Data Management and Sharing Plan

This Data Management and Sharing Plan (Plan) is for the <mark>Select here to enter Incident Name.</mark>

1. PURPOSE:

   Data generated as a result of the response, or germane to the mitigation of the incident, are used to generate a Common Operating Picture (COP) display and provide information for the Situation Status Display to support and communicate the Unified Command's response decisions. This Plan is meant to ensure continuity of information across the various information requirements within the Unified Command and facilitate sharing amongst the response personnel during the incident. Furthermore, this Plan will set the foundation for archive and access to data used for these purposes. The scope of this Plan includes all operational and environmental Geographic Information Systems (GIS) data, photography, video, remote sensing, response sampling, and response databases created, acquired or possessed by the Unified Command used to make response decisions or to support the generation of the Common Operating Picture and the Situation Status Display.

   Implementation of this plan will:

   - Help to avoid compartmentalized isolation of information within the ICS units and sections
   - Ensure all parties participating in response decisions and the ICS structure understand the responsibilities, methods, and resources available to facilitate those decisions
   - Help maintain information continuity over time regardless of personnel changes
   - Provide the basis for periodic review, evaluation, and updating of procedures
   - Help ensure the proper archiving of data for post-incident retrieval and analysis
   - Ensure confidence among Unified Command members that information will be received, controlled and retained in accordance with this plan to minimize inadvertent and unauthorized release of information

   Information gathered pursuant to any investigation of this Incident is not response related information and will be excluded from the scope of this Plan. Response related information and data that may be excluded under the scope of this Plan are:

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- Proprietary or non-incident related information or data.
- Licensed, sensitive, or cultural resources as determined by data provider and applicable law.
- Information developed for the sole purpose of the Natural Resource Damage Assessment (NRDA).
- Proprietary instrument data.
- Any information, records or data, the disclosure of which is exempted or prohibited pursuant to federal or state law.

The overarching purpose of this Plan is to facilitate availability of information to all parties participating in the management of the incident and with appropriate authority to be involved in making response decisions. The plan will outline in detail the identification, management, and sharing of data pursuant to this Data Management and Sharing Plan and is a component to the overall Information Management Plan developed by the Documentation Unit.

2. DATA TYPES:

This section describes the different types of incident data being collected that can be used to make response decisions, create static and dynamic maps, generate a Common Operating Picture (COP) display, or provide information for the Situation Status Display.

2.1. GIS Data:

GIS Data are either gathered from existing work to act as base data for the incident, or created by Data Management/GIS Technical Specialists in the GIS Unit, Environmental Unit, or Situation Unit within the Planning Section of the Unified Command. Technical specialists for GIS and Data Management will have the main responsibility for the entire lifecycle of this data, including processing raw data into static/dynamic maps or products for a Common Operating Picture. The Data Inventory List should contain a description of the GIS data being collected as described in Section 4.1 of this document.

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2.2. Photography & Video:

Field teams must ensure they are following appropriate protocols for field photo and video collection by coordinating with the photo and video data managers (Technical Specialists), to the extent feasible, before going into the field. These data are more valuable to the response when collected with corresponding location information from a GPS and associated annotations. The processing software used varies, but the purpose is to catalogue and organize response photos and video which are specific to a geographical location. The Data Inventory List should contain a description of the photographic and video data being collected as described in Section 4.1 of this document.

2.3. Remote Sensing:

Remote sensing products will largely come from external organizations and not normally from direct efforts within the Unified Command; examples include, commercial satellite companies, federal remote sensing offices, and private remote sensing companies. The raw data will more than likely be managed and stored with the owner's infrastructure. The Unified Command should receive the final analysis products to utilize in the overall response effort. The Data Inventory List should contain a description of remote sensing efforts being used, what products are being requested, and relevant contact information as described in Section 4.1 of this document.

