Data Review Checklist

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| --- | --- | --- | --- | --- | --- |
| **IP Number: IP-** Click here to enter IP-Number. | | | **Senior USGS Author:** Click here to enter name. | | |
| **Title:** Click here to enter title. | | | | | |
| **Data Reviewer’s Name:** Click here to enter the metadata reviewer’s name. | | | | | |
| **Reviewer’s Title, Affiliation, and Location:** Click here to enter Reviewer’s information. | | | | | |
| **Reviewer’s Rating:** | Approve (A) | Approve with minor changes (MI) | | Approve with Major Changes (MA) | Reject |

# Reviewer’s Comments and Recommendations (required):

# Reviewer’s Checklist:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Data Review Checklist** ✓ | | | | | |
| **Questions to Consider:** | | **A** | **MI** | **MA** | **N/A** |
| Are data values reasonable? | |  |  |  |  |
| ⮚ | Are they in a valid range for that measurement? |  |  |  |  |
| ⮚ | Do they display seasonal or daily trends that are applicable? |  |  |  |  |
| ⮚ | Is there consistency between adjacent or otherwise related datasets, within the product? |  |  |  |  |
| ⮚ | Are the geographic locations given for the data, reasonable? (i.e., are ocean data points actually showing in the ocean?) |  |  |  |  |
| ⮚ | Is the accuracy claimed for the data reasonable? |  |  |  |  |
| ⮚ | Are “no data” values accurately defined? |  |  |  |  |
| ⮚ | Are data anomalies or gaps explained in the metadata? |  |  |  |  |
| ⮚ | Do analysis values add up? |  |  |  |  |
| Are the data development methods scientifically sound and well described? | |  |  |  |  |
| ⮚ | Could a scientist or technician recreate the final data set from the descriptions? |  |  |  |  |
| ⮚ | Can the documentation about methodology be easily found and used? |  |  |  |  |
| ⮚ | Are processing software and versions identified? |  |  |  |  |
| Does the product include metadata in a standard endorsed by the Federal Geographic Data Committee (FGDC) for all the data, such as the FGDC Content Standard for Digital Geospatial Metadata (CSDGM) or ISO 19115? | |  |  |  |  |
| Are the coordinate system and datum defined appropriately (both horizontal and vertical)? | |  |  |  |  |
| Does the Product as a whole, through its design or documentation, provide enough information so that the data and metadata can be easily found and used? | |  |  |  |  |
| ⮚ | Is the format of the file identified? |  |  |  |  |
| ⮚ | Is there information about the software required to use the data? |  |  |  |  |
| ⮚ | Is the location of files documented? |  |  |  |  |
| ⮚ | If the data are released on a web page, does the page have useful discovery metadata, for example the web page clearly identifies the contents, keywords and metadata tags are provided, and geospatial attributes are presented? |  |  |  |  |

# Reviewer’s Comments and Recommendations: