

IEP Data Management Plan

Basic Information

Year: 2020; PEN:296; Date Updated: 2019-05-30; Start Date: 2014-06-01

Study Title

Longfin Smelt Investigations

Principal Investigator

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

1) Jim Hobbs (UC Davis), 2) Michael Eakin (Dept Fish and Wildlife), 3) Lenny Grimaldo (ICF):

1) Jim Hobbs: jahobbs@ucdavis.edu (707) 480-0188. 2) vacant. 3) Lenny Grimaldo: Lenny.Grimaldo@icfi.com, (415) 677-7185.

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.

Each of the 3 investigators has their own data management and storage process independent of the others.

Component 1 (Hobbs) Collects fish, zooplankton, water quality data from Napa River and San Pablo Bay and its tributaries and south San Francisco Bay tributaries during every other week to monthly sampling year round. Data are entered in two databases: one for larvae and zooplankton (40 MB) and one for juvenile and adult fishes (115 MB).

Component 2 (Fujimura/Baxter) Collected larval fish and water quality data from 9 stations in the Napa River every other week from January through March. The data are entered as part of the Smelt Larva Survey data-set (2018-096), 17.3 MB. collections. More in Related Data.

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.

Component 3 (Grimaldo) Fieldwork to be completed in 2018. Collect fish, zooplankton, and water quality data from two 24-hr discrete depth sampling efforts using camera technology to image fish passing through the net and some direct fish sampling. Acoustic sampling will occur coincidentally with zooplankton and fish sampling.

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).

Component 1: Metadata documents include descriptions of terminology used in databases, known information on stations towed, changes made to databases. Metadata is available with data by contacting Hobbs.

Component 2: Metadata documents include a description of the program, a description of the database structure, and how to calculate volume sampled during each sampling event (i.e. tow) and fish density per tow. The metadata document also includes changes to the program over time. [Metadata](#) (SLS_Metadata.pdf and SLSDataFileFormat.pdf) are available on the FTP site.

Component 3: not available at this time.

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.

Component 1: Data sheets are stored in file cabinets in West Entry Trailer and Lab facilities at Center for Aquatic Biology and Aquaculture on UC Davis campus. Electronic copies of data sheets, databases and backed up copies of the database are stored on a dedicated Dropbox account. Component 2: Data sheets are stored in binders and shelved by year in lead Biologist's cubicle in Stockton. Periodically, data sheets are scanned to pdf, and copies stored on project Biologist computer and shared drive. Data are stored and backed up on a tier 3 SQL server located at CDFW Data and Technology Division, Sacramento. During the winter-spring field season, data are entered in a local database and uploaded to the tier 3 server weekly. The database is locally backed up to project Biologist's local hard drive (CDFW Region 3 office, Stockton). Access to the database is via the [Stockton shared drive](#): and publicly on the [FTP site](#). Component 3: not available.

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.

Component 1: Data sheets are stored in file cabinets in West Entry Trailer and Lab facilities at Center for Aquatic Biology and Aquaculture on UC Davis campus. Electronic copies of data sheets, databases and backed up copies of the database are stored on a dedicated Dropbox account. Data will be moved and retained should storage location or Dropbox no longer be an option.

Component 2: Data sheets are stored on cubicle shelves in CDFW Region 3, Stockton. No archive has been established. Electronic data are archived long-term on the CDFW DTD servers. The PI of the program element or the IEP Operations Environmental Program Manager will ensure that another person becomes the database manager should the currently listed PI no longer be the responsible party.

Component 3: not available at this time.

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.

Component 1: contact Jim Hobbs.

Component 2: Data are shared via the [FTP site](#): The FTP site is updated once per year in July or August with current-year information and a log of changes to previous years data. The [survey web-page](#) includes links to an online bibliography containing annual reports, memos, posters, and other products of the program element. All data collected by CDFW is the property of CDFW unless grant or contract language specifies otherwise.

Component 3: not available at this time.

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).

Component 1: Data are stored locally in a Microsoft Access relational database (.mdb) and are available as .csv files by contacting Jim Hobbs.

Component 2. Data are stored locally in a Microsoft Access relational database (SLS_query.mdb), and on a SQL server. Data are publicly available in an Access

database format on a [FTP site](#) along with metadata files (.pdf) and database edit logs(.xls).

Component 3: Database information not available at this time.

Quality Assurance

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

Component 1: Data entry is QA/QCed once monthly and twice at the close of season (typically August). These checks are completed manually through double checking entry against field and lab data sheets. After manual check, databases are run through QA/QC R script to check for outliers and unexpected values which are again checked.

Component 2: Data entry is QA/QCed twice immediately after entry into the local database. Data entry is QA/QCed again at the end of the data collection season each year (July or August). Environmental Scientists are responsible for QA/QCing the data using pre-made data edit queries to check for outliers, missing or erroneous data. Full data QA/QC policies and procedures are available in the SLS Standard Operating Procedures (SOP) on the [ftp site](#).

Component 3: not available at this time.

Rights and Requirements

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

Component 1: not available at this time.

Component 2: We adhere to all CDFW policies on data quality soon to be posted to the [Science Institute web-page](#).

Component 3: not available at this time.