



DATA MANAGEMENT PLAN

Pacific Region Data Management Policy

Effective October 1, 2014

1.1 What is the purpose of this policy?

- A. Provides the authorities for and definitions of terms used to establish data management plans (DMPs).
- B. Describes responsibilities for implementing the policy and procedures of the Pacific Region’s DMPs. This policy promotes best practices for acquiring and collecting, describing, archiving, and sharing scientific information to improve regional mission and business performance.

1.2 What is the Pacific Region’s policy on data management plans?

- A. Project leaders must ensure that DMPs are required for any significant development or procurement of scientifically-based biological or physical data (i.e., does not include budget or personnel information). “Significant” refers to a situation where: data is purchased or contracted; at the start of a new data collection, and/or where data development plays a fundamental role in informing resource management decisions. Please refer to the DMP supplementary document for further guidance.
- B. Employees must use a formal process for establishing DMPs, which includes the use of a DMP template and subsequent procedures for making the DMP available.

1.3 What is the scope of this policy?

This policy applies to all Pacific Region employees, contractors, and cooperators who collect, create, procure, and use scientific data, including data captured and stored in automated information systems. It applies to both internal data collection and external contracts and agreements that involve scientific data. Existing DMPs developed prior to the adoption of this policy will be considered as “grandfathered in.” The Data Steward responsible for the grandfathered DMP should review the DMP for compliance with this policy and make any necessary amendments to supplement the DMP.

1.4 What is the authority for conducting data management planning?

DMPs are currently not specifically addressed in Service policy, but are supported by the following policies:

- A. Office of Management and Budget M-13-13: Open Data Policy – Managing Information as an Asset¹
- B. Department of the Interior Departmental Manual, Part 375 IRM Program Management, Chapter 12 Information Resources Standards Program²
- C. Department of the Interior Departmental Manual, Part 378 Data Resource Management, Chapter 1 Program Description and Objectives³
- D. U.S. Fish and Wildlife Service 274 FW 1: Data Resource Management⁴
- E. U.S. Fish and Wildlife Service 274 FW 2: Establishing Service Data Standards⁵
- F. Executive order 12906: Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure.⁶
- G. Public Law 106-554: Data Quality Act.⁷

1.5 What terms do you need to know to understand Data Management Plans?

- A. *Data*. “Refers to raw data, processed data, published data, field notes, observations and supporting documents. It includes data generated by experiments, models, simulations and by observations at specific times and locations as well as any custom code or applications that were developed to aid in data analysis or transformation and are necessary to understand the data. Code and applications must include adequate documentation and/or within code comments to understand the function.”⁸
- B. *Data Management Plan*. “Is a formal document that outlines how you will handle your data both during your research, and after the project is completed. The goal of a data management plan is to consider the many aspects of data management, metadata generation, data preservation, and analysis before the project begins; this ensures that data are well-managed in the present, and prepared for preservation in the future.”⁹

Note that more terms are available online at:

<https://connect.doi.gov/fws/Portal/fwsdm/Lists/Definitions%20List/AllItems.aspx>

1.6 Who is responsible for data management plans?

There is no formal mechanism in place to confirm compliance with this policy at this time, but the Regional Information Management Strategy (RIMS) Steering Committee will provide an oversight role in evaluating compliance periodically. As with any regional

¹ <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf>

² <http://elips.doi.gov/ELIPS/DocView.aspx?id=1208&searchid=1903670e-22df-4c8a-bb73-52386efd277d&dbid=0>

³ <http://elips.doi.gov/ELIPS/DocView.aspx?id=1237>

⁴ <http://www.fws.gov/policy/274fw1.html>

⁵ <http://www.fws.gov/policy/274fw2.html>

⁶ <http://www.archives.gov/federal-register/executive-orders/pdf/12906.pdf>

⁷ http://www.whitehouse.gov/omb/fedreg_reproducible

⁸ From the [National Climate Change and Wildlife Science Center/Climate Science Center data sharing policy](#).

⁹ http://en.wikipedia.org/wiki/Data_management_plan

policy, supervisors and managers are responsible for overseeing implementation by their staff, as defined below.

A. The Regional Director will:

- (1) Communicate the need for DMPs and the substance of this policy to all Regional employees.

B. Assistant Regional Directors and senior regional managers will:

- (1) Reinforce and ensure Project Leaders are aware of guidelines and follow the policy and procedures.
- (2) Ensure Performance Appraisal Plans reflect responsibilities for data stewardship.

C. Project Leaders and Branch Chiefs will:

- (1) Make staff aware of DMP guidelines.
- (2) Ensure that staff has adequate time and resources to comply with the policy.
- (3) Identify Data Stewards¹⁰ in their staff to serve as points of contact for DMPs.

D. Contracting and General Services managers will:

- (1) Ensure that all data procurement contracts and agreements make appropriate reference to DMPs and, at a minimum, define the general Data Management requirements within every contract and agreement.

E. Supervisors will:

- (1) Ensure Employee Performance Appraisal Plans reflect responsibilities for data stewardship and DMP expectations for relevant employees.

F. Data Stewards will:

- (1) Develop, implement, evaluate, maintain, and revise DMPs.
- (2) Answer any questions related to data management, and assist with the transition of data and information.

G. Regional Science Applications Program will:

- (1) Provide guidance on DMP development.
- (2) Provide a repository for individual DMPs.

H. RIMS Steering Committee members will:

- (1) Meet periodically to assess individual Program's progress and compliance with the policy.
- (2) Provide guidance to their Program's data stewards on use and best practices.

¹⁰ A Data Steward is one who manages another's facts or information to ensure that they can be used to draw conclusions or make decisions. Data Stewards are "keepers of the flame" in terms of data quality. They are responsible as stewards to serve and protect the customers' needs or assets (consider an airline steward or a trustee).
<http://www.usgs.gov/datamanagement/plan/stewardship.php>

(3) Provide feedback on process improvements for policy implementation.

1.7 Sanctions.

Adherence to this policy will result in normal funding appropriations for data collection projects. Failure to follow the policy may result in withholding or delays in awarding funds for projects that involve data collection.

Contacts: This policy is maintained and revised, as necessary, by the Pacific Region Science Applications Program under the direction of the Assistant Regional Director for Science Applications.

History: Policy was drafted in June 2014, and revised in August 2014 by members of the RIMS Steering Committee.

The policy was approved by the Regional Directorate Team on August 21, 2014.