

Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed

1.1. Name of the Data, data collection Project, or data-producing Program:

U.S. Caribbean Commercial Landings (CCL) Tables in new format since July 2011 for U.S. Virgin Islands and January 2012 for Puerto Rico

1.2. Summary description of the data:

During the period of 2011-2012 a new series of logbook forms were developed for Puerto Rico and the US Virgin Islands. These forms were designed as the first step in providing improved commercial landings catch and effort data for the US Caribbean. They are multi-species trip-based forms with the Puerto Rico form divided by species groupings, and the USVI forms divided by gears with the primary species caught by each gear listed for each gear type. A new set of tables was created in 2011 to house US Caribbean Commercial Landings (CCL) data. These tables are separate from the Accumulated Landings System (ALS) data tables for the landings, although the data are currently passed on to the ALS tables on a regular bi-weekly basis from the CCL. The data in the CCL begins on January 1, 2012 for Puerto Rico and July 1, 2011 for the USVI. The tables are designed to house information from 4 different surveys, each having its own multi-species reporting form: 1 from Puerto Rico, 2 from St. Thomas/St. John (traps, other gear groups), and 1 from St. Croix (all gears). They also house data from a monthly 'no-fishing' form from Puerto Rico.

These logbook forms are used to record data for catch (landed catch) and effort for fishing trips made by commercially permitted fishers in Puerto Rico and the USVI. The catch and effort data for the entire trip are reported on a single form (i.e., one form per trip). The types of information required on this trip form include permit holder name, license number, vessel registration number, information on the quantity (reported in pounds) caught for each species, the area and depth of catch, the type and quantity of gear, the landing date (return date), location of landing (unloading of catch), an estimate of the fishing time, and the number of crew are included on this form.

The Puerto Rico form collects ex-vessel price information. The USVI forms do not collect price information. The Puerto Rico logbook form generally follows the historical format; however, there is now only one trip recorded per form. The new USVI forms are a

significant departure from the previous format in that gear types and species specific names are pre-printed on the forms and there is only 1 trip recorded per page where the historical forms included the entire month of trips on a page. There are also spaces on all new forms where discard information may be recorded.

In addition the data set houses look-up tables for species and families, dialects, gear and gear groups, fishing areas, and permit holders. An online application was designed to allow for entry of data from each form type according to customized screens.

1.3. Is this a one-time data collection, or an ongoing series of measurements?

Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:

2011-07 to Present

1.5. Actual or planned geographic coverage of the data:

W: -68.16666666667, E: -64, N: 19.25, S: 17.33333333333

The bounds include territorial waters and waters in the Exclusive Economic Zone for Puerto Rico and the US Virgin Islands as displayed on the log report look-up maps for those islands. Some areas falling within the general boundaries (British Virgin Islands waters for example), are not included. Boundaries specific to each form are recorded separately.

1.6. Type(s) of data:

(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)

Table (digital)

1.7. Data collection method(s):

(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)

Instrument: web-based data entry application

Platform: Oracle

Physical Collection / Fishing Gear: From fishers of various gears in US Caribbean

1.8. If data are from a NOAA Observing System of Record, indicate name of system:

1.8.1. If data are from another observing system, please specify:

2. Point of Contact for this Data Management Plan (author or maintainer)

2.1. Name:

David Gloeckner

2.2. Title:

Metadata Contact

2.3. Affiliation or facility:

Southeast Fisheries Science Center

2.4. E-mail address:

David.Gloeckner@noaa.gov

2.5. Phone number:

305-361-4257

3. Responsible Party for Data Management

Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:

Joshua Bennett

3.2. Title:

Data Steward

4. Resources

Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?

Yes

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):

Unknown

5. Data Lineage and Quality

NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible

(describe or provide URL of description):

Lineage Statement:

Industry generated logbook report from fisher goes to US Caribbean Fishing Agency for processing and entry into web based application. Edit checks on entry by look-up tables.

Edit Checks and feedback as well as compliance report made available to agency by SEFSC

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):

Look-up tables and checks for large and small pounds and price by fisher, species.
Posted to US Caribbean by SEFSC.

6. Data Documentation

The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:

NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:

<https://inport.nmfs.noaa.gov/inport/item/27501>

6.4. Process for producing and maintaining metadata

(describe or provide URL of description):

Metadata produced and maintained in accordance with the NMFS Data Documentation Procedural Directive: <https://inport.nmfs.noaa.gov/inport/downloads/data-documentation-procedural-directive.pdf>

7. Data Access

NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?

Yes

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

7.2. Name of organization of facility providing data access:

Southeast Fisheries Science Center

7.2.1. If data hosting service is needed, please indicate:

No

7.2.2. URL of data access service, if known:**7.3. Data access methods or services offered:**

These standards and procedures apply to all employees of the SEFSC that need access to sensitive fisheries statistics. This includes full time or term employees, contractors, volunteers, and/or other employees associated with the SEFSC, but not directly employed by either organization. Any SEFSC employee that needs or desires access to sensitive data must have read NOA 216-100 and submitted a signed nondisclosure statement to the Director, Information Resources Management Division (IRMD). The non-disclosure statement must be approved by the Director of IRMD and maintained on file by IRMD. It is the responsibility of the Director of IRMD to certify upon request, that a person or organization that requests access to sensitive data is authorized access to those data. All employees that have access to and/or use sensitive data (federal and nonfederal) are responsible to protect those data from unauthorized access or release. Contractors or grantees that have an agreement with NMFS can be granted

access to sensitive data as an authorized user (See NOA 216-100 1 Section 6.03e). It should be clearly understood that sensitive data cannot be released simply by an individual signing a nondisclosure statement. There must be a clear and demonstrable need for the sensitive data that are requested as part of a contract or grant. Sensitive data can only be released for the specific contract or grant. Upon completion of the contract or grant, the recipient must either return the data or state that it has been destroyed. The contractor or grantee cannot use the data for any purpose other than the uses stated in the agreement. The Contracting Officers Technical Representative (COTR) or the Technical Monitor (TM) that has been assigned to the contract or grant, respectively, has the following? responsibilities:

1. The COTR/TM has the responsibility to determine whether the contractor/grantee is eligible to receive the sensitive data that are requested in the agreement.
2. The COTR/TM has the responsibility to assure that all persons included in the agreement have read NOA 216-100 and have signed a nondisclosure statement. A statement must be signed by each person that will have access to the sensitive data under the agreement, i.e., a blanket statement cannot be used for the company or firm. The COTR/TM also has the responsibility to make sure that the Director, IRMD has signed and approved the nondisclosure statement and the statement is on file with IRMD.
3. The COTR/TM has the responsibility to assure that sensitive data are not released in any publication, report, oral presentation, or other means to the public by the contractor or grantee.

7.4. Approximate delay between data collection and dissemination:

2 months

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:

Fishers have 60 days to submit report entry time possibly delayed due to manpower of US Caribbean Agencies.

8. Data Preservation and Protection

The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:

(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)

To Be Determined

8.1.1. If World Data Center or Other, specify:**8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:**

More info required

8.2. Data storage facility prior to being sent to an archive facility (if any):

Southeast Fisheries Science Center - Miami, FL

In SECPR Oracle database

8.3. Approximate delay between data collection and submission to an archive facility:

60 days

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?

Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection

User id and password

9. Additional Line Office or Staff Office Questions

Line and Staff Offices may extend this template by inserting additional questions in this section.