Data Acceptance Plan

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CHANGE LOG

Revision	Date	Description	Author
1.0	9/15/2008	Original draft	Weaver
1.1		Revisions	Weaver, Duerr
2.0	2/15/09	Revisions, distributed to UWG	Weaver, Duerr
3.0	4/6/09	Revisions, internal to NSIDC	Weaver, Duerr
4.0	4/9/09	Revisions, distributed to UWG 4/15/09	Weaver, Duerr, Leon, Miller
5.0	7/30/09	Split Levels of Service section into its own document and updated examples tables	Duerr
6.0	3/19/10	Updated Appendix A so it's contents can be used as the data documentation (at loweset level of documentation support)	Duerr, Leon, Miller
7.0	10/1/10	Changed the data accession process to also include an executive session for the UWG once the material is presented and a decision is needed. Revisions accepted, distributed to UWG via Web site	Weaver, Duerr
8.0	03/04/10	Unknown	Unknown
9.0	05/04/15	Major revisions, removed areas of the plan that were out of date. Linked to more maintained and updated NSIDC and NASA related documents. Removed Appendix A.	Scott

1.0 Introduction

Purpose and Scope

The purpose of this Data Acceptance Plan is to ensure that non-EOSDIS approved[1] data submitted to the NASA National Snow and Ice Data Center Distributed Active Archive Center (NSIDC DAAC) for archive and/or distribution are vetted and reviewed to be scientifically valid and viable for research applications. The scope of this process is limited to the NSIDC DAAC and does not set policy outside of the NSIDC DAAC, but references those policies that apply to the NSIDC DAAC as a NSIDC managed and a NASA EOSDIS direct-funded task.

This plan ensures that a NASA approved data review process is used to recommend data sets for inclusion into the EOSDIS supported collection of NSIDC DAAC standard data sets. This plan applies to all NASA approved non-EOS missions and projects, and all PI-Provided or NSIDC DAAC internally generated data.

This document describes the procedures and processes for the introduction of new, non-EOS data sets into the NSIDC DAAC collection of standard data sets.

Data Considerations

The following types of data are considered for management and distribution:

EOS Approved Mission data

NASA Science Mission Directorate (SMD) and EOSDIS approved mission data are accepted as part of the NSIDC DAAC core data sets upon release by the Mission. Acceptance and public release of data is determined by the Mission Science Calibration and Validation team and declared for public release by the Mission Scientist. This process is documented within Mission and NSIDC DAAC shared Interface Control Document (ICD) and the NSIDC DAAC Annual Workplan. Likewise, data received by NSIDC DAAC from NASA and EOSDIS approved data production projects, which are vetted by a Science Team prior to arrival at NSIDC DAAC, are by virtue of the agreement with NASA HQ and EOSDIS, accepted as NSIDC DAAC core data upon receipt from the provider.

NASA Data Recommendations

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[1] EOS Mission data assigned to the NSIDC DAAC are not subject to this process.

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NASA ESDIS Management and/or the NASA Program Scientist for Cryosphere may request the NSIDC DAAC to accept data sets that compliment NASA missions. For these instances, the acceptance requires a shortened version of the data acceptance process as outlined in section 3.0.

Non-EOS Mission data

NASA Principal Investigator provided data

Internal data generated by the NSIDC DAAC

These data categories will follow acceptance procedures as outlined in section 3.0.

2.0 Data Acceptance Procedure for EOS Approved Mission Data

Agreements between the mission and NSIDC DAAC are completed and signed prior to mission launch and include the Interface Control Document and the Data Management Plan. Within these documents it is agreed that final responsibility for the quality of the data and the authority for acceptance (i.e. introduction and public release) of NASA and EOSDIS approved mission data into the NSIDC DAAC collection of standard data set rests entirely with the mission project scientist. Cognizant NSIDC DAAC Product Team staff (see inset Section 3) then incorporate these mission data into the NSIDC DAAC for archive, distribution, and operational support once the Mission delivers the data.

3.0 Data Acceptance Procedure for Principal Investigator, non-EOS Mission, and NSIDC Internal Data

Several factors are used to evaluate a data set including scientific merit, uniqueness, cost to archive and distribute, etc. A major criterion to determine the resources needed is considering the Level of Service (LoS) to be provided.

Levels of Service

NSIDC supports a range of services, broadly categorized as providing service to the user or for the data. Levels of Service for the user include the level of user support, data set software development, and data set documentation provided. Services for the data include ingest of the data, regular or on-demand processing, data archival, and data distribution to users. Within each category, the levels of service are generally described in order of increasing cost. In addition, depending on the needs of the data provider or user community, a wide range of value-added data or services may be considered for developed as warranted. As part of the Data Acceptance process, each data set will be assigned levels of service in each category.

Data Acceptance Process

The general workflow steps are typical of a data submission request. An initial review by the NSIDC DAAC Data Accession (DA) Lead determines the degree to which the data set is scrutinized prior to the final decision by NASA EOSDIS Management. An overview of the process is depicted in Appendix A.

Step 1: Intake and Initial Review

1. An online submission request is made to NSIDC DAAC for consideration of archival and/or distribution of data. The PI provides the data related documentation and data specific requirements.

2. The DA Lead initiates the review process, making contact with the submitter, insuring the integrity of the material received, and determining the NSIDC subject matter experts for the assessment.

Step 2: Initial assessment

1. The submission package is vetted for science and resource requirements by relevant NSIDC DAAC Product Teams and NSIDC Scientists. A recommendation based on the science value of the data and desired LoS is captured.

2. The DA Lead reviews the NSIDC recommendations. A recommendation to

> ### NSIDC Product Teams
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> *Most of the data activities in the DAAC are handled through Product Teams, which typically include representatives from each of the specialty areas at NSIDC. In general a product team will include a technical writer, a user services representative, a scientist, a scientific programmer, a data operations representative, a product team lead, and other technical personnel as needed.*

archive/distribute initiates the UWG review.

3. If additional information is requested of the PI, the DA Lead facilitates gathering hat information. Satisfactory response leading to a recommendation to archive/distribute initiates the UWG review.

4. Concerns related to the data quality, data fit, and/or science relevance, resulting in a rejection, initiates a report to the DAAC Manager for a formal rejection statement. The DA Lead will contact the PI explaining why the data set has been rejected. The DA Lead may provide the PI with other archival center options, or provide the option to correct the concerns and resubmit the data request.

Step 3: UWG review

1. The submission package, which now includes the NSIDC DAAC recommendation is provided to and vetted by the UWG for community-wide science value. A recommendation based on the science value of the data is captured. A recommendation on behalf of the UWG is provided by the UWG Chair.

2. The DA Lead reviews the UWG recommendations. A recommendation to archive/distribute initiates the EOSDIS review. If additional information is requested of the PI, the DA Lead facilitates gathering that information. A satisfactory response leading to a recommendation to archive/distribute initiates the EOSDIS review.

3. Concerns related to the data quality, data fit, and/or science relevance, resulting in a rejection, initiates a report to the DAAC Manager for formal rejection statement. The DA Lead will contact the PI explaining why the data set has been rejected. The DA Lead may provide the PI with other