# IEP Metadata Template (2018)[[1]](#footnote-1)

*Data should be in csv text file. If starting with an Excel spreadsheet, please make sure it does not contain any formulas and comments on cells. If you need comments put them in their own column. If data were used in a database and major table linking is necessary to analyze, please de-normalize into a flat file, not just database table exports. This will often be several flat files, especially for large, complex data sets. Replace any empty cells with “NA”.*

## Dataset Title

*This should include the title and element number listed in the IEP workplan, but additional clarification should be added for a broader audience, if necessary. For example “Summer Townet Survey” should become “Interagency Ecological Program Sacramento-San Joaquin Delta Summer Townet Survey for Juvenile Fish 1969-2018”, or something similar:*

## Short name or nickname you use to refer to this dataset:

*Start all IEP data sets with “IEP-“*

IEP-YBFMP

## Abstract

*Include what, why, where, when, and how. This may be copied directly from the IEP workplan checklist, but will likely need edits to make sure it is readable for a wider audience.*

## Investigators

*List in order as for a paper with e-mail addresses, organization and preferably ORCID ID, if you don’t have one, get it, it’s easy and free:* [*http://orcid.org/*](http://orcid.org/)*. IEP should be included as a creator with the roll of “Organization”.*

PI’s are not required and will be listed under a project tab, a creator is required. You can manipulate the way the text will appear as seen in the table below.

## Other personnel names and roles

*Field crew, data entry etc. with e-mail addresses, organization and ORCID ID.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | Middle Initial | Last Name | Organization | e-mail address | ORCID ID (optional) | Role in project |
|  |  | Interagency Ecological Program (IEP) |  |  |  | creator |
|  |  | PI |  |  |  | contact |
|  |  | Data Manager | California Department of Water Resources |  |  | contact |
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## Keywords

*List and separate by comma, use the LTER controlled vocabulary where possible* [*http://vocab.lternet.edu*](http://vocab.lternet.edu)*, and use USGS official place names for geographic locations* [*https://geonames.usgs.gov/apex/f?p=138:1:0*](https://geonames.usgs.gov/apex/f?p=138:1:0)*. Include “Interagency Ecological Program for the San Francisco Bay Delta Estuary” as one of the key words.*

## Funding of this work:

*Add rows to table if several grants/contracts were involved. If funding was provided through internal agency funds, list the project or budget category under “Title of Grant”.*

|  |  |  |
| --- | --- | --- |
| Title of Grant/Fund | Funding Agency | Funding Identification Number |
|  |  |  |

## Timeframe

* Period of record (*dates data was collected*):
  + Begin date:
  + End date:
* Is data collection ongoing or completed?
* Date of data publication (most recent update): (leave blank, this will be automatically generated when you upload)

## Geographic location

* Verbal description (*General region where data was collected, e.g. “Suisun Marsh and Grizzly Bay”*):
* North bounding coordinates (decimal degrees): 3
* South bounding coordinates (decimal degrees):
* East bounding coordinates (decimal degrees):
* West bounding coordinates (decimal degrees):

\* List GPS coordinates of stations or sampling sites (consider included a location data table):

See location data table

## Taxonomic species or groups (not required)

## Methods

*This section should include, at a minimum, information similar to the “methods” section of a scientific paper. It may link to other references and/or SOPs. Please be as specific as possible, and include as many of the following elements as are relevant for your program. If this is a data compilation please specify datasets used, preferably their DOI or URL plus general citation information.*