2.4. Response Sampling:

Response sampling includes any analytical and monitoring data or information gathered for purposes of making response decisions consistent with the overall response objectives. The Data Sharing Inventory List should contain a description of the analytical and monitoring data being collected as described in Section 4.1 of this document.

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2.5. GIS Baseline Databases:

During a response multiple databases may be used for various types of historical baseline data, shapefiles, layer packages, and other geodatabases to provide context and comparative information to aid in the establishment of Critical Information Requirements and provide relevant background information to assist in making response decisions. The Data Sharing Inventory List should contain a description of the baseline data being used and identify the source(s) of the data as described in Section 4.1 of this document.

3. DATA SHARING:

This section outlines the types of data being created to meet Critical Information Requirements (CIRs) necessary to achieve the response objectives as determined by Unified Command, who is managing them, who they will be shared with, how and when they will be shared and disseminated with other response staff, if there are any sharing restrictions to response staff or the public. Any data sharing restrictions or access conditions specific to an individual data stream will be identified in the Data Inventory List included as an appendix to this document.

3.1. Incident Data:

All data used by the UC in making response decisions can be shared in multiple formats to ensure effective data accessibility and records management. All data streams collected for utilization within the incident command and control structure are restricted to access by personnel with an active role within the designated Incident Management Team (IMT). Unified Command may grant specific permissions for access to incident information to individuals outside of the designated IMT on a case-by-case basis.

3.2. GIS Data:

Static GIS files (e.g. shapefiles, layer packages, and geodatabases) should be uniquely named and include a time/date stamp of the date of creation for version history and to prevent overwriting previous files. Data feeds (e.g. web service and ArcRest) can be used to share data, however due to potential technical issues with respect to data feed stability, changing layer IDs, legend formatting, and external access, a copy of these data shall be transferred in the form of a layer package or geodatabase to an agreed upon response data repository (e.g. SFTP server, SharePoint site, etc.).

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All GIS data should be copied to this repository at the appropriate time cycle required for these data to ensure accessibility and record integrity for the response. This will allow the response to have a static copy of data accessible by Unified Command members and act as a backup in case of system or server failure.

The initial and shared response data repository for GIS Data will be determined by origination source of the data stream. The systems selected for the display of the GIS data in the Command Post will use the most secure setting which limits access to responders only. This system selected for the display of the Common Operating Picture (COP) will serve as a working environment where data can be shared between GIS responders without needing to grant access to firewalled proprietary systems. A data repository is critical to sharing GIS data across different private, state, and federal agencies.

Information and Data gathered and shared amongst members of the Unified Command to make response decisions as contemplated by the National Contingency Plan is not to be released outside of the Unified Command/ICS unless approved and released by Unified Command. Any subsequent California Public Records Act (CPRA) requests or Freedom of Information Act (FOIA) Requests must be closely coordinated amongst the parties to the Plan. The party to this Plan who originated documents, data or information shared pursuant to this Plan reserves all rights and authority to assert appropriate exemptions to the CPRA or FOIA to preserve the confidentiality of all response materials contemplated within the scope of this plan and exchanged pursuant to the terms of this Plan.

3.2.1. Minimum Metadata requirements

- Source of the information
- Date of capture
- Contact
- Description of the information
- Any processing done to change the source information
- Any known limitations or issues with the information
- Geographic area of coverage
- Quality of data

3.2.2. Filename convention

- Shapefile names must include the type, date of publication (if applicable), and time of observation (if applicable). Note there is a 50-character limit for shapefile names.
- Example: WildlifeObservations_2012_0504_1300hrs.shp

3.3. Photography & Video:

Once photography comes to the ICP it should be managed in the designated Response Server. The GIS Unit will process and upload photography and associated GPS files to this location.

