

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:

Subsistence Registration Permit Program

1.2. Summary description of the data:

Management of the Alaska halibut fishery is based on an international agreement between Canada and the United States and is given effect by the Northern Pacific Halibut Act of 1982. Before fishing under the subsistence halibut regulations, fishermen must obtain a Subsistence Halibut Registration Certificate (SHARC). Special permits for community harvest, ceremonial, and educational purposes also are available to qualified Alaska communities and Alaska Native Tribes. Permit holders must comply with SHARC registration and reporting processes.

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: -180, E: -130, N: 72, S: 50

BSAI

GOA

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:**

Tracy Buck

2.2. Title:

Metadata Contact

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

tracy.buck@noaa.gov

2.5. Phone number:

907-586-7889

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:

Tracy Buck

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?

No

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:

Information is collected from participants on paper applications or, if allowed, through on-line data submissions in NMFS/AKR eFISH on-line services. Information submitted on paper forms is entered/updated through NMFS/AKR Alaska Data Entry and Retrieval System (ALDERS) by permitting staff. Data entered into ALDERS is stored in appropriate database tables for use in generating permits, reports, views, etc.

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):

Hard copy records are archived in accordance with the NOAA Alaska Region file plan. Electronic copies are kept until no longer needed. AKR electronic data archiving plan to be determined. Hard copy data is stored in secure file storage. Electronic data is backed up to an off-site server.

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/11811>

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?

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:

Data are sensitive under the Privacy Act, FOIA and Magnuson-Stevens Fishery Conservation and Management Reauthorization Act (2007) and can only be shared with authorized persons or in summary format for public dissemination.

7.2. Name of organization of facility providing data access:

Alaska Regional Office (AKRO)

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

unknown

7.2.2. URL of data access service, if known:

https://alaskafisheries.noaa.gov/permits-licenses?field_fishery_pm_value=Subsistence+Halibut

7.3. Data access methods or services offered:

Access to sensitive data shall only be granted to an individual that meets certain criteria.

Access may be granted to the data submitter. Access can only be granted to a non-submitter if a signed and effective Confidentiality Agreement, Data Access Sharing Agreement, Memorandum of Understanding, Standard Statement of Nondisclosure, or similar agreement is in place. These signed agreements shall indicate that individuals have reviewed and understand the provisions in the manual governing the legal use of sensitive data. The signed agreements are maintained by the Alaska Regional Records office. The name of each individual that has signed a statement of nondisclosure for using sensitive data will be added to the Alaska Region list of authorized confidential data users.

Data may be released if aggregated in accordance with AKRO and/or MSA confidentiality protocols. Data may be released if confidential BII or PII information are re-dacted. .

7.4. Approximate delay between data collection and dissemination:

unknown

7.4.1. If delay is longer than latency of automated processing, indicate under what

authority data access is delayed:

Data may need to be aggregated for confidentiality before dissemination. If data does not need to be aggregated dissemination may be made daily.

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)

OTHER

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):**

Alaska Regional Office - Juneau, AK

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

35 days

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

IT Security and Contingency Plan for the system establishes procedures and applies to the functions, operations, and resources necessary to recover and restore data as hosted in the Alaska Region in Juneau, Alaska, following a disruption.

9. Additional Line Office or Staff Office Questions

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