

Arctic Network Inventory & Monitoring Program

U.S. Department of the Interior

**Data Management
Standard Operating Procedure**
NPS/ARCN/DMSOP-2007-11



Certifying Data Products

Dataset certification benchmarks and certification form

Summary

This Standard Operating Procedure briefly outlines the benchmarks required for a dataset to be considered complete. A sample data certification form is included.

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Introduction

Data certification is a benchmark in the project information management process that indicates that:

- The data are complete for the period of record
- They have undergone and passed the quality assurance checks
- They are appropriately documented and in a condition for archiving, posting and distribution as appropriate.

Certification is not intended to imply that the data are completely free of errors or inconsistencies which may or may not have been detected during quality assurance reviews.

Arctic Network Project Data Certification Form

Data certification is a benchmark in the project information management process that indicates that: 1) the data are complete for the period of record; 2) they have undergone and passed the quality assurance checks; and 3) that they are appropriately documented and in a condition for archiving, posting and distribution as appropriate. Certification is not intended to imply that the data are completely free of errors or inconsistencies which may or may not have been detected during quality assurance reviews.

1) Certification date: _____

2) Certified by: _____

Title: _____

Affiliation: _____

3) Project ID: _____

Project title: _____

4) Range of dates for certified data: _____

5) Description and scope of data being certified:

6) List the parks covered in the certified data set, and provide any park-specific details about this certification.

Park Details

7) ____ This certification refers to data in accompanying files. Check all that apply, and indicate file names to the right:

____ Database file(s): _____

____ Spatial data theme(s): _____

____ Geodatabase file(s): _____

____ Other (specify): _____

____ Certified data are already in the master version of a park, ARCN or NPS database. Please indicate the database system(s): _____

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8) Is there any sensitive information in the certified data which may put resources at greater risk if released to the public (e.g., spotted owl nest sites, cave locations, rare plant locations)?

The following guidance for determining whether information should be protected is suggested in the draft Director’s Order #66 (the final guidance may be contained in the Reference Manual 66):

- Has harm, theft, or destruction occurred to a similar resource on federal, state, or private lands?
- Has harm, theft, or destruction occurred to other types of resources of similar commercial value, cultural importance, rarity, or threatened or endangered status on federal, state, or private lands?
- Is information about locations of the park resource in the park specific enough so that the park resource is likely to be found at these locations at predictable times now or in the future?
- Would information about the nature of the park resource that is otherwise not of concern permit determining locations of the resource if the information were available in conjunction with other specific types or classes of information?
- Even where relatively out-dated, is there information that would reveal locations or characteristics of the park resource such that the information could be used to find the park resource as it exists now or is likely to exist in the future?
- Does NPS have the capacity to protect the park resource if the public knows its specific location?

_____ No _____ Yes Details:

Does this dataset contain information regarding

- Geological and geophysical information and data concerning wells
- The nature and specific location of
- (a) endangered, threatened, rare, or commercially valuable species,
- (b) minerals or paleontological objects, or
- (c) objects of cultural patrimony; the nature and location of any archaeological resource for which the excavation or removal requires a permit or other permission;
- (d) the specific location of any significant caves (FOIA, 2002).

_____ No _____ Yes Details:

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9) Description of data processing and quality assurance measures. (Note: These can be cut and pasted from appropriate sections of the protocol.)

10) Results and summary of quality assurance reviews, including details on steps taken to rectify problems encountered during data processing and quality reviews.

References

FOIA (2002). Freedom of Information Act Program, National Park Service [http://www.doi.gov/foia/], November 2006.

National Park Service, 2005. FOIA and Protected Resource Information. Director's Order #66. Unpublished internal report.

About This Standard Operating Procedure

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Revision History

Version	Version Date	Revised By	Changes
1.0	20071029	S. Miller	Original

This table reflects changes to this document. Version numbers will be incremented by one (e.g., Version 1.3 to Version 2.0) each time there is a significant change in the process and/or changes are made that affect the interpretation of the data. Version numbers will be incremented after the decimal (e.g., Version 1.6 to Version 1.7...1.10....1.21) when there are changes to grammar, spelling, or formatting, or minor modifications in the process that do not affect the interpretation of data.