

IEP Data Management Plan

Basic Information

Year: 2020; PEN:074; Date Updated: 05-31-2019; Start Date: 6/1/2019

Study Title

Middle Sacramento River Juvenile Salmonid Emigration Monitoring Program at Knights Landing

Principal Investigator

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

Colin Purdy, CDFW, colin.purdy@wildlife.ca.gov, (916)358-2943

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."

Jason Julianne, CDFW, jason.julianne@wildlife.ca.gov, (916)496-4985

Jeanine Phillips, CDFW, jeanine.phillips@wildlife.ca.gov, (916)358-2030

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 collection begins as water temperatures cool typically occurring in late August each year and ends as water temperatures become unsuitable for handling juvenile fishes in June of the following year. Historical data from 1995 to current is currently in process of being updated and reviewed in the CAMP database. Portions of historical data are entered, reviewed and available for distribution upon request.

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.

River discharge (CFS) data from the DWR CDEC Wilkins Slough gauging station.

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).

Project protocols for data collection and operating procedures are stored in both electronic and paper forms and distributed to project staff. Documents can be made available upon request.

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.

Hard copy datasheets are stored in three ring binders, separated by monitoring/water year, and stored at the California Department of Fish and Wildlife North Central Region Headquarters in Rancho Cordova. Data entered into the CAMP database is stored on external hard drives and backed-up on Department servers.

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.

Hard copy datasheets will be stored at the California Department of Fish and Wildlife North Central Region Headquarters in Rancho Cordova. Database files will be stored on external hard drives and backed-up on Department servers as they are updated and data are entered.

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.

Daily catch summaries, bi-weekly catch and operations summaries, as well as finalized annual reports are available publicly on the [CalFish website](#) and by request to the projects primary contacts.

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 are entered and stored within the Comprehensive Assessment and Monitoring Program (CAMP) Microsoft Access database platform (.mdb). Daily summary data is entered and stored in an excel spreadsheet (.xlsx and .csv) and distributed via the [CalFish website](#). Data requests will be formatted in according to the demands of the requestor but can be available in, but not limited to, .mdb and .xlsx file types.

Quality Assurance

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

At the completion of each trap servicing, datasheets are checked for completeness and accuracy. Once entered into the CAMP database, standardized CAMP QA/QC protocols are followed to ensure data is entered completely and accurately. QA/QC protocol document is available upon request.

Rights and Requirements

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

This project adheres to all [CDFW policies](#) on data quality and sharing. A copy of these policies are publicly available online.