

**Updated August 2018**  
**Chesapeake Bay Program Guidance and Policies for Data,  
Information and Document Deliverable Submission**

The *Chesapeake Bay Program Guidance and Policies for Data, Information and Document Deliverable Submission* describes the guidelines and policies governing the submission of electronic outputs to the Chesapeake Bay Program.

The full guidance document "Chesapeake Bay Program Guidance for Data Management" is available in electronic format on the web at <http://www.chesapeakebay.net/data>. Below are excerpts from that guidance.

Applicability

These guidelines and policies must be followed by all agencies, institutions, and organizations participating in data and information collection, processing, document generation and submittal to the Chesapeake Bay Program under grant or cooperative agreement funding. The Chesapeake Bay Program has adopted these guidelines and policies in order to improve coordination, compatibility, standardization, and information access across all the Bay Program partners.

**In addition to these guidelines and policies, any activities funded with Federal Government funds, must also adhere to applicable federal guidelines, policies and executive orders, such as the Federal Information Processing Standards (FIPS) (<https://www.nist.gov/itl/itl-publications/federal-information-processing-standards-fips/>) and Executive Order 12906.**

CBP Data/Information Management and Document Outputs Guidelines and Policies

The Chesapeake Bay Program has adopted the following guidelines and policies pertaining to data and information collection, processing, document generation and submittal to the Chesapeake Bay Program under grant or cooperative agreement funding. Any deviations from these guidelines and policies must be documented in the work plan and approved by the EPA Project Officer. Specific guidelines and policies include:

- Data, Information, and Document **Deliverable** Requirements
- **Deliverable** Serving vs. Submission Policy
- **Locational** Data Policy
- Map Coordinate Datum policy (**deprecated**)
- Map Coordinate Projection Guideline (**deprecated**)
- Metadata Policy
- Common Station Names Guideline
- Common Data Dictionary Guideline
- Common Database Design Guideline
- Calendar Date Policy
- Common Method Codes Guideline
- Data Reporting Guideline
- ITIS Biological Nomenclature Policy

*Data, Information, and Document Outputs Requirements*

Recipients are required to submit data, information, and document **deliverables** in electronic format unless exceptions are specified in the grant or cooperative agreement work plan. Electronic **deliverables** include but are not limited to reports, graphics, spreadsheets, imagery, data files, audio, and digital video products.

All data, information, and documents funded by the Chesapeake Bay Program whether through direct Chesapeake Bay Program funding or indirect matching funds are public information and shall be made available to the public unless there is a grant/cooperative agreement award condition that specifies otherwise. In addition, source data collected and processed in the creation of a **deliverable shall** also be submitted when practical. If source data is submitted, it **shall** also be delivered in electronic format. All outputs must have associated metadata.

**Electronic deliverables shall be submitted to CBP utilizing the acceptable formats documented in the table below:**

<b>Document Type</b>	<b>Acceptable Formats</b>
<b>Text</b>	<b>Preferred:</b> Microsoft Word (DOC; DOCX) Portable Document Format (PDF) * ASCII Text Extensible Markup Language (XML)
<b>Spreadsheet</b>	<b>Preferred:</b> <b>Microsoft Excel 2003 or higher</b> <b>Comma Separated Values (CSV)</b>  <b>With Prior Approval:</b> Tab delimited text files
<b>Database</b>	<b>Preferred:</b> <b>Microsoft Access 2003 or higher</b> <b>Comma Separated Values (CSV)</b> <b>Microsoft SQL Server 2008 or higher</b> Extensible Markup Language (XML) ASCII delimited text files
<b>Graphics</b>	<b>Preferred:</b> <b>PNG</b> TIFF GIF JPEG SVG <b>PDF</b>
<b>Geographic Information System</b>	<b>Preferred:</b> Personal or File geodatabase ESRI, grids, shape files  <b>With Prior Approval:</b> KML, KMZ

\* Data tables within PDF documents must be delivered in one of the spreadsheet formats.