3.4. COMMON OPERATING PICTURE:

A designated COP does not preclude the use of other data viewers for individual responder or organizational use, provided that everyone has access to consistent, up-to-date data. A daily exchange cycle should be described for data delivery requirements. The following points should be discussed:

- Data must be interoperable with appropriate systems
- Situation Unit oversight of data to ensure continuity and access during the response
- Timelines of data delivery, communication for sharing data in other data viewers
- Basic metadata on file creation

The Primary Common Operating Pictures (COP) to be utilized in the Command Post during the incident will be <mark>Select here to enter name of primary COP</mark> provided by <mark>Select here to enter name of COP provider</mark> . This does not preclude the use of other applications by members of the IMT to access and view shared data.

4. DATA PRESERVATION & PROTECTION:

4.1. Data Sharing Inventory List

The Data Sharing Inventory List should contain a description of the data being used to make response decisions or to support the generation of the Common Operating Picture and the Situation Status Display. The completed list will be included in Appendix B of this document and should include the following information:

- Data Type / Stream
- Dataset Name
- Dataset Description
- Data Type & Format
- Temporal Coverage
- Method of Data Collection
- Data Collector & P.O.C.
- Restrictions & Conditions for Display and Sharing
- Data Sharing Schedule
- Data Processor & P.O.C
- Initial Data Repository
- Shared Data Repository
- COP Layer Inclusion

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4.2. Data Archive

The incident data archive will be managed and maintained by <mark>Select here to enter agency name.</mark> According to agency policy; a copy of the incident archive can be made in its entirety to any signatories of this Plan upon request.

4.3. Data Back-Ups:

In order to protect data from accidental modifications, deletions, or disaster events, there must be a plan to ensure back up of data on personal external hard drives or to an external storage location(s). This plan must address short term and long term preservation of data. The short-term storage back-up plan is the responsibility of the owner/originator of the response database being managed.

4.4. Short-Term Storage (incident start to end of response):

Proper storage during the response will facilitate data usage to support operations and planning. The systems and processes for storing data are designed to quickly share and disseminate. These systems are not designed for long-term storage. At the end of the response phase, data will need to transition to a more stable solution.

4.5. Long-Term Storage (end of response to indefinite):

Long term storage is needed to provide an archive and continuity of information. The <mark>Select here to enter agency name.</mark> will manage the long-term storage of all documents, digital forms, operational and environmental Geographic Information Systems (GIS) data, photography, video, remote sensing, response sampling, and response databases; all documents will be turned in to the <mark>Select here to enter agency name.</mark> Upon closure of the Incident Command Post in accordance with the Incident Demobilization Plan. The appropriate data and information personnel will work with the Documentation Unit to transfer their materials. Copies of relevant response data will be provided to the signatories of this Plan and available for access upon request to the <mark>Select here to enter agency name.</mark> .

The appropriate data and information personnel will work with the Documentation Unit to transfer their materials to long term storage. The following table contains list of the agreed upon methodology for the transfer of data to long-term storage.

DATA TYPE	TRANSFER METHOD
GIS	<mark>Select here to enter text.</mark>
Photography & Video	<mark>Select here to enter text.</mark>
Response Sampling	<mark>Select here to enter text.</mark>
Remote Sensing	<mark>Select here to enter text.</mark>

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UNIFIED COMMAND SIGNATURES:

<mark>Select here to enter agency name.</mark>
Federal On-Scene Coordinator

By: _____   Dated: <mark>Click to enter a date.</mark>

<mark>Select here to enter name.</mark>
<mark>Select here to enter title/rank.</mark>

STATE OF <mark>Select here to enter state name.</mark>
<mark>Select here to enter agency name.</mark>
State On-Scene Coordinator

By: _____   Dated: <mark>Click to enter a date.</mark>
<mark>Select here to enter name.</mark>
<mark>Select here to enter title/rank.</mark>

