

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:**

Puerto Rico Commercial Landings Statistics 1983 and more recent in Accumulated Landings System (ALS) Compatible Format

1.2. Summary description of the data:

This data set contains multi-trip and single trip level quantities and value for all seafood products that are landed and sold by established seafood dealers and brokers as well as by the fishers themselves at fishing centers in the Commonwealth of Puerto Rico. These landings statistics include all commercially landed marine species and are identified by species (usually the local or common name). These data are collected by field samplers employed by the Department of Natural Resources through a trip ticket program. The program also collects data on the number of trips, type and amount of gear, the fishing location, hours fished, and the fishing center where the catches are landed.

Data for the individual trip reports are provided to the Southeast Fisheries Science Center (SEFSC). These data are formatted to be consistent with other landings statistics stored in the Accumulative Landings System; however, they are not summarized trips unless originally reported that way. By and large these are trip level data. The Puerto Rico codes are converted to the standard National Marine Fisheries Service (NMFS) codes.

Not all fishers comply with reporting requirements. The amount varies from year to year. For this reason these data are subject to correction by dockside survey data obtained by the PR DPNR several times a year at various coastal locations. The surveys originally determined the number of trips at the location but since 2003 they have collected the total pounds landed. These data are applied to the reported data to obtain a ratio of reported/survey data which is then divided into the reported data to correct for under-reporting on a coastal basis.

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:

1983-01-01 to Present

1.5. Actual or planned geographic coverage of the data:

W: -68.166666666667, E: -64.833333333333, N: 19.25, S: 17.25

Waters surrounding the island of Puerto Rico. Boundaries describe area on Puerto Rico fishing area map of 2.5 x 2.5 minute grids. Map is available under the URLs section link to the Caribbean Reporting forms.

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.)

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:**

Jade Chau

2.2. Title:

Metadata Contact

2.3. Affiliation or facility:**2.4. E-mail address:**

jade.chau@noaa.gov

2.5. Phone number:

727-824-5373

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:

David Gloeckner

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 report by permitted commercial fishers are collected by Puerto Rico DNRA Fisheries Statistics and processed for data entry into web-based data application. Edit checks are performed on entry by look-up tables and high/low pounds and prices along with compliance report are made available to PR-DNRA 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 upon data entry. Edit checks for high/low pounds and prices along with monthly compliance report made available to Puerto Rico Fisheries Statistics by the 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?

No

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

Missing/invalid information:

- 1.7. Data collection method(s)

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/1919>

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

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:

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 confidential 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 confidential 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 confidential data is authorized access to those data. All employees that have access to and/or use confidential 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 confidential data as an authorized user (See NOA 216-100 1 Section 6.03e). It should be clearly understood that confidential data cannot be released simply by an individual signing a nondisclosure statement. There must be a clear and demonstrable need for the confidential data that are requested as part of a contract or grant. Confidential 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 confidential 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 confidential 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 confidential 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 45 days to report a trip. Data entries may be delayed due to manpower considerations and possibly speed of connectivity. Reformat and load of Caribbean Commercial Landings data (listed separately) is done every 2 weeks.

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:

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

Southeast Fisheries Science Center - Miami, FL

75 Virginia Beach Drive Miami, FL 33149

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

TBD

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.