*Deliverable Serving vs. Submission Policy*

Recipients can submit **deliverables** directly to the Chesapeake Bay Program or **provide deliverables from their organizational data/web servers**. State grant recipients **shall** submit non-point source BMP data using EPA's National Environmental Information Exchange Network (NEIEN). Recipients who plan to directly serve their grant/cooperative agreement outputs through their own data server/web site must **include relevant documentation, including access instructions, within their work plan**.

Recipients intending to deliver applications to be hosted by the Chesapeake Bay Program must **coordinate directly with the CBP Data Center to ensure those applications are within the Data Center's capacity to operate and maintain**. The technology used to develop those applications must be included in the CBP baseline technology portfolio. Recipients delivering computer applications must participate in the CBP data center release and deployment planning boards. This requirement only applies when **client/server** or web applications are submitted as part of the deliverables with the expectation that CBP will host those applications within the CBP data center.

*Locational Data Policy*

The Chesapeake Bay Program adheres to the EPA's national geospatial data policy that requires consistent use of latitude/longitude coordinates to identify the location of entities. All data, containing spatial and/or specific geographic locations, collected or assembled under a Chesapeake Bay Program grant or cooperative agreement or to be served on the Internet via the Chesapeake Information Management System, must have latitude and longitude information for each entity. Projects not creating or reporting spatial data, but-confined to a given project location(s), shall include the latitude/longitude of the location(s) within the study/final report.

Recipients agree to ensure that latitude and longitude coordinates (given in degrees and decimal degrees) are provided for all sites for which data are collected and accurate to the level required for the purpose of the application of the data. Field measured locations shall be accurate to the best practical geographic positioning method. Recipient shall include in their work plan an assurance to comply with this requirement.

*Map Coordinate Datum Policy*

**Due to advances in technology and CBP's ability to transform map coordinate datum, this policy is no longer applicable.**

*Map Coordinate Projection Guideline*

**Due to advances in technology and CBP's ability to transform map projections, this policy is no longer applicable.**

*Metadata Policy*

The Chesapeake Bay Program has adopted the policy, consistent with Presidential Executive Order 12906, that all data generated or collected using federal funds, submitted to the Chesapeake Bay Program, or served on the Internet, shall be accompanied by metadata fully conforms to the Federal

Geographic Data Committee's requirements for metadata (<https://www.fgdc.gov/metadata>). Metadata created for Chesapeake Bay Program **deliverables may** also be delivered to other federal Clearinghouses. Guidance for completing **compliant** metadata **is documented in [Content Standard for Digital Geospatial Metadata](http://www2.epa.gov/geospatial/epa-geospatial-metadata-technical-specification)** <http://www2.epa.gov/geospatial/epa-geospatial-metadata-technical-specification>.

#### *Common Station Names Guideline*

The Chesapeake Bay Program has adopted the guideline that all data generated, collected for, **or** submitted to the Chesapeake Bay Program **shall** utilize a consistent set of common station names for identifying and reporting monitoring station locations. It is the data provider's responsibility to comply with this guideline.

The purpose of this guideline is to create one master table of station names, to the extent possible, to reduce confusion among cooperating agencies. The Station Names table, maintained on the Chesapeake Bay Program web site, should serve as the master list. Updates to this table that are required by data submitters shall be coordinated with the **CBP Water Quality Data Manager**.

#### *Common Data Dictionary Guideline*

The Chesapeake Bay Program has adopted the guideline that all data generated, collected for, submitted to the Chesapeake Bay Program **shall** utilize the CBP common data dictionary for defining all data elements and units of measure. It is the, data provider's responsibility to comply with this policy.

The purpose of this guideline is to create one data dictionary, to the extent possible, to reduce confusion among cooperating agencies. Updates required by data submitters to the dictionary shall be coordinated with the **CBP Water Quality Data Manager**.