<mark>Select here to enter company name.</mark>
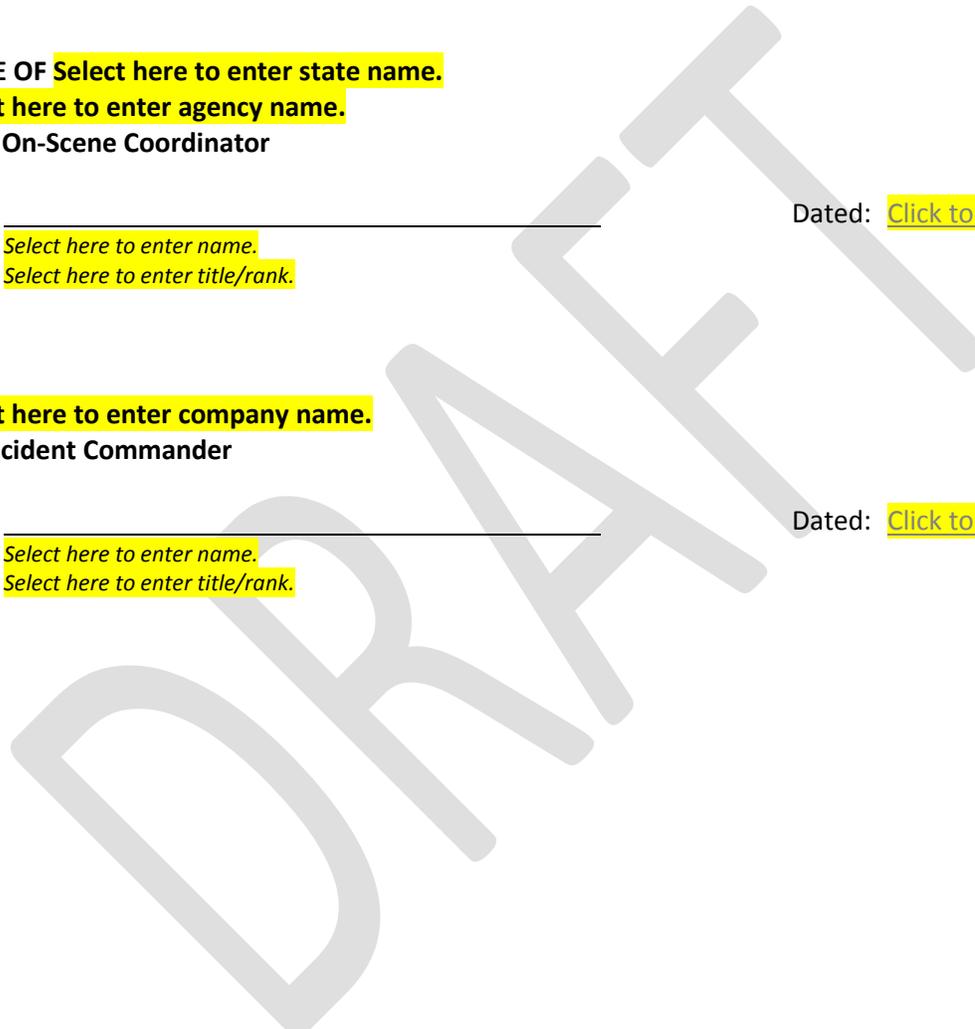**RP Incident Commander**

By: _____   Dated: <mark>Click to enter a date.</mark>
<mark>Select here to enter name.</mark>
<mark>Select here to enter title/rank.</mark>

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APPENDIX A.

References

1) USCG Incident Management Handbook. 2014

2) USCG Records Management. [CG-611 Management Programs and Policy Division](#).

   a) The primary purpose of the Coast Guard's records management program is to promote the maintenance and security of records, to ensure we have accurate and timely information to accomplish our missions, allow accessibility to information to staff and the public as appropriate, and preserve official records in accordance with applicable statutory and regulatory requirements.

   b) The term "record" is not limited to paper documents, but includes all media, e.g., audiovisual, cartographic, electronic, etc. Records can be either temporary or permanent; temporary records are destroyed after a specified/approved period of time while permanent records are preserved by the National Archives for the life of the republic. Typically, for any government agency, less than five percent (5%) of the records are scheduled as permanent; the Coast Guard has almost 25% scheduled as permanent records.

