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REFERENCE

Program Work Statements

Environmental Assessment of the Alaskan Continental Shelf

Volume 9 - Management / Data Management



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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

7. The seventh part of the document discusses the importance of data quality and the steps taken to ensure that the data collected is accurate, complete, and consistent. It also addresses the issue of data security and the measures taken to protect sensitive information.

8. The eighth part of the document focuses on the analysis and interpretation of the collected data. It describes the various statistical and analytical techniques used to extract meaningful insights from the data and how these insights are used to inform decision-making.

9. The ninth part of the document discusses the role of data in performance evaluation and the development of strategic plans. It highlights how data-driven insights can help organizations identify areas for improvement and set realistic goals for the future.

10. The tenth part of the document provides a final summary and concludes the report. It reiterates the importance of data management and the commitment to maintaining high standards of data quality and security throughout the organization's operations.

June 30, 1975

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ALASKA MARINE ENVIRONMENTAL ASSESSMENT PROGRAM ✓
WORK STATEMENT (Research Unit #350)

I Title: Alaskan OCS Program Coordination

II Principal Investigator: Mr. Donald H. Rosenberg
Associate Professor of Marine Science and
Director of the Alaska Sea Grant Program
University of Alaska
Fairbanks, Alaska 99701
(907) 479-7086
SS#: 556-52-0332

III Geographic Area and Inclusive Dates:

Gulf of Alaska, Bering Sea and Beaufort Sea 1 April 75 to 30 Sept 76

IV Cost Summary

FY 1975	FY 1976
through June 30, 1975	July 1, 1975-Sept 30, 1976
\$318,964	\$96,857

V Proposed Program:

The large interdisciplinary research program proposed by the University of Alaska for the environmental assessment of the Alaskan OCS will require internal coordination and contract monitoring to insure the maximum efficiency of the scientific programs. Field program logistics, equipment acquisitions, personnel, contract reporting, data distribution, and information exchange required by the program is beyond the normal overhead scope of the University and will require central coordination to avoid duplication and confusion.

The University of Alaska proposes the establishment of a program coordination office in which a full time program coordinator will be employed. The program coordinator will report to Alaska OCS council who will be composed of the Directors of those Institutes and functions of the University which have direct interest in the OCS program. He will report to the Alaskan Sea Grant Office for administrative purposes.

Proposed for funding under the Program coordination office are the

travel funds required for the scientific principal investigators to travel to scientific coordinating meeting as called by NOAA. When final report requirements are defined it is expected that funds will be requested by this office to cover printing costs. Secretarial and bookkeeping functions by this office will be provided as an overhead function.

The sudden increase in demand for office, laboratory and storage space by the increased scientific program associated with the OCS program exceeds the normal expansion rate currently occurring on the campus. There is available on the campus, about 20,000 square feet of new laboratory building that is presently non-functional for the purpose of the OCS Program.

Normal university building schedule is for completion after the 1976 bond election. Completion can be hastened if additional funds can be obtained from other sources.

The University of Alaska therefore proposes that funding be provided to allow for temporary renovation of this unfinished space to make it immediately available for the proposed scientific program. The research programs as proposed by the University, particularly the Institute of Marine Science, are based on the assumption that this space is available. Should this space not be available it will be necessary for the University to reassess each project to assure that it can be accommodated and completed.

The planned usage of the space and the estimated cost of renovation are shown in Table I.

- VI INFORMATION PRODUCTS
None
- VII DATA OR SAMPLE EXCHANGE INTERFACES
None required
- VIII SAMPLE ARCHIVAL REQUIREMENTS
No archiving required
- IX SCHEDULE
N/A
- X EQUIPMENT REQUIREMENTS
No special equipment required
- XI LOGISTICS REQUIREMENTS
None

FINAL
ALASKA MARINE ENVIRONMENTAL ASSESSMENT PROGRAM
WORK STATEMENT
RU # 351 ✓

- I. Title: R/V ACONA and Marine Logistics Support
- II. Principal Investigator: Dolly Dieter, Facilities Manager
Institute of Marine Science
University of Alaska
Fairbanks, Alaska 99701
SS#

III. Geographic Area and Inclusive Dates:

Gulf of Alaska	July 1, 1975 - September 30, 1976
Bering Sea	July 1, 1975 - September 30, 1976

