish and rainbow trout processing.
- Data from the NOAA Seafood Inspection Program are used to estimate the data for companies that have not reported to the Survey of Fishery Processors but are included in the inspection program
- Finally, imputation is used to estimate the remaining missing companies.

Process Steps:

- 2014-12-17 00:00:00 - Pre-printed forms with company contact information and previously reported seafood products are printed by the Office of Science and Technology. The surveys are then organized and packaged by region and sent to NMFS Regional Offices or Regional Council representatives for distribution.
- 2014-05-19 00:00:00 - Surveys are received by NMFS Regional Offices and Regional Council personnel and are distributed to the seafood processing companies. Follow-up attempts are made with the companies and data are returned within a time frame of 1-4 months. Surveys are sent to Office of Science and Technology personnel as they are returned to the regional representative.
- 2015-07-31 00:00:00 - Data are entered by Office of Science and Technology personnel using an online data entry tool, also designed and maintained by the Office of Science and Technology.
- 2014-07-28 00:00:00 - Data from the USDA Catfish Processing Report or the Catfish Database are used to flesh out the received catfish processing data.

- 2015-07-29 00:00:00 - Data from Alaska Department Revenue: Tax Division are used for salmon processing data.
- 2015-07-31 00:00:00 - Data are obtained from the NMFS Seafood Inspection Service to use as a production estimation for applicable non-respondents.
- 2015-08-10 00:00:00 - Mathematical estimation techniques are applied to last year's data to compensate for non-respondents.
- 2015-10-23 00:00:00 - All data are incorporated into working tables in the data-set and after some analysis are transferred to archive tables.

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):

Data from mail-in surveys are manually entered via an online data entry tool. Each survey return is reviewed for any data issues and the reporting entity is contacted for clarification.

Data from the USDA, the NMFS Seafood Inspection Service, and AKFIN, as well as mathematical estimation procedures, are employed to compensate for companies that chose not to participate in the survey.

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/3476>

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?

Yes

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

Raw data can not be published. Any published data are in aggregated form so that no individual entity can be identified. For in-house analysis requiring access to non-aggregated data, users must sign a non-disclosure form and abide by the same regulations for aggregating data for publications.

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:

No

7.2.2. URL of data access service, if known:

7.3. Data access methods or services offered:

To obtain data from this data set, a potential user must contact the Office of Science and Technology Fisheries Statistics Division and speak with the data steward. The data steward will assess need and provide aggregated data for individual requests or will grant access to non-aggregated data as appropriate. Data are not released until all parties working with data have signed a non-disclosure agreement.

Aggregated data are also available in the Fisheries of the United States publication that is available through the ST website or in hard cover copy.

7.4. Approximate delay between data collection and dissemination:

120 - 180 Days

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

The data in the data-set is manually entered into the database via an online data entry program maintained by ST-6. Data collection lasts for approximately 3-5 months. After data is collected from each region and it is entered in the database, it is compiled, processed and put into Fisheries of the United States. The dissemination date for Fisheries of the United States is dependent on various factors but the publication is normally released in the summer.

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:

Data is housed in a relational database

8.2. Data storage facility prior to being sent to an archive facility (if any):

NMFS Office of Science and Technology - Silver Spring, MD

1315 East-West Highway SSMC-3 Silver Spring, MD 20878 One of office buildings in the downtown Silver Spring campus housing NOAA Headquarters.

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.

Database tables are housed on the Shark server of the Office of Science and Technology and is subject to scheduled back-ups.

9. Additional Line Office or Staff Office Questions

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