

## PROJECT DATA SHARING PLAN

Funding Opportunity Number: NOAA-NMFS-HCPO-2013-2003606

Project Name: Rouge Oxbow Restoration Project - Phase III Design

Applicant Name: Alliance of Rouge Communities

Measurements to track the project's success in achieving desired results will be incorporated into the QAPP that will consider ecological and design needs aspects. The ecological parameters will include pre-construction surveys to document in-stream and associated habitats relative to macroinvertebrates; reptiles, amphibians, birds, and mammals (via presence and absence, trapping, audio and visual survey), aquatic macrophytes and terrestrial vegetation (visual estimate of relative abundance within plots, species identification and floristic quality).

Topographic and geotechnical surveys will also be conducted to aid in the feasibility and design phases of the project. A wetland ecologist will also perform an assessment of the project area and perform wetland delineation, if necessary.

All data shall be saved electronically in the project file within one week of collection. If originally collected in hard copy format, the data will be scanned and saved in portable document format (pdf) to allow for data sharing. This electronic project file shall be backed up weekly.

A summary memorandum will be developed for QA/QC after the pre-condition survey is completed. The summary memorandum will summarize activities for the period covered and discuss any deviations from the QAPP. Following QA/QC review, the data and summary monitoring will be submitted to the Program Officer for approval.

Final construction drawings will be completed by ARC Staff. This includes topographic and geotechnical surveys and design of the habitat and completion of technical bid specification package. The survey team has yet to be selected, but will adhere to the guidelines established in the QAPP.

All survey work shall be performed by licensed surveyors. The laboratory selected for analytical work will be certified for the methods being used for this project.

Survey information will be recorded in field logs or on sample collection data sheets, as appropriate. Any field notes (logs, data sheets, forms, etc.) are completed on-site at the time measurement occurs. Deliverables for all surveys will be submitted to the project manager both electronically and in hard copy.

**TOPOGRAPHICAL SURVEY** – Field measurements will be collected using conventional total station instruments combined with GPS receivers, to gather three-dimensional coordinates and associated metadata necessary to accurately map and delineate site features. AutoCAD computer software is employed to process the raw field data, attaching symbols, linear features and associated feature labels, merging this data into the Mapping product, ultimately creating a final Topographic Survey product.

**GEOTECHNICAL SURVEY** – During the field exploration all relevant information will be recorded on the field log of soil borings. The field boring logs will include approximate soil stratification with detailed soil descriptions and

selected physical properties for each stratum encountered in the borings. In addition to the observed subsoil stratigraphy, the logs include information relating to sample data, horizontal and vertical boring location, Soil Penetration Test (SPT) results, groundwater conditions observed in the boring, personnel involved and other observations during the field investigation. The field logs of test borings will be finalized to include the results of the laboratory classifications and testing.

**ECOLOGICAL MONITORING** – The field crew will note all relevant information in the field notes. Notes will include a description of the sampling location, a note on the number of attempts it took to achieve sample per sampling location, a description of the species found, a quantification of the species, current weather conditions, date and time of day, the personnel involved, and other observations made during data collection.

**DESIGN** – ARC Staff will be responsible for data management for all of the design activities and will maintain in the project file draft and master plans for the site along with all formal comments on the plans. Design work will be performed in AutoCAD®2010.

**Procedures for providing access and sharing;**

The Project Manager will maintain a project file, which will act as a repository for all field logs, sampling data, and any additional information used in the completion of this project. This file will be maintained for at least five years (unless otherwise directed by the NOAA). Electronic project files will be maintained on network computers and backed up periodically. The Project Manager will supervise the use of materials in the project file. Project staff shall retain field notes and all records of field activity for five years following completion of the project. Additionally, all field records will be submitted to NOAA with the final report.

After the surveys are complete, the Project Manager will issue project status reports to the NOAA. Included in these reports will be updates on the current findings and project developments, any problems encountered, and solutions to those problems. These reports will be submitted electronically via e-mail.

Additionally, on a biannual basis, the Project Manager will submit reports to the NOAA documenting project progress and noting any problems encountered and/or deviations from the QAPP.

**Prior experience in publishing such data:**

ARC Staff have handled data management and sharing for current NOAA projects and EPA GLRI Projects and are experienced in the requirements and needs of NOAA in this regard.