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:

HMSRP Hawaiian Monk Seal Master Identification Records (seal)

1.2. Summary description of the data:

This data set contains records of all individually identified Hawaiian monk seals since 1981. These seals were identified by PSD personnel and cooperating scientists as part of the ongoing monk seal population assessment efforts. In addition, this data set contains records for all seals tagged by USFWS in earlier years and still present in the population when the current research effort began, and also contains some miscellaneous earlier records extending back as far as 1962. MasterID data are contained in two record types, the "Seal" record containing information that doesn't change over the seal's lifetime (ex., sex, birth date and location, mother, death date) and the "Annual" record containing information that changes annually (ex., size, pupping and molting information, location that year, and applied bleach marks).

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:

1962-12-31 to Present

1.5. Actual or planned geographic coverage of the data:

W: 180, E: -150, N: 30, S: 10
Hawaiian Archipelago, Pacific Region

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: Summary of field observations recorded on paper data forms

Platform: Field data binders
Physical Collection / Fishing Gear: n/a

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:
Thea C Johanos

2.2. Title:
Metadata Contact

2.3. Affiliation or facility:

2.4. E-mail address:
thea.johanos-kam@noaa.gov

2.5. Phone number:
(808)725-5709

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:
Thea C Johanos

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:
Seal natural history summary information on attributes that remain unchanged over a seal's lifetime, collected during seal surveys.

Process Steps:
- Seal natural history summary information is collected during seal surveys. (Citation: Original field data)
- Seal natural history summary information on attributes that remain unchanged over a seal's lifetime are entered, checked, and summarized over time. (Citation: Original field data)

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):
Standard data life-cycle processes are followed to ensure quality and accuracy.

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/5677

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:

Pacific Islands Fisheries Science Center (PIFSC)

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

7.2.2. URL of data access service, if known:

https://oceanwatch.pifsc.noaa.gov/xfer/PIFSC_PIRO_bulk_data_download_InPort_5677.tgz

7.3. Data access methods or services offered:

Requestor will be asked to submit a request to Thea Johanos (thea.johanos-kam@noaa.gov)

7.4. Approximate delay between data collection and dissemination:

1 year

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

Not applicable

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):

Pacific Islands Fisheries Science Center - Honolulu, HI

1845 Wasp Blvd., Building 176 Honolulu, HI 96818

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

1 year

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

Data are backed-up daily per PIFSC's Information and Technology Services security policies.

9. Additional Line Office or Staff Office Questions

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