IEP Data Management Plan

Basic Information

Year: 2020; PEN: 302; Date Updated: 2019-05-14; Start Date: 2020-01-01

Study Title

Delta Juvenile Fish Monitoring Program - Resident Fish Survey

Principal Investigator

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

Brian Mahardja, Program Manager, Lodi Fish and Wildlife Office, U.S. Fish and Wildlife Service; brian_mahardja@fws.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."

Jonathan Speegle, Data Manager, DJFMP, Lodi Fish and Wildlife Office, US Fish and Wildlife Service; jonathan_speegle@fws.gov, Phone: (209) 334-2968 ext. 322

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 via beach seining and boat trawling (which began in 1976) occurs in the lower Sacramento and San Joaquin Rivers, Delta and Bay to support DJFMP's goal of documenting the relative abundance and distribution of juvenile salmonids and other migratory and resident fishes in the system. A beach seine efficiency study is included within the current work plan to test assumptions and expand inferences linked to abundance of key littoral species within shallow water habitats. In addition to basic fish information, environmental data are collected for each sampling event (including DO, conductivity, temperature, and turbidity). Database size is ~450 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).

A metadata file lists the details of sampling locations, methods, frequency, period of record, units, species abbreviations, and other pertinent information concerning DJFMP operations. The metadata file documents all changes to sampling location, frequency, etc. that have occurred since monitoring began. The file is available on the Juvenile Fish Monitoring page.

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 DJFMP data are located on a SQL server housed at US Fish and Wildlife Service offices in Denver, CO. Physical data sheets are stored in binders in the Lodi Fish and Wildlife Office. Data sheets are scanned after entry and saved onto an external hard drive and into a folder on the shared server in the Lodi Fish and Wildlife Office.

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.

An archive is maintained at the Lodi Fish and Wildlife Office containing originals and copies of datasheets. The online database is backed up by the server administrators in the Denver, CO US Fish and Wildlife Service office. If the Denver, CO server storing the database becomes unavailable in the future, the database will be transferred to an alternate home within the US Fish and Wildlife Service. In addition, local copies of the online database are saved monthly on the shared server in the Lodi Fish and Wildlife Office. The shared server is backed up daily and once a month the backup is transferred to a fire proof safe on site.

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 files are available to the public upon request and the most frequently requested data are available at the DJFMP web site (https://www.fws.gov/lodi/). Files found on the website include CWT survival tables for the Chipps Island and Sherwood Harbor trawl sites and catch information for the Pelagic Organism Decline (POD) species and

species of management concern. Depending on the data, files become available online on a weekly basis or upon completion of a sampling year. In addition, upon entry, DJFMP seine and trawl data become available through the online web portal Bay Delta Live. The DJFMP produces annual reports that are also available on the DJFMP web site.

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 recorded on data sheets in the field and upon return to the office are entered into an online data entry portal, which is connected to a SQL server. Data are then accessed and retrieved through a Microsoft Access application (.accdb). Data are made available on the Lodi Fish and Wildlife Office website in Excel (.xlsx) and .pdf files, and upon request can be available in other file formats. When accessed via the website Bay-Delta Live, DJFMP data can be downloaded as .csv, Excel (.xlsx), or .pdf.

Quality Assurance

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

Data are collected following the DJFMP Standard Operating Procedure (available upon request), which every employee is trained on prior to commencing work. A QA/QC program exists to ensure accurate identification of fish species in the field and accurate collection of environmental data. Double entry of datasheets is used to check the accuracy of entry. Every three months, additional proofing (e.g., outlier searches) occurs in the database.

Rights and Requirements

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

Data use rights and requirements for federal government datasets can be found online.