

Table S10.1. Annual Data Management Checklist of data management tasks described in SOPs.

Task	Responsible person(s)	Date completed	Person(s) completing task	Comments
Baseline data provided to survey teams at each park prior to field work	Data Manager / Project Lead			
Data collected, post processed, initial quality check procedures	Survey technicians			
Field sheets scanned and converted to .pdf	Survey technicians			
Data products delivered to Northeast Coastal and Barrier Network	Survey technicians			
All data entered into SQL Server database	Data Manager / Project Lead			
Data 100% verified	Project Lead			
Data 10% verified	Project Lead			
Spatial data validated	Project Lead			
Federal Geographic Data Committee (FGDC) compliant metadata developed for all final datasets	Data Manager			
Copies of certified data, metadata, reports, etc. are archived digitally on the NCBN file share	Data Manager / Project Lead			
New annual, cumulative Data Package containing certified datasets and metadata posted to NPS Data Store (IRMA)	Data Manager			
Trend reports (if applicable) posted to NPS Data Store (IRMA)	Data Manager			
Annual Operational Protocol Review conducted	Project Lead			
Any revisions to the protocol or database are made	Data Manager / Project Lead			