

IEP Data Management Plan

Basic Information

Year: 2020; PEN:071; Date Updated: 2019-05-30; Start Date: 2018-05-01

Study Title

Mossdale Spring Trawl

Principal Investigator

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

Steve Tsao, CDFW, 209-853-2533 ext 6#, steve.tsao@wildlife.ca.gov

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.

Data collected includes: Environmental data: date, time, weather, location, sampling method, water temperature, water turbidity, sampling duration.

Fish information: fish species, fork length, salmonid live stage, external marking description.

The data is stored in Access database format and query into Excel format to determined the size of yearly data. Current database size: 135 MB. Each sampling season adds about 4 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.

San Joaquin River flow data is collected by USGS and DWR and made available on [California Data Exchange Center](#) website.

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).

No metadata is available. Staff is developing the metadata in 2019.

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.

Data sheets are photocopied and scanned weekly. Scanned data sheets will be emailed to USFWS in Lodi. Original data sheets are stored in banker boxes and photocopies are stored in 3 ringed binders. The computer has the MS Access is located in the same room where the data sheets are stored located at La Grange office. A copy of the database and scanned data sheets are stored in a server located in Sacramento. A secondary portable hard drive is used as additional database backup storage.

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.

A database protocol is developing in 2019. This protocol will describe the procedure of long term data archiving and preservation.

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 field data sheets are scanned and emailed to USFWS [Delta Juvenile Fish Monitoring Program](#) and posted online.

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 is generated and maintained in relational database (MS Access, .accdb). Data is analyzed and made available in spreadsheet (MS Excel, .xlsx). Each sampling season is roughly 4 MB.

Quality Assurance

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

1. Data is checked at the end of each sample day for errors and completeness by the field staff and crew lead. A salmonid tally sheet is completed for that day.
2. The data is then brought back to the office and checked a second time before entered into our database by database manager. Incorrect or incomplete information is either corrected or noted (if it cannot be corrected) after consulting with the field staff and crew lead.
3. After the data has been entered into the database, a quality control line by line is printed from the database and checked against the original data sheets to assure that the data has been entered into the database correctly. This is done by the database manager or an experienced database technician who didn't enter the sampling data.
4. After all of the changes have been made, several queries are run to check for common field and entry errors. This is done by both database manager and the reporting biologist.

Rights and Requirements

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

Notify the Principal Investigator by email prior to using the data.