IV. Cost Summary:

FY 1975	FY 1976
through June 30, 1975	July 1, 1975 through Sept 30, 1976
	\$190,745

V. Proposed Research:

The OCS oceanographic research program as proposed by the University of Alaska and by other agencies will need considerable logistics support. The University of Alaska has found that the Port of Seward is one of the most convenient for supporting cruises to the Gulf of Alaska or Bering Sea, and as a result does operate an expanding oceanographic support center in the town. At the station most of the Institute of Marine Science oceanographic field equipment is stored and new equipment is constructed. The station is the home port for the University's research vessel, the R/V ACONA.

The station has at present 100 feet of deep water dock which will be enlarged and improved to 300 feet by the spring of 1976. Located dockside is a 14,000 square foot heated warehouse capable of accommodating storage racks 25 feet tall without overhead interference. The station has a modern machine shop and a small support laboratory. Extensive fenced outside storage area is also available. Personnel assigned to the station include a support engineer, crew for the ACONA, warehousemen, marine technicians and various research support personnel.

Current expansion includes in addition to the dock, housing for 12 transient personnel and a 4,000 square foot laboratory. These facilities should be available by the spring of 1976.

Seward is located 20 miles from the open waters of the Gulf of Alaska on Resurrection Bay. It is accessible year round by a road from Anchorage.

Limited air service is available by charter from Kenai or Anchorage. Freight service is available either by truck or by rail from Anchorage.

It is proposed that Seward be selected as the major scientific staying port for OCS cruises to the Gulf of Alaska and the Bering Sea. Used in this capacity the University can make available heated warehouse space, warehousemen, forklifts, machine shop and limited laboratory space. Additionally, by spring of 1976, we hope to be able to provide temporary housing and additional laboratory space. The cost of the use of these facilities will require negotiation and will be in accordance with University policy.

As a minimum to support the oceanographic efforts for the University of Alaska as proposed, it is felt that two additional marine technicians will be needed. These technicians will augment the marine technicians already available through support from the National Science Foundation. Current support from the National Science Foundation provides for the facilities manager and one marine technician.

The R/V ACONA has been scheduled to support the OCS program in accordance with the attached cruise schedules. This represents 40 sea days between July 1, 1975 and September 30, 1976.

VI. Information Products:

None

VII. Data or Sample Exchange Interfaces:

None

VIII. Sample Archival Requirements:

None

IX. Schedule:

R/V ACONA has been scheduled to support the OCS program in accordance with the attached schedule.

X. Equipment Requirements:

None

XI. Logistics Requirements:

None

CALENDAR 1975 CRUISE SCHEDULE

CRUISE PERIOD	AREA OF OPERATIONS & OBJECTIVES	CH. SCIENTIST	PORT OF CALL	SPACE FOR VISITING SCIENTISTS
5/13 - 5/15/75	RESURRECTION BAY, SEDIMENTATION DYNAMICS	BURRELL		3
5/20 - 5/29/75	GLACIER BAY & SE ALASKA, BIOLOGICAL O.	FEDER		1
6/3 - 6/14/75	GULF OF ALASKA, PHYSICAL OCEANOGRAPHY	ROYER		2
6/19 - 6/30/75	PRINCE WILLIAM SOUND, SEDIMENTATION DYNAMICS	HOSKIN		2
7/15 - 7/31/75	SE ALASKA, AQUACULTURE.	NEVEI	JUNEAU	2
8/4 - 8/13/75	SE ALASKA, SEAGRASSES.	STOKER	JUNEAU	3
8/15 - 8/25/75	SE ALASKA, SEAGRASSES.	MORAY		2
8/29 - 9/11/75	PRINCE WILLIAM SOUND, SEDIMENTATION DYNAMICS	HOSKIN		1
9/12 - 9/27/75	GULF OF ALASKA. OUTER CONTINENTAL SHELF (OCS)	LARRANCE,		1
		ENGLISH		
10/2 - 10/8/75	GULF OF ALASKA. OUTER CONTINENTAL SHELF (OCS)	SHAW, BURRELL		1
10/27 - 11/11/75	EASTERN ALEUTIANS, SKAN BAY. SILICON DYNAMICS	GOERING		2

