

NOAA DEEP-SEA CORAL RESEARCH AND TECHNOLOGY PROGRAM DSCRTP DATA MANAGEMENT GUIDE

[Revised 10/05/11 by DSCRTP Data Management Team]

Data and information products resulting from NOAA Deep-Sea Coral Research and Technology Program (DSCRTP) expeditions may include a variety of data sets and derivative products, which require metadata records and archival on an agreed upon schedule (Table 1). In addition to original copies retained by the expedition Chief Scientist, copies of required expedition products will be provided to the DSCRTP Data Manager as specified in Table 1, who will ensure products are properly documented and archived.

Format of products received may vary; suggested formats in Table 1 are minimal standards. Metadata (MD) records may be in text, xml or html format. Examples of suitable FGDC-compliant for geo-spatial data (examples for required data products posted at http://www.ccma.nos.noaa.gov/ecosystems/sanctuaries/south_atlantic/data/) and MARC records for other products to be archived at the NOAA Central Library (NCL) (see http://www.lib.noaa.gov/cataloging/Cataloging_Manual/TOC.html for guidelines) will be provided upon request. Examples of suitable reports listed in Table 1 will also be provided upon request.

Table 1. Data products from DSCRTP Expeditions: Format: self-explanatory. DSCRTP = DSCRTP. MD (metadata) record formats: MARC = MACHine-Readable Cataloging; FGDC = Federal Geographic Data Committee Standard Data Manager. National Archives: NCL = NOAA Central Library; NODC = National Ocean Data Center; NGDC = National Geophysical Data Center; CoRIS = Coral Reef Information System. Due date: Number of days post-cruise that product should be submitted to the DSCRTP Data Manager; periods may change upon prior agreement with DSCRTP Regional Program Manager.

Type	Product Description	Format	MD rec.	Submit to DSCRTP	National Archive	Due Date
RAW DATA PRODUCTS						
Data	Vehicle nav files: dive tracks including time (synced with all other expedition data sets), x,y,z; must include header row	txt, Excel, or GIS	FGDC	Y		30
Data	Video imagery: copies of all dive tapes	T.B.D. ¹	MARC	Y	NCL	0
Data	Still imagery: copies of still images taken either on ship or underwater	DVD	MARC	Y	NCL	0
Data	Sensor data files: CTD and other sensor data from either downcasts made from ship or instruments mounted on vehicles; must include header row	Excel, txt or GIS	FGDC	Y	NODC	0
Data	Sonar bathymetry and backscatter sponsored by the program to meet project objectives.	Various	FGDC	Y	NGDC	0

Table 1 (cont.):

Type	Product Description	Format	MD rec.	Submit to DSCRTP	National Archive	Due Date
PROCESSED PRODUCTS						
Data	Sensor data files: CTD and other sensor data from either downcasts made from ship or instruments mounted on vehicles; must include header row ² .	Excel, txt or GIS	FGDC		NGDC	30
Data	Sonar bathymetry and backscatter sponsored by the program to meet project objectives ² . (minimally x, y, depth and amplitude if applicable).	ASCII	FGDC			90
Web	Web site: if expedition Web site is maintained, provide link to DSCRTP Data Manager	URL		Y	N	-7
Log	Sample Logs (Attachment A)	Excel	FGDC	Y		30
Log	Dive Logs: time, x/y/z, and observations related to operations and science (Attachment B)	Excel	FGDC	Y		30
Log	Video Annotation Logs (Attachment B)	Excel	FGDC	Y		180
Report	Cruise Plan: Pre-expedition cruise plan describing objectives, approach, and expected deliverables	PDF		Y		-14
Report	Quick Look Report—summary of cruise accomplishments, cruise statistics (dives, samples, other operations), chart of dive and sampling locations, deviations from cruise plan	PDF		Y		30
Report	Cruise Report, e.g.: accomplishments highlighting management applications, site descriptions, maps/locations of sampling, dive and sample logs, summaries of ancillary research (e.g. use of samples for subsequent studies, preliminary results) (Attachment C)	PDF	MARC	Y	NCL, CoRIS	180
Report	Publications	PDF	MARC	Y	NCL, CoRIS	As avail.

1. Archival plan to be developed by DSCRTP.

2. For processing data from sensors and sonar, the program realizes these may require additional funding to produce.

For more information: Dan Dorfman, DSCRTP Data Manager, dan.dorfman@noaa.gov

ATTACHMENT A: DSCRTP SAMPLE LOG

ATTACHMENT B: DSCRTP DIVE AND VIDEO ANNOTATION LOGS (both in same Workbook)

ATTACHMENT C: DSCRTP DIVE PROFILE

DRAFT