|  |  |  |
| --- | --- | --- |
| 1. Data collection methods | Metadata must include enough information on methods to make the data usable. Minimum methods information should be similar to the "methods" section of a scientific paper. This may include diagrams and pictures of sampling equipment.  Link to SOPS, if available. Specific SOPs used to generate the data. It is understood that not all programs will have this information available right away, but should be prepared to provide them within three years. | REQUIRED |
| 1. Link to blank datasheet | Available upon request (see data contact information) | REQUIRED – 3yrs |
| 1. Instrument and equipment specifications, including qaqc methods and frequency | May be references to external SOPs instead of included in metadata | REQUIRED |
| 1. Analysis methods & SOPs | Any analyses done to produce the data set (such as CPUE calculations). This is not analyses done to produce later publications. | REQUIRED |
| 1. Project history | List of any changes in methods and sampling locations, with dates changes were implemented | REQUIRED – If App. |
| 1. QA/QC –   Methods:  Data: | Methods: Protocols for quality assurance during data collection  Data: Protocols for quality assurance during data entry and analysis | REQUIRED – 3yrs |
| 1. Contractor information | Chain of custody procedures and contact information for any outside labs used to produce the data. | REQUIRED – If App. |
| 1. External review process | Any other review of data done by entities other than the PI to help with quality assurance. We just need a description of the process, not the reviews themselves | REQUIRED – If App. |
| 1. Methods references | Citations for publications from which methods were drawn. | REQUIRED – If App. |

\*\* Double check-the metadata preview on EDI, this section was a bit tricky as whole paragraphs disappeared, you may need to manually insert additional spaces in the text document. Also there needs to be text or “()” before text to show up. Feel free to use the below template to enter all methodology.

Detailed methodology for the “ADD NAME OR PROGRAM HERE “is as follows.

(1.) Data collection methods:

(2.) Datasheet available upon request (email data contact).

(3.) Instruments and equipment:

(4.) Analysis and methods (standard operating procedures):

(5.) Project history (change in methods and locations):

(6.) QA/QC:

METHODS:

DATA:

(7.) Contractor information:

(8.) External review process:

(9.) Methods references:

## Data Tables

*Include one table of data column explanations for each table in your dataset. Give each table a descriptive title and an overall description of each table.*

(Repeat the following section, as needed)

**Table Name:**

**Table Description:**

|  |  |  |  |
| --- | --- | --- | --- |
| Column name | Description | Unit or  code explanation or date format | Empty value code |
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* *Column name: exactly as it appears in the dataset. Please avoid special characters, dashes and spaces.*
* *Description: please be specific, it can be lengthy*
* *Unit: please avoid special characters and describe units in this pattern: e.g. microSiemenPerCentimeter, microgramsPerLiter, absoptionPerMolePerCentimeter*
* *Code explanation: if you use codes in your column, please explain in this way: e.g. LR=Little Rock Lake, A=Sample suspect, J=Nonstandard routine followed*
* *Date format: please tell us exactly how the date and time is formatted: e.g. mm/dd/yyyy hh:mm:ss plus the time zone and whether or not daylight savings was observed.*
* *If a code for ‘no data’ is used, please specify: e.g. -99999*

*Please add rows as needed*

## Access and Citation information

Caveats and limitations in the data (*any scientific limitations that may affect data usage*):

Licensing and distribution (*any legal limitations or requirements for use and distribution of the data). If possible, the IEP DUWG recommends the “CCBy” license*:

This information is released under the Creative Commons license - Attribution - CC BY (<https://creativecommons.org/licenses/by/4.0/>). The consumer of these data ("Data User" herein) is required to cite it appropriately in any publication that results from its use. The Data User should realize that these data may be actively used by others for ongoing research and that coordination may be necessary to prevent duplicate publication. The Data User is urged to contact the authors of these data if any questions about methodology or results occur. Where appropriate, the Data User is encouraged to consider collaboration or co-authorship with the authors. The Data User should realize that misinterpretation of data may occur if used out of context of the original study. While substantial efforts are made to ensure the accuracy of data and associated documentation, complete accuracy of data sets cannot be guaranteed. All data are made available "as is." The Data User should be aware, however, that data are updated periodically and it is the responsibility of the Data User to check for new versions of the data. The data authors and the repository where these data were obtained shall not be liable for damages resulting from any use or misinterpretation of the data. Thank you.

## Additional information

### Related publications

*Citations of any reports or publications using this dataset:*

### Notes and Comments

1. This document liberally borrows from similar documents at EDI, SBC and GCE [↑](#footnote-ref-1)