

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:

COE (BUG) Houston-Galveston 1991

1.2. Summary description of the data:

Compared species composition, numbers, and biomass per unit area among salt marsh (*Spartina alterniflora*) and open water habitats in the Galveston Bay corridor to evaluate the extent of biological gain achieved from marsh creation in open water habitats.

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

One-time data collection

1.4. Actual or planned temporal coverage of the data:

1991

1.5. Actual or planned geographic coverage of the data:

W: -94.8201, E: -94.691291, N: 29.654102, S: 29.34798
Gulf Of Mexico

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: 1.8 Meter Drop Trap

Platform: Human Sampler

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:

James Ditty

2.2. Title:

Metadata Contact

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

Jim.Ditty@noaa.gov

2.5. Phone number:

409-766-3782

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:

James Ditty

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"):

0

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):

Process Steps:

- After sample collection, laboratory and field data were entered into an Excel spreadsheet or data base file (DBF) using database manager software and a text file created to describe these data and associated variables. Entered data were checked against field data sheets to minimize entry errors. Samples were processed in the laboratory. After samples were sorted, and specimens identified and measured,

information was entered into an Excel spreadsheet or DBF file, and printed out. Quality control was provided by comparing entered data against the specimen identification (ID) sheet by one biologist reading from the ID sheet and a second biologist checking the data print-out. Corrections were made at this time, saved, and a back-up copy made. Hard copies of the files were then printed, and provided to the Principal Investigator. A print-out was also stored in the project folder along with the original field and laboratory data sheets.

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):

Quality control was provided by comparing field data sheets and specimen identification (ID) sheets against the entered data print-out. One biologist read from the raw field and specimen ID sheet while a second biologist checked the data print-out. Corrections were made at this time and saved. The project data manager also examined the corrected data, and sorted these data in a variety of ways to look for outliers, missing information, and other potential errors.

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:

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

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/8615>

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:

Southeast Fisheries Science Center (SEFSC)

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

No

7.2.2. URL of data access service, if known:

<https://grunt.sefsc.noaa.gov/parr/8615.zip>

7.3. Data access methods or services offered:

Download from provided links and then extract data files from .zip file.

7.4. Approximate delay between data collection and dissemination:

365

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)

WORLD_DATA_CENTER_WDC_FACILITY

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):

Southeast Fisheries Science Center - Miami, FL

Location Of The Main Office Of The South East Fisheries Science Center

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

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

These data reside on a secure database server only accessible through the NMFS network requiring separate multi-factor authentication for both network and database access.

9. Additional Line Office or Staff Office Questions

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