

# IEP Data Management Plan

## Project Element Number:

071

## Year:

2024

## Date Updated:

2023-04-26

## Start Date:

May 2018

## Study Title

Mossdale Spring Trawl

## Principal Investigator

Steve Tsao, CDFW, 209-626-9370, [steve.tsao@wildlife.ca.gov](mailto:steve.tsao@wildlife.ca.gov)

## Point of Contact

Please contact PI for access to the data or questions about the data.

## Data Description

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 determine the size of yearly data. Current database size: 135 MB. Each sampling season adds about 4 MB.

## Related Data

San Joaquin River flow data is collected by USGS and DWR and made available on [California Data Exchange Center](http://cdec.water.ca.gov/index.html) website.

<http://cdec.water.ca.gov/index.html>

## Metadata

Metadata is drafted in March 2020 and will be provided upon requested to PI.

## Storage and Backup

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 Microsoft Access located in the same room where the data sheets are stored, which is located at CDFW 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**

A database protocol is under development. This protocol will describe the procedure of long-term data archiving and preservation.

## **Format**

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

## **Quality Assurance**

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 entry into our database by the 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 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.

## **Access and Sharing**

All field data sheets are scanned and emailed to USFWS Delta Juvenile Fish Monitoring Program and posted online and available on the [Environmental Data Initiative Data Portal](#).

<https://portal.edirepository.org/nis/home.jsp#>

## **Rights and Requirements**

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