   c) All Coast Guard personnel have basic Records Management responsibilities. Originators and recipients of both paper and electronic records (including e-mail) must label and archive information per approved dispositions schedules outlined in: [Information and Life Cycle Management Manual, COMDTINST M5212.12A](#)., and [NARA Approved Changes to COMDTINST M5212.12A](#) (updated June 7, 2013)

3) NOAA Environmental Data Management Committee (EDMC) [Data Management Planning Procedural Directive](#), Version 2.0.1, February 11, 2015.

4) [National Oil and Hazardous Substances Pollution Contingency Plan (NCP)](#)

5) IPIECA-IOGP. Work Package 5: Common Operating Picture, IPIECA – IOGP Oil Spill Joint Industry Project. 2015.

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APPENDIX B.

The attached Data Sharing Inventory List contains a description of the data being used to make response decisions or to support the generation of the Common Operating Picture and the Situation Status Display. Any changes to the Restrictions & Conditions for Display and Sharing or temporary access decisions must be approved by Unified Command and documented.

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INCIDENT DATA INVENTORY LIST

NCY DATA MANAGER:	John Smith
TA MANAGER PHONE:	123-456-7890
ATA MANAGER EMAIL:	John.Smith@wildlife.ca.gov
RP DATA MANAGER:	Riochard Jones
TA MANAGER PHONE:	321-654-0987
ATA MANAGER EMAIL:	Richard.Jones@rp.com

INCIDENT NAME:	MT Dawn Horizon Allision
INCIDENT LOCATION:	Anchorage Nine, San Francisco Bay California
RP NAME:	Any RP
INVENTORY DATE:	6/24/2016
PRIMARY COP APPLICATION:	TRG Incident Action Plan Common Operating Picture
APPLICATION PROVIDER:	The Response Group

Item #	Data Type / Stream	Dataset Name	Dataset Description	Data Type & Format	Temporal Coverage	Method of Data Collection	Data Collector & P.O.C.	Restrictions & Conditions	Data Sharing Schedule	Data Processor & P.O.C	Initial Repository	Shared Repository	COP Layer
1	GIS Data	NOAA Trajectories	Shapefiles	Fate and effect modeling of oil for operational planning.	Forecast for next Op period	Models	NOAA	Command Post Viewing External release	As developed	NOAA	ERMA	TRG IAP	YES
2	Photography	Operations Photos	JPG & GPS files	Photos of field operations	Ad Hoc	Field teams	OSRO			RP GIS Unit	TRG IAP	ERMA	NO
3	Video	Operations Video	MPEG & AVI	Videos of field operations	Ad Hoc	Field teams	OSRO			RP GIS Unit	TRG IAP	ERMA	NO
4	Remote Sensing	Airborne Multispectral	Shapefiles and image files	Ocean Imaging Tactical Response Airborne Classification System (TRACS) 3-band multispectral camera plus thermal IR Detection. Used for slick mapping, thickness determination and identification of recoverable oil. Imagery with interpretation delivered to the ICP within two hours of acquisition.	Multi-day collection	Fixed wing aircraft	Ocean Imaging/RP			Ocean Imaging	TRG IAP	ERMA	YES
5	Response Sampling	Surface Water	Analytical	Sampling done for human health and safety. Identification of hydrocarbon contamination.	Multiple collection	RP	Approved multiple labs			On Scene database/OSPR sampling coordinator		No	NO
6	SCAT Data	Shoreline Cleanup Assessment Techniques (SCAT)	Shapefiles	Shoreline Cleanup Assessment Techniques oiling observations	Daily and Cumulative	Field obs	Joint Assesment Team			Cal OSPR, GIS Unit	ERMA	TRG IAP	YES
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To add new table rows for inventory items, select the last cell in the table above and then press the Tab key.

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