

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:

FinBase Photo Identification Database

1.2. Summary description of the data:

Marine mammals can often be identified using natural or acquired markings such as blemishes, fin nicks and notches, and scars. A number of research programs rely on natural and acquired markings visible in digital images obtained during photo-identification surveys to distinguish and catalog individuals. FinBase is a customized Microsoft Access database system that stores and manages textual and numerical data from photo-identification surveys, and performs many of the tasks associated with image management and analysis. Data entry and display forms allow users to efficiently interact with their data and images. FinBase maintains a catalog in which individuals can possess multiple attributes (e.g., chopped dorsal fin, apex dorsal fin notch, lower dorsal fin notch, peduncle scar/notch, etc.), any combination of which can be selected to sort the catalog. This expedites the matching process by allowing analysts to sort the entire catalog based on the similarity of each existing catalog individuals' attributes to those of newly sighted individuals. FinBase was developed by NOAA to store and manage data for research being conducted by NOAA's National Ocean Service and Fisheries field offices. Due to the interest generated, efforts were initiated towards making FinBase customizable and available to the public. A number of research programs have since adopted the system for a variety of species. While FinBase has been made available to the public, it is not an official NOAA Fisheries product.

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:

2003 to Present

1.5. Actual or planned geographic coverage of the data:

W: -180, E: 180, N: 90, S: -90

FinBase is a database template, no data is distributed.

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: Not Applicable

Platform: Not Applicable

Physical Collection / Fishing Gear: Not Applicable

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:**

Jeff D Adams

2.2. Title:

Metadata Contact

2.3. Affiliation or facility:

NMFS Office Of Protected Resources

2.4. E-mail address:

jeff.adams@noaa.gov

2.5. Phone number:

301-427-8434

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:

Jeff D Adams

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?

No

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

Not Applicable.

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:

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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):**

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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/29619>

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?

No

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?

No

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

No restrictions. The system is publicly accessible.

7.2. Name of organization of facility providing data access:

NMFS Office Of Protected Resources

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

Not Applicable.

7.2.2. URL of data access service, if known:

<http://www.nmfs.noaa.gov/pr/species/finbase.htm>

7.3. Data access methods or services offered:

The system can be downloaded and accessed from OPR Website: <http://www.nmfs.noaa.gov/pr/species/finbase.htm>

System Requirements:

The following system requirements are derived from known implementations of FinBase. Successful implementations may be possible using versions/ combinations of operating systems and Microsoft Access not listed below. Please note that the third-party ActiveX image control used by FinBase is not compatible with 64-bit versions of Microsoft Office.

Operating System:

Windows XP

Windows Vista

Windows 7 (32-bit and 64-bit)

Microsoft Access:

Microsoft Access 2003

Microsoft Access 2007

Microsoft Access 2010 (32-bit only)

Microsoft Access 2013 (32-bit only)

An ArcGIS license and additional installation steps are required to use the FinBase Mapping Tools toolbox. For installation assistance, please contact Jeff Adams at Jeff.Adams@noaa.gov.

Installation:

During installation, a FinBase directory (which includes the subdirectories and front-and back-end Microsoft Access databases) will be created at the location of your choosing and the third-party ActiveX image control used by FinBase will be installed and registered (you will need administrative privileges). For performance reasons, it is recommended that you locate the FinBase directory as close to the root of the drive (e.g. C:\Data) or server as possible, as opposed to nesting the FinBase directory deep inside a series of folders. Additionally, FinBase operates more quickly on a local hard drive than it does over a server. However, if multiple individuals will be accessing the database, installing FinBase on a server is recommended. When installed on a server, each user can copy the front-end database onto their local machine and access the database at the same time.

7.4. Approximate delay between data collection and dissemination:

Not Applicable.

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

Not Applicable.

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)

No Archiving Intended

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:

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

NMFS Office Of Protected Resources - Silver Spring, MD

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

Not Applicable.

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

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9. Additional Line Office or Staff Office Questions

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