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17 June 1975

R/V ACCNA

HOME PORT: SEWARD, ALASKA

CALENDAR 1976 CRUISE SCHEDULE

CRUISE PERIOD	AREA OF OPERATIONS & OBJECTIVES	CH. SCIENTIST	PORTS OF CALL	SPACE FOR VISITING SCIENTIST
1/5 - 2/29/76	SHIPYARD. OVERHAUL			
3/29 - 3/31/76	PRINCE WILLIAM SOUND, AK. PHYSICAL OCEANOGRAPHY	MUENCH		3
4/14 - 4/15/76	PRINCE WILLIAM SOUND, AK. CHEMICAL OCEANOGRAPHY	BUTTON		2
4/23 - 4/30/76	PRINCE WILLIAM SOUND, AK. SEDIMENTATION DYNAMICS	HOSKIN		2
5/7 - 5/23/76	BERING SEA. PRODUCTIVITY & RESOURCES	HOOD	DUTCH HARBOR	0
6/19 - 6/21/76	PRINCE WILLIAM SOUND, AK. PHYSICAL OCEANOGRAPHY	MUENCH		1
6/24 - 7/3/76	EASTERN ALEUTIANS. SEAGRASSES	MORBY	DUTCH HARBOR	1
7/13 - 8/1/76	BERING SEA. PRODUCTIVITY & RESOURCES	HOOD	DUTCH HARBOR	1
8/3 - 8/16/76	BERING SEA. OUTER CONTINENTAL SHELF STUDY (OCS)	SCHUMACHER(PHEL) COACHMAN, U of W		1
8/19 - 9/3/76	EASTERN ALEUTIANS. SEAGRASSES	MORBY		1
9/6 - 9/20/76	BERING SEA. PROBES	HOOD		1
9/22 - 10/12/76	BERING SEA. OUTER CONTINENTAL SHELF STUDY (OCS)	SCHUMACHER(PHEL) COACHMAN, U of W	DUTCH HARBOR	1
10/14 - 10/15/76	PRINCE WILLIAM SOUND, AK. CHEMICAL OCEANOGRAPHY	BUTTON		2
10/22 - 10/29/76	PRINCE WILLIAM SOUND, AK. SEDIMENTATION DYNAMICS	HOSKIN		1
11/13 - 12/10/76	SKAN BAY, ALEUTIANS. SILICON DYNAMICS	GOERING	DUTCH HARBOR	1
12/3 - 12/17/76	PRINCE WILLIAM SOUND, AK. PHYSICAL OCEANOGRAPHY	MUENCH		3

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007

17 June 1975



DATA MANAGEMENT

FINAL
WORK STATEMENT
#360

- I. Title: Coastal Strip Maps - Working Base
- II. Principal Investigator: William J. Wilson
- III. Geographic Area and Inclusive Dates: Bering Sea - Unimak Island to Cape Newenham; June 15, 1975-July 15, 1975
- IV. Cost Summary: \$2,100.00 initial set
\$25.00 for reproduction of each additional set of maps

V. Proposed Task

A. Background and Objectives

In support of Research Unit No. 79, "Baseline Characterization: Littoral Biota, Bering Sea," the University of Alaska's Arctic Environmental Information and Data Center (AEIDC) was requested to prepare a cost estimate for the preparation of coastal strip maps to be used for plotting field data for the area under investigation. Strip maps can be readily prepared from existing U.S. Geological Survey topographic maps in time for field work this season. Such strip maps are anticipated to be of value to other research units investigating processes and resources oriented along the coastline.

B. Methods

1:63,360 scale U.S. Geological Survey topographic maps will be utilized for coastline, major drainages, primary contours, and primary culture information which will be traced in ink onto tracing paper with the coastline approximately centered along the longer mid-axis of 8½" by 14" size sheets. A north arrow, latitude, longitude, a strip sheet serial number, and U.S. Geological Survey topographic map identity name and number will be added for sheet identification. Approximately 1/3 overlap between sheets will be allowed at each end of a sheet. Tracings will be reproduced in blackline sets and collated in serial order following the coastline.

VI. Information Products

A set of 8½" by 14" blackline strip maps collated in serial order from Unimak Island clockwise around the Bristol Bay coastline to Cape Newenham.

