Data Management Plan

The projects conducted under this data management plan include all projects managed by Coonamessett Farm Foundation (CFF). Point of contact for this data management plan is:

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Mr. Potter is also responsible for ensuring adherence to this plan and that appropriate resources are available to implement the data management plan. The data management plan will be accessible on the website.

DATA TYPES

Data collection adhering to this data management plan began in 2010. Data types collected by CFF include digital numeric data (e.g., biological, oceanographic, weather, behavioral, physiological, demographic and operational efficiency measurements), photographs, video, paper records, physical samples, etc. The data is collected using a wide range of equipment including but not limited to: GPS satellites, radar, weather stations, moored buoys, data loggers, underwater camera systems, autonomous underwater vehicles (AUV), remotely operated vehicle (ROV), and animal satellite and spaghetti tags.

Raw electronic data (numerical and visual) will be stored on the CFF in-house server. Numerical (i.e., non-visual data) data will undergo quality control checks and will then be stored in a CFF custom-designed database. Photographic and video data will be stored on the CFF server in dedicated areas specific for that project. Raw and processed optical imagery specific to HabCam projects will be stored in duplicate at CFF's onsite repository; data (including metadata and processed data) will be housed on CFF's server. None of the data collected will contain information identifying the individual who collected it or any information whose distribution may be restricted by law or national security.

All data, analyses, and documentation such as progress reports, final reports and presentations will be backed up to an off-site system, and stored in a long-term archive (e.g., Amazon Glacier), thus protecting it from accidental or malicious modification or deletion. The CFF IT contractor is responsible for data storage, backup, and data disaster recovery activities.

In addition, the data will be archived and preserved in the NODC and NCDC NOAA Data Center. CFF's long-term strategy for maintaining, curating, and archiving data outside of the NOAA Data Center are the custom database and server maintained on site.

Data is expected to be made available to the public within one, but no more than two, years of project completion. Data will be made available by request through the CFF website (www.cfarm.org), through a data request process that includes submission of nondisclosure statements and authorization from the principal investigator (PI) or a PI representative. An open-

standard, interoperable, non-proprietary web service such as a secure ftp will be managed to enable data sharing. There will be no charge to access the data, except for the cost of reproduction. Data will be made available in a machine-readable, widely used format and will be accompanied by machine-readable documentation (metadata) as CFF sees fit. All geographic data will meet ISO 19115 standards (Geographic Information – Metadata). CFF agrees that NOAA may, at its own discretion, make publicly visible this Data Management Plan, or use information from the Data Management Plan to produce a formal metadata record and include that metadata in a Catalog to indicate the pending availability of new data.

CFF, and its predecessor Coonamessett Farm, has decades of experience collecting, storing, and making accessible its data and results from NOAA-funded grant and cooperative agreements. It is noted that the final pre-publication manuscripts of scholarly articles produced entirely or primarily with NOAA funding will be required to be submitted to NOAA Institutional Repository after acceptance, and no later than upon publication. Such manuscripts shall be made publicly available by NOAA one year after publication by the journal.