

*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:**

U.S. Virgin Islands Commercial Landings Statistics 1974 and more recent in compatible format with Accumulated Landings System (ALS) data

### **1.2. Summary description of the data:**

This data set contains quantities and values for all seafood products that are reported landed in St. Thomas, St. Croix or St. John, U.S. Virgin Islands. These data are reported by fishermen that are licensed by the Territorial Government and are required to complete and submit fishing logs for each trip. There have been several major changes in the reporting forms throughout the program history which affect the data. These are documented separately. These are raw data are not corrected for non-compliance with the reporting regulations unless otherwise specified. For the purpose of these metadata, the word 'confidential' generally refers to sensitive data.

### **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:**

1974-07-01 to Present

### **1.5. Actual or planned geographic coverage of the data:**

W: -65.666666666667, E: -64, N: 18.75, S: 17

Fishing areas surrounding the US Virgin Islands. Territorial waters to 3 miles and Federal waters from 3-200 miles out where not bounded by waters belonging to other countries. For the purpose of this map the area encompasses the fishing area code maps given to the fishers to report their position. These maps are available through a link listed separately in these metadata.

### **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:**

**2.2. Title:**

Metadata Contact

**2.3. Affiliation or facility:**

**2.4. E-mail address:**

**2.5. Phone number:**

**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:**

**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:

Data are reported by permitted commercial fishers on logbook forms to the USVI Dept. of Fisheries and Wildlife. Forms are then processed for data entry by USVI-DFW. Data are entered by USVI DFW into Caribbean Commercial Landings web based application. Data are checked by look-up tables on entry and by SEFSC for high/low pounds and prices along with reporting compliance and made available to USVI-DFW 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 on data entry. Reports for high/low pounds and compliance made available to USVI-DFW by 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)
- 2.1. Point of Contact Name
- 2.4. Point of Contact Email
- 3.1. Responsible Party for Data Management

**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/1920>

**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?

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 sensitive data must have read NOAA 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 sensitive data is authorized access to those data. All employees that have access to and/or use sensitive data (federal and non-federal) 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 sensitive data as an authorized user (See NOAA 216-100 1 Section 6.03e). It should be clearly understood that sensitive 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. Sensitive 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 sensitive 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 sensitive 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 sensitive 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. They are processed by USVI Dept. of Fish and Wildlife for data entry. Data entry may be delayed due to manpower considerations in USVI and also possibly due to connectivity issues although this has improved. When data are posted into the Caribbean Commercial Landings data entry system ( listed separately) they are re-formatted to the ALS format every 2 weeks by SEFSC. Automation of this last step is under consideration.

## **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:**

2 months

**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.*