VII. Data or Sample Exchange Interfaces

Other research units have expressed interest in this form of strip map as follows:

Research Unit No. 67: "Baseline Characterization: Marine Mammals". Clifford H. Fiscus indicated possible use of the proposed strip maps.

Research Unit No. 241: "Distribution and Abundance of Sea Otters in Southwestern Bristol Bay". Donald Calkins (Assisting Karl Schneider) indicated he would definitely use the proposed strip maps if they became available.

VIII. Sample Archival Requirements

N/A

IX. Schedule

Work will begin immediately upon notification of task funding and will be completed with 30 days time in order to make the product available for the summer field session.

X. Equipment Requirements

N/A

XI. Logistics Requirements

N/A

XII. Cost

The initial set of coastal strip maps will cost \$2,100.00 with additional sets available at a cost of \$25.00 per set.

Final
WORK STATEMENT
RU #361

AUG 4 1975

- I. TITLE: Data File Index for the Alaskan MEA Program MEAP
- II. PRINCIPAL INVESTIGATOR: Edgar F. Law 504
Director, Special Projects Division
NODC/EDS
Washington, D. C. 20235

III. GEOGRAPHIC AREA AND INCLUSIVE DATES: Alaska, Washington, Oregon,
British Columbia.
July 1975-October 1976

IV. COST SUMMARY: \$17,000 in FY76

V. PROPOSED RESEARCH

A. Background and Objectives

The NODC is involved in an effort to locate and describe historical environmental data from all areas of the U. S. and parts of Canada. These descriptions are being automated in a fully retrievable system called ENDEX. At present about 4000 data bases have been described.

Efforts are now underway to describe data files residing in the Pacific Northwest. After loading these files, a subset covering the OCS area will be produced for selection of those data bases that will be accessioned and loaded into the project data base.

B. Methods

The entire system for collection of data base descriptions, key-stroking, editing, loading and retrieval has been used for other areas. The same methods will be used for Pacific Northwest files. Details of these methods are available in the ENDEX Manuals available from the NODC.

VI. INFORMATION PRODUCTS: Basic product will be cross indexed listing of descriptions of applicable data bases. These listings will be reviewed to find files worthy of accessioning into the project data base.

VII. DATA OR SAMPLE EXCHANGE INTERFACES: All prospective data holders in the above states will be contacted. However, only data pertinent to the Alaska data base will be accessioned.

VIII. SAMPLE ARCHIVAL REQUIREMENTS: N/A

IX. SCHEDULE: Initial contracts have been let, contractors trained and file descriptions are being received by the NODC. This process will continue for a full year.

X. EQUIPMENT: N/A

XI. LOGISTICS: N/A

FINAL
OCSEP WORK STATEMENT
RU #362

AUG 4 1975

MLAP

503

I. TITLE

Establish and service a Project Marine Baseline Data Base for the Alaska MEA Program.

II. PRINCIPAL INVESTIGATOR

Edgar F. Law
Director, Special Projects Division
NODC/EDS

III. GEOGRAPHIC AREA AND INCLUSIVE DATES

Gulf of Alaska, Bering and Beaufort Seas
July 1975 - October 1976 (18 months)

IV. COST SUMMARY

\$110,000

V. PROPOSED RESEARCH

A. Objectives

The National Oceanographic Data Center (NODC) proposes to perform the following projects in support of the OCSEP Program:

1. Establish and service a marine environmental baseline data base for the OCSEP area under study. This data base will include physical, chemical and biological data.
2. Accession data generated by the OCSEP Program in computer-compatible formats which will permit economic and timely processing and merging of the data to form the complete baseline data base.
3. Utilize computerized data application programs and systems to process the baseline data base and provide data products and summaries as specified by the principal investigators and the project management.

