

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:

Highly Migratory Species Tournament Registration

### 1.2. Summary description of the data:

All Atlantic recreational fishing tournaments that award points or prizes for the catch & release or landing of billfish, swordfish, sharks, or tunas are required to register with NOAA Fisheries at least 4 weeks prior to the start of the tournament. To register, the tournament operator/director must complete an Atlantic Highly Migratory Species (HMS) tournament registration form (OMB 0642-0323) and submit it to the HMS Management Division. The form includes tournament name, date(s), location, and HMS for which points or prizes will be awarded, as well as the tournament operator's name, mailing address, phone number, fax number, and e-mail address. The form also gives the operator the option of ordering a specified number of Atlantic HMS recreational regulation booklets and other outreach materials for distribution at the tournament. All of the information is entered into the HMS tournament registration database, which produces a unique confirmation number that is provided to the tournament operator by the HMS Management Division for proof of registration.

### 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: 108, E: 45, N: 45, S: 23

U.S. North Atlantic, Caribbean, and Gulf of Mexico

### 1.6. Type(s) of data:

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

**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:**

Margo Schulze-Haugen

**2.2. Title:**

Metadata Contact

**2.3. Affiliation or facility:**

**2.4. E-mail address:**

Margo.Schulze-Haugen@noaa.gov

**2.5. Phone number:**

(301) 427-8503

**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:**

Katie S Davis

**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"):**

2

**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:

Data are entered in database. Reviewed for accuracy. Submitted to database and are immediately available for analysis.

**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):**

Data entry is reviewed by person who entered data prior to submission to database.

**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?**

No

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

Missing/invalid information:

- 1.7. Data collection method(s)
- 7.2. Name of organization of facility providing data access

**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://www.fisheries.noaa.gov/inport/item/22031>

**6.4. Process for producing and maintaining metadata**

*(describe or provide URL of description):*

Metadata produced and maintained in accordance with the NOAA Data Documentation Procedural Directive: [https://nosc.noaa.gov/EDMC/DAARWG/docs/EDMC\\_PD-Data\\_Documentation\\_v1.pdf](https://nosc.noaa.gov/EDMC/DAARWG/docs/EDMC_PD-Data_Documentation_v1.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:**

This dataset contains data protected under data confidentiality clauses of Magnuson Stevens Fishery Conservation and Management Act. Restrictions and legal prerequisites exist for accessing the data set, and Includes any access constraints applied to assure privacy or intellectual property and any special restrictions on the use of the data. Access to these data must be approved by the Point of Contact.

**7.2. Name of organization of facility providing data access:**

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

yes

**7.2.2. URL of data access service, if known:**

<https://grunt.sefsc.noaa.gov/apex/f?p=127:10>

**7.3. Data access methods or services offered:**

To access this database, potential users must complete an HQ access agreement form and submit it to the Point of Contact (Margo Schulze-Haugen) for consideration and approval by the Point of Contact (Margo Schulze-Haugen). The access form lists what tables in database are available and if read/write permissions are justified.

**7.4. Approximate delay between data collection and dissemination:**

immediately

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

NA

**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)*

NCEI\_CO

**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:**

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

NMFS Office Of Sustainable Fisheries - St Petersburg, FL

dataset is co-located in the Southeast Regional Office

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

1 year

**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*

Will follow guidance of PARR team.

**9. Additional Line Office or Staff Office Questions**

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