



Early Detection of Invasive Plant Species Monitoring Plan

Standard Operating Procedure #18: Product Posting and Distribution

Version 1.2 (6 June 2017)

Change History

New Version	Revision Date	Author	Changes Made	Justification
1.0	2007	PACN	Developed.	
1.1	6/23/2016	K. Kozar	Updates to general instructions.	To update the product posting and distributing information.
1.2	6/6/2017	A. Ainsworth	Updated for ED plan. Removed sensitive info references.	Developed for EIPS. ED should not include and sensitive species.

Only changes in this specific SOP will be logged here. Version numbers will be incremented by a whole number (e.g., Version 1.3 to Version 2.0) when a change is made that significantly affects requirements or procedures. Version numbers will be incremented by decimals (e.g., Version 1.6 to Version 1.7) when there are minor modifications that do not affect requirements or procedures for publication in the series.

Purpose

This SOP provides details on the process of posting and otherwise distributing finalized data, reports and other project deliverables from Pacific Island Network (PACN) parks as part of the Early Detection of Invasive Species Monitoring Plan (Ainsworth et al. 2017).

Product posting and distribution

Once digital products have been delivered and processed, the data manager will post the products to the Integrated Resource Management Applications (IRMA) Portal (<https://irma.nps.gov/App/Portal/Home>). IRMA is the NPS clearinghouse for natural resource products that are available to the public. The following sets of products are available in IRMA:

1. Full metadata records and datasets will be posted to the NPS Data Store within IRMA and made available to the public.
2. A record for reports and other publications will be created in the NPS Data Store. The digital report file in PDF format will then be uploaded and linked to the reference record.

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

Holding period for project data

To protect professional authorship priority and to provide sufficient time to complete quality assurance measures, there is a two year holding period before posting or otherwise distributing finalized data. This means that certified data sets are first posted to publicly-accessible websites (i.e. IRMA) at least 24 months after collected (e.g. data collected in June 2015 will not become available through IRMA before June 2017). In certain circumstances, at the discretion of the project lead and park biologists, data may be shared before a full two years have elapsed. This hold only applies to raw data; all metadata, reports or other products are to be posted to IRMA in a timely manner as they are received and processed.

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:

- NPS is the originator and steward of the data, and the NPS I&M program should be acknowledged in any professional publication using these data.
- NPS retains distribution rights; copies of the data should not be redistributed by anyone but NPS.
- 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.
- For quality assurance, only the certified, finalized versions of datasets should be shared with others.

The project lead 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 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 IRMA, 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 data manager to discuss options for fulfilling the request directly (e.g., burning data to CD or DVD). Ordinarily, only certified data sets 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. After responding, provide the following information to the data manager, who will maintain a log of all requests in the PACN Project Tracking database:
 - 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 data sets and products sent (if any)

All official Freedom of Information Act (FOIA) requests will be handled according to NPS policy. The project lead will work with the data manager and the park FOIA representative(s) of the park(s) for which the request applies.