IEP Data Management Plan

Basic Information

Year: 2020; PEN:088; Date Updated: 2019-06-05; Start Date: 2019-12-01

Study Title

Spring Kodiak Trawl

Principal Investigator

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

Lauren Damon, 209-234-3485

California Department of Fish and Wildlife

Lauren.Damon@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.

The Spring Kodiak Trawl collects fish and environmental data at fixed locations (stations) throughout the upper San Francisco Estuary annually from December through May. Each month the survey samples 40 stations routinely to describe the spatial and temporal distribution, abundance, and sexual development of adult Delta Smelt. The data is stored in a Microsoft Access database that is 185 MB in sie. Data collected include collection date, geographic location, water temperature, turbidity, water clarity, specific conductance, channel depth, fish species caught, catch, length, Delta Smelt reproductive status, and salmonid hatchery status.

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.

None.

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).

Metadata documentation is available at the Native Fishes FTP site.

For current information (as of 2017) on the database structure, format, and calculation procedures for key survey metrics, please refer to: SKT_Metadata.pdf

The metadata also provides information on the database changes and key field methodology since its inception in 2002.

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.

The SKT data are initially stored on a local CDFW shared drive. Back up versions of the SKT database are stored on a environmental scientist's (ES) computer. All data is regularly uploaded to a CDFW server offsite at the Department's Data and Technology Division (DTD) in Sacramento. Paper data sheets are placed into binders, held at the Stockton Office and eventually scanned for electronic backup after the end of each field season.

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.

Data are currently preserved in physical and digital form. Paper data sheets are placed into binders and stored in the Stockton office. These data sheets are eventually scanned onto a server that is backed up in Sacramento. After data is entered into a database, it is stored temporarily on the local CDFW server and backed up to CDFW's Sacramento server as soon as reasonably possible at least once per month.

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.

Data are publicly available for downloading via the FTP site. The FTP site is updated once per year with most current information along with a log of changes to previous years' data. Catch, sex ratios, reproductive status information data of fish are also publicly available via maps and bubble plots on interactive web pages.

Annual reports and publications are available for downloading online.

Requests for customized data files, queries or formats should be directed to the PI.

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).

Field and fish data are recorded on paper data sheets. Data from data sheets are later key entered into computer database. Data are currently stored as a relational database (SKT_query.mdb) locally and on a SQL server using an Microsoft Access 2002 (.mdb). The MS Access database can be downloaded in its entirety (SKT.mdb = 185 MB or SKT.zip = 1.9 MB) from our FTP site or a subset of the data can be made available in a .csv flat file upon request.

Quality Assurance

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

Field crew leaders review the field data sheets for legibility, completeness, and accuracy. Data entry accuracy is checked by comparing listings of entered data against the data sheet entries twice immediately after their entry into the local database. Data entry is checked again after the end of the Native Fishes field season (July or August). Project ESs perform reasonableness checks by running computer queries that flag outliers or erroneous entries. Detailed descriptions of QA/QC procedures can be found in the SLS Standard Operating Procedures document which is available upon request to the PI.

Rights and Requirements

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

None.

All data used for publication should acknowledge CDFW's Spring Kodiak Trawl and the Interagency Ecological Program for the San Francisco Estuary.