Standard Operating Procedure (SOP 22)

Product Posting and Distribution

Version 1.01 (August 2, 2021)

Change History

New Version #	Revision Date	Author	Changes Made	Reason for Change	Previous Version #
1.01	8/2/2021	Kelly Kozar, Kim Weisenborn	Updates to general instructions. Updated SOP references and external links.	To update the product posting and distribution information. To update outdated SOP references and external links.	1.0

Only changes in this specific SOP will be logged here. Version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0). Record the previous version number, date of revision, author of the revision, changes made, and reason for the change along with the new version number.

Purpose

This SOP provides details on the process of posting and otherwise distributing finalized data, reports and other project deliverables for the Pacific Island Network (PACN) Focal Terrestrial Plant Communities (FTPC) Monitoring Protocol. For a complete list of project deliverables, refer to SOP #21 Product Delivery Specifications.

Product Posting and Distribution

Once digital products have been delivered and processed, the PACN Data Manager will post the products to the Integrated Resource Management Applications (IRMA) Portal[1]. IRMA is the NPS clearinghouse for natural resource products that are available to the public. The following sets of products will be made available in IRMA:

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[1] IRMA Portal, https://irma.nps.gov/Portal (accessed 2 August 2021).

1. A record, called a reference in IRMA, will be created for the dataset, and the metadata record and dataset will be posted to the NPS Data Store[2] within IRMA and made available to the public.

2. A reference for reports and other publications will be created in the NPS Data Store. The digital report file in PDF format will then be uploaded to the reference record.

   a. The reference for reports and publications will be linked to the appropriate dataset reference.

3. Species observations will be extracted from the database and entered into NPSpecies[3] within IRMA, which is the NPS database application for maintaining park-specific species lists and observation data.

The IRMA Portal serves as the primary mechanism for sharing reports, data, and other project deliverables with other agencies, organizations, and the general public.

Responding to Data Requests

Occasionally, a park or project staff member may be contacted directly regarding a specific data request from another agency, organization, scientist, or from a member of the general public. The following points should be considered when responding to data requests:

1. NPS is the originator and steward of the data, and the NPS Inventory and Monitoring Program should be acknowledged in any professional publication using the data.

2. NPS retains distribution rights; copies of the data should not be redistributed by anyone but NPS.

3. The data that project staff members and cooperators collect using public funds are public records and as such cannot be considered personal or professional intellectual property.

4. No sensitive information (e.g., information about the specific nature or location of protected resources) may be posted to the IRMA Portal or another publicly accessible website, or otherwise shared or distributed outside NPS without a confidentiality agreement between NPS and the agency, organization, or person(s) with whom the sensitive information is to be shared. Refer to the section in this document about sensitive information and also to SOP #20 Sensitive Information Procedures.

5. For quality assurance, only the certified, finalized versions of datasets should be shared with others.

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[2] NPS Data Store, https://irma.nps.gov/DataStore/ (accessed 2 August 2021).

[3] NPSpecies, https://irma.nps.gov/NPSpecies/ (accessed 2 August 2021).

The PACN Botanist will handle all data requests as follows:

1. Discuss the request with other Park Biologists as necessary to make those with a need to know aware of the request and, if necessary, to work together on a response.

2. Notify the PACN Data Manager of the request if s/he is needed to facilitate fulfilling the request in some manner.

3. Respond to the request in an official email or memo.

4. In the response, refer the requestor to the IRMA Portal, so they may download the necessary data and/or metadata. If the request cannot be fulfilled in that manner – either because the data products have not been posted yet, or because the requested data include sensitive information – work with the PACN Data Manager to discuss options for fulfilling the request directly. Ordinarily, only certified datasets should be shared outside NPS.

5. If the request is for a document, it is recommended that documents be converted to PDF format prior to distributing it.

6. If the request is for data that may reveal the location of protected resources, refer to the section in this document about sensitive information and also to SOP #20 Sensitive Information Procedures.

7. After responding, provide the following information to the PACN Data Manager:

   a. Name and affiliation of requestor

   b. Request date

   c. Nature of request

   d. Responder

   e. Response date

   f. Nature of response

   g. List of specific datasets and products sent (if any)

Special Procedures for Sensitive Information

Products that have been identified upon delivery by the PACN Botanist as containing sensitive information will either be revised into a form that does not disclose the locations of sensitive resources or withheld from posting and distribution. When requests for distribution of the unedited version of products are initiated by the NPS, by another federal agency, or by another partner organization (e.g., a research scientist at a university), the unedited product (e.g., the full dataset that includes protected information) may only be shared after a confidentiality agreement is established between NPS and the other organization. Refer to SOP #20 Sensitive Information Procedures for more information.