#### *Common Database Design Guideline*

The Chesapeake Bay Program has adopted the guideline that all data generated, collected for, **or** submitted to the Chesapeake Bay Program **shall** utilize the CBP common database design for managing data. It is the data provider's responsibility to comply with this guideline.

The purpose of this guideline is to use common database designs, to the extent possible, to simplify data formatting and sharing. Modifications to the common database design shall be coordinated with the **CBP Data Center** to maintain consistency in the database structure.

#### *Calendar Date Policy*

The Chesapeake Bay Program has adopted the standard that all data generated, collected for, **or** submitted to the Chesapeake Bay Program **shall** adhere to the Federal Information Processing Standard, Representation for Calendar Date and Ordinal Date for Information Interchange (FIPS PUB 4- 1).

This standard states, "For purposes of electronic data interchange in any recorded form among U.S. Government agencies, National Institute of Standards and Technology (NIST) highly

recommends that four-digit year elements be used". The year should encompass a two-digit century that precedes, and is contiguous with, a two-digit year-of-century (e.g., 1999, 2000, etc.). In addition, optional two-digit year time elements specified in ANSI X3.30-1985(RI991) should not be used for the purposes of any data interchange among U.S. Government agencies. Therefore, it is required to report and store all dates using four digits for the year.

#### *Common Method Codes Guideline*

The Chesapeake Bay Program has adopted the guideline that all data generated, collected for, or submitted to the CBP **shall** utilize the CBP Method Codes tables. **The method codes are defined in the *Guide to Using CBP Water Quality Monitoring Data*. It is the data provider's responsibility to comply with this guideline that requires the use of standardized method codes, to the extent possible, to simplify data coding and sharing.**

. The methods used by monitoring agencies and analytical laboratories are critical in providing accurate measurements. Knowing the field and laboratory methods used is critical; therefore capturing the methods is a high priority during database development. Modifications to the CBP Method Codes shall be coordinated with the Data Center to maintain consistency in the table contents. If CBP agencies do not have a pre-defined method code that is acceptable for the work being conducted, the grantee/contractor should work with the funding agency to develop method codes that suits the requirements of the work, while maintaining maximum compatibility with other CBP codes.

#### *Numeric Data Reporting Guideline*

The Chesapeake Bay Program has adopted the guideline that all data generated, collected for, or submitted to the Chesapeake Bay Program **shall** report numeric data elements at the same level of precision as that of the original measurement. The exact precision of recorded values must be maintained. This guideline has a significant impact on data analysis and the decisions made based on these analyses.

Values should not be zero-filled to greater precision than actually recorded. For instance, if the measured value is 0.03, then the reported value should be 0.03 and not 0.030, which would imply precision to the third decimal place. For values that are recorded as below or above detection, a detection flag (in a separate data field) shall be used to identify the value as below or above the detection limit of the method, and the value shall be reported as the detectable limit. Values should be reported as zero, only if the measured or recorded value is zero. Values that are missing shall be reported as missing or null or nil, to identify values that were sampled but no value was obtained. Missing, null, or nil values are different than those that were never sampled, which should be recorded as a blank field, if they are recorded at all. It is the responsibility of the data submitter to record in the metadata, how measurements are coded, as well as the accuracy of the measurements.

It is important to note that some software tools used in data processing may represent the data internally with more precision than the original measurement, and/or may round the value. For instance, even though a value of 0.3 was entered, the value may be stored and reported as 0.299999.

*ITIS Biological Nomenclature Policy*

The Chesapeake Bay Program has adopted the policy that all data generated, collected for, **or** submitted to the Chesapeake Bay Program **shall** utilize the Integrated Taxonomic Information System ([www.itis.gov](http://www.itis.gov)) biological names for identifying and reporting species. It is the data provider's responsibility to comply with this policy.

The purpose of this policy is to create one master table of species names, to the extent possible, to reduce confusion among cooperating agencies. The ITIS taxonomy table, maintained on the ITIS web site, should serve as the master list. Updates to this table that are required by data submitters shall be coordinated with the Data Center to maintain one consistent species name list.