B. METHODS

1. The establishment and servicing of the baseline data base (non-OCSEP generated data) will be accomplished by:
 - a) Searching NODC resident files of historical data and retrieving all data pertinent to the project.
 - b) Accelerating the accessioning and processing of pertinent data within NODC and available from other sources, including other data archives and scientific programs. Data not yet resident within NODC will be located by searching the NAMDI/ROSCOP and INDEX files, and other data inventories as may be available.
 - c) Structuring all the data above into a data base that can be effectively searched, manipulated, and retrieved. The base will be inventoried for use by the principal investigators and Project Management.
2. In order to accession and efficiently process Project generated data, NODC will assist the Project Management and principal investigators in the development of computer-compatible data formats.
3. To provide data, data summaries and data products as specified by the Project Management and principal investigators, NODC will prepare data inventory plots, station location plots, parameter plots, contoured vertical section plots, histograms and statistical summaries. Special data presentations will be prepared as required by project investigators.

VI. INFORMATION PRODUCTS

Inventories of Project sampling and observational effort will be put into the standard ROSCOP-II (Report of Observations/Samples Collected on Oceanographic Programs) file. Special plots and data sets will be prepared according to the specifications of the Project Management and principal investigators.

VII. DATA OR SAMPLE EXCHANGE INTERFACES

The data mentioned above will be obtained principally from U.S. marine research activities (government, academia, etc.). The data base will be used primarily by the Project Management and principal investigators in the preparation of data products, planning new sampling protocol and decision-making.

VIII. SAMPLE ARCHIVAL REQUIREMENT

None

IX. SCHEDULE

1. Establish Marine Baseline Data Base

- | | |
|--------------------------|----------------------------|
| a. Search resident files | April 1975 - August 1975 |
| b. Accelerate accession | July 1975 - November 1975 |
| c. Structure data base | April 1975 - February 1976 |

2. Accession Project Data January 1976 - October 1976

3. Data Base Products

- | | |
|-------------------------------|-----------------------------|
| a. Historical data base | October 1975 - October 1976 |
| b. Project Baseline Data Base | January 1976 - October 1976 |

X. EQUIPMENT REQUIREMENTS

No special equipment required

XI. LOGISTICS REQUIREMENTS

None

WORK STATEMENT

RU #363

- I. TITLE: Bibliographic support to Alaskan Outer Continental Shelf Energy Program (OCSEP) principal investigators.
- II. PRINCIPAL INVESTIGATOR: James R. Stear
ESIC/EDS
- III. GEOGRAPHIC AREA AND INCLUSIVE DATES: The area covered will be that specified by the P.I.'s requesting bibliographic searches. Dates covered by the literature searches will include approximately the past 10 years.
- IV. COST SUMMARY:

	<u>FY 1975</u>	<u>FY 1976</u>
	OK	\$8.0K
- V. PROPOSED RESEARCH

A. Background and objectives

The task proposed is not research but will be a service which will provide bibliographic literature searches to all Principal Investigators in the Alaskan OCSEP who request such. Thus, all tasks will be given the same emphasis. Data bases searched will include but not be limited to Meteorological and Geostrophysical Abstracts (1972-74), Biological Abstracts (1969-present), Oceanic Index (1964-present), NTIS data base (1964-present), Biological Information Retrieval System (1955-present), Pollution (1970-present), Chemical Abstracts (1970-present), and the Smithsonian Science Information Exchange (ongoing research). It is estimated that approximately 48 Principal Investigators will request literature searches. Principal Investigators will complete a form titled Request for OASIS Services (NOAA Form 24-21) to request a search. The search services will be provided upon request by P.I.'s. It would be expected that half of the requests will be received by September 30, 1976.

B. Methods

A letter will be sent to each P.I. indicating the literature search services available. Each P.I. will complete a request form and mail it to ESIC where the necessary data bases will be searched to satisfy the P.I.'s request. A listing of relevant citations to published literature or ongoing research will be sent to the P.I. in response to the request.

VI. INFORMATION PRODUCTS

A computer printout containing citations (including abstracts for some data bases) for each search. The citations will contain article title, author, keywords, publication source, etc.

