

IEP Data Management Plan

Basic Information

Year: 2020; PEN: 003; Date Updated: 2019-04-25; Start Date: 2019-01-01

Study Title

Fall Midwater Trawl

Principal Investigator

Individual(s) responsible for the project. Include name, agency, e-mail, & phone.

James White (CDFW), james.white@wildlife.ca.gov, 209-234-3669

Point of Contact

Individuals who data users should contact for access to the data or questions about the data. Include name, agency, e-mail, & phone number or write "same as above."

James White (CDFW), james.white@wildlife.ca.gov, 209-234-3669

Data Description

A very brief description of the information to be gathered; the nature and scale of the data that will be generated or collected. Include approximate size (in MB) of the resulting data set.

The FMWT samples 122 stations each month from September to December and a subset of these data is used to calculate annual fish abundance indices. At each station a 12 minute tow is conducted during which the net is retrieved obliquely through the water column from bottom to surface. All fish, shrimp, and jellyfish are identified and enumerated. In addition, the crew measures water temperature, electrical conductivity (specific conductance), Secchi depth, and turbidity. Beginning in 2010, macrozooplankton and microzooplankton tows were permanently added for 31 stations (one more station added in 2011 for a total of 32). The local database is approximately 60 MB and data is archived at the end of every survey month on the Tier 3 server in Sacramento.

Related Data

Optional. Existing datasets that you incorporate into analysis and reporting for this program element, existing data that are relevant to your study, or data that are collected simultaneously.

Not applicable to this program element.

Metadata

A description of the metadata to be provided along with the generated data, including the metadata standards used. Provide the file name and information on how users can access the metadata (e.g., a link).

A [Microsoft Word file](#) is available which details all fish data including the variables and Queries in the Access database.

An [excel file](#) on the CDFW ftp site details the zooplankton data collected during FMWT.

Storage and Backup

A description of the short-term storage methods and backup procedures for the data, including the physical and electronic resources to be used for the short-term storage of the data.

After data is finished with QC procedures, datasheets are scanned to create a pdf copy. Physical copies are stored in James White's office location. All local electronic copies of the Access database and scanned pdf datasheets are saved on the CDFW U: drive. Archived copies of the database are saved on another folder on the U: drive and James' local hard drive anytime subsequent data corrections are made. Data is uploaded to the permanent archive on the CDFW Tier 3 server in Sacramento after passing QC checks following monthly sampling.

Archiving and Preservation

The procedures for long-term archiving and preservation of the data, including succession plans for the data should the expected archiving entity go out of existence.

Backups and archiving over long term are done by CDFW Sacramento on their Tier 3 server.

Access and Sharing

A description of how data will be shared. Include (1) access procedures, (2) embargo periods, (3) technical mechanisms for dissemination (e.g., website addresses, listserv information), (3) whether access will be open or granted only to specific user groups, and (4) a timeframe for data sharing and publishing.

All data is made publicly available on the [CDFW ftp server](#) in the January proceeding the end of the field season in December. Also, [monthly abundance indices for index species](#) are published online mid-season and upon survey completion (October and December, respectively). A [graphical version of the same indices](#) are published in December as well. [Mid-season and final memos](#) are published on the CDFW Document Library once they have been reviewed and quality checked by staff and approved for release by the Regional Manager.

Format

Formats in which the data will be generated, maintained, and made available. Include BOTH general data type (e.g., spreadsheet, relational database) and file format (extension).

Primary database maintained in Microsoft Access (Office 365) (*.accdb) with a Microsoft Excel spreadsheet (*.xlsx) generated for public release.

Quality Assurance

Brief description of procedures for ensuring data quality. Provide links to Quality Assurance Project Plan and/or QA/QC Standard Operating Procedures.

[QA/QC procedures](#) are detailed and publicly available on the ftp server.

Rights and Requirements

A link to or instructions to locate the agency's rights and requirements for data use.

The scientific data collected or created by Department staff (including volunteers), specifically through state-funded efforts, are the property of the Department at all stages of the data collection effort, and not the property of the scientists and volunteers who collect them. Additionally, all scientific data collected or created under contract with the Department (including grantees and their subcontractors), including their use for publication, must become the property and right of the Department and not of the contractor.