

IEP Data Management Plan

Basic Information

Year: 2020; PEN:007; Date Updated: 2019-04-26; Start Date: 2019-06-01

Study Title

Summer Townet Survey

Principal Investigator

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

PI: Timothy David Malinich, CDFW, Timothy.Malinich@wildlife.ca.gov, (209)234-3674

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."

Same as above.

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.

STN will collect and record lengths and numbers of fish and invertebrates collected as well as location, time, date and relevant environmental parameters for sampling events at 40 stations. Stations will be sampled every other week from June through August for a total of six times per station. STN began sampling at 32 historic stations in 1959 with 8 additional stations in the Sacramento Deep Water Ship Channel and Cache Slough added in 2011. The database is currently 72.5 MB.

In 2011, STN began collecting zooplankton at all 40 stations. The organisms are identified and counted at the CDFW Stockton office. The resulting data is entered into a separate relational database. The Summer Townet Zooplankton database is currently 35.7 MB.

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.

NA

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).

The [metadata, "Townet Metadata File.doc"](#), contains brief descriptions of each field in the database as well as the methods used to measure them. It also contains a brief description of the sampling gear used.

Additional information can be found in the Townet protocol which is also posted on the FTP site.

[Metadata for the zooplankton database](#) is included in the excel workbook.

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.

Up to date copies of the database are stored on the department shared U: drive and on the PI's computer, both of which are located at the CDFW office located at 2109 Arch-Airport Rd, Suite 100 in the City of Stockton. A copy is also stored on the department's Tier 3 server at the Resource Agency Data Center located at 1416 9th Street in the City of Sacramento. The original datasheets are stored in filing cabinet at the CDFW Stockton office. Digital copies of the datasheets are stored on the shared U: drive.

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.

Original data sheets are archived at the CDFW Stockton Office. All digital data is archived on the department shared drive and/or 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.

A complete relational database and Excel flat file will be made available to the public at the end of each field season, after QA/QC procedures have been completed. These files will be posted on the [project FTP site](#), which has no restrictions on access.

A plot of length frequencies for select species, and map of fish distribution are available on the project website and underlying data will be updated after each survey, pending QA/QC.

Two memos summarizing catch and relative abundance indices for Delta Smelt and age-0 Striped Bass will be circulated and made available on the [project website](#) after they are approved for release by the Regional Manager.

Zooplankton data can be accessed on the [project FTP site](#).

Data is made public after processing an QA/QC procedures are complete.

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).

Data will be entered into a relational database (MS Access) and a subset will be summarized in an excel "flat file." A public version of the database is available on the [Summer Townet FTP site](#).

Zooplankton data is stored in a relational database (MS Access) and made available to the public as an excel workbook.

File extension for both MS Access databases is .mdb.

Quality Assurance

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

After each of the six bi-monthly surveys, CDFW staff check the data entered line by line by comparing the data entered into the database with the original field data sheets. Plots of each field are generated to visually check for outliers and errors. The database is also queried for blank fields, incomplete and improperly formatted entries. Sums of total catch, volume sampled and number of tows completed are checked for accuracy.

An annual check for accuracy is completed at the end of each field season. A subset of records (5% of total and 10% of new records for that year) are randomly selected and checked against the original data sheets for accuracy. This final check is conducted while generating the Excel flat file each year.

QA/QC procedures are outlined in the [STN protocol](#).

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.