

CBSSC Data Management Plan

Project Title: Chesapeake Bay Sentinel Site Cooperative (CBSSC) Surface Elevation Inventory Map

Project start date: September 11, 2018

Project end date: Ongoing

Information Specialist: Taryn Sudol, CBSSC Coordinator, Jay Howard, NOAA NGS

Collaborators/POC:

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I. Data Collected, Formats and Standards

a. Type of data collected:

- i. Observational, field experiment data

b. Existing data used:

- i. **What:** The SET inventory spreadsheet contains metadata from the contributing sites.
- ii. **Source:** Individual sites report their field observations.
- iii. **Why we need it:** This is a map representing all available SET locations and characteristics within the CBSSC boundary. Access to this data allows for a review of available resources, information/geographical gaps, and possibilities for further scientific analysis or management decisions.
- iv. **Publicly available:** The data included in this map is publicly available, but use or publication of this data must first be cleared through the CBSSC and contributing sites.

c. Estimated volume of data collected

- i. Megabytes

d. Data format

- i. Excel/CSV
- ii. GIS attribute table

e. Proposed file naming conventions

- i. "CBSSC_SET_Inventory_[date]_Update_Master"

f. Version control system

- i. All file names include a posting date (mm-dd-yyyy). Once posted, the original raw and derived data are locked by the

information specialist as read-only. Any subsequent changes to the file are made by the information specialist and logged into a "Change Log" worksheet found in the same Excel file that contains the data and the metadata. Any changes to data or metadata after the file was locked triggers a new version of the dataset identified by the new date. Retired version of the file are not archived on the public website, but are available upon request. This is an internal process and not visible for the CBSSC website.

g. Metadata

i. Metadata is freely available and described on the website.

h. QA/QC

i. The dataset enclosed within this package are only as good as the quality assurance and quality control procedures of each of the CBSSC data contributors. These contributors follow their individual QA/QC protocols and timelines (6 months - year from collection). Defer to each of these partners for further details.

ii. Schedules for each sentinel site may be reliant on adequate and uninterrupted funding for their monitoring efforts. If funding or unforeseen circumstances disrupt schedules, the data processing and transmission timetable may be adjusted accordingly.

II. Data Storage, Preservation and Dissemination

a. Data backup protocols

i. Update frequency

1. The data contributors collect and process data on their own timelines. The CBSSC SET Map will undergo an annual update in September of each year, unless a contributor makes significant progress. Then the contributor can request an update for the map.

b. Where will files/data be stored?

i. The master spreadsheets are stored on the CBSSC internal Google drive and the information specialists keep copies on their hard drives.

c. Where will hard copies reside?

i. Information specialist, Taryn Sudol, will keep a hard copy at the Maryland Sea Grant Office.

III. Policies for Data Sharing and Public Access

a. Where is the data available?

i. The map is available and data downloadable on the CBSSC website.

- ii. Other datasets may also be available through the individual sentinel sites. The sites may also include data that is not yet publicly available because it hasn't been cleaned and documented or because manuscripts using the data haven't yet been submitted to journals.

b. When is it available

i. PI rights

1. Producers of data and other information products have a right to first use of the data they produce.
2. Users of scientific data and other information products have an obligation to properly acknowledge the producers of the data they use. The principal investigator listed in the enclosed metadata reporting statement retains the right to be fully credited for having collected and processed the data. Following academic courtesy standards, the PI and sentinel sites/affiliated sites where the data were collected should be fully acknowledged in any subsequent publications in which any or all parts of this dataset is used.
3. Depending on the user's needs, the different sentinel sites/affiliated sites may have more data available. Contact each sentinel site/affiliated site directly and make appropriate arrangements through the individual institutions.

ii. Timeline

1. Data becomes available to the CBSSC through the data sharing policies of each of its partners. Data is typically released after the principal investigator/researcher has had the opportunity to publish papers based on the dataset (for some sites this is up to two years after observations).

c. Liability

- i. The dataset enclosed within this package are only as good at the quality assurance and quality control procedures of the CBSSC data contributors. The user bears all responsibility for subsequent use/misuse in any further analyses or comparisons. The user agrees that the CBSSC and data collector shall not be liable for any damages suffered through the use of data and documentation.

d. Requesting data for formal use or publication

- i. Agree to a "data license" that dictates appropriate acknowledgement of the data collector in publications and derivative information products. The user does not claim an

endorsement by CBSSC or the partners of CBSSC for their specific application of the data.

- ii.** Provide an accurate name, address, phone number and email address, along with a brief description of the intended use of the data. This information will be used by the CBSSC to track dataset use, and when feasible, will be provided to the researcher responsible for data collection.
- iii.** Provide copies of the papers and other information products that utilize data obtained from the CBSSC for the CBSSC library.
- iv.** In the event that researchers do not agree to adhere to the policies of the CBSSC, they may be excluded from access to the resources of the CBSSC.