VII. DATA OR SAMPLE INTERFACES

NA

VIII. SAMPLE ARCHIVAL REQUIREMENTS

NA

IX. SCHEDULE

- a. Send letter to P.I.'s announcing service - Aug. 1975
- b. Receive search requests from P.I.'s - July 1975 - June 1976
- c. Perform literature searches - July 1975 - June 1976

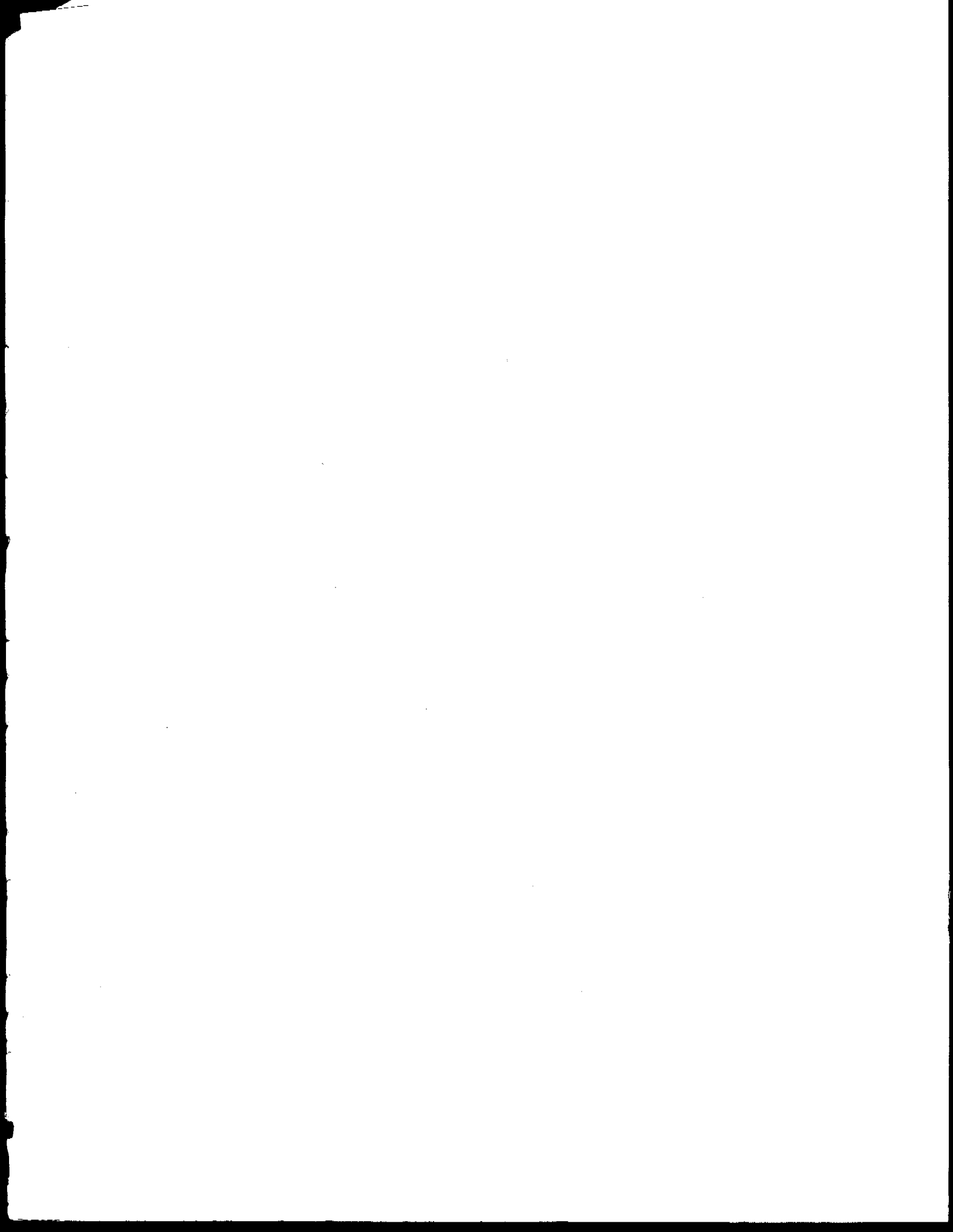
X. EQUIPMENT REQUIREMENTS

On hand.

XI. LOGISTIC REQUIREMENTS

None.





The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations. The second part of the document provides a detailed breakdown of the company's financial performance over the last quarter. It includes a comparison of actual results against the budget and identifies areas where costs were higher than expected. The third part of the document outlines the company's strategy for the upcoming year, focusing on reducing operational costs and increasing revenue through new market expansion. It also mentions the need for regular communication and reporting to the board of directors to ensure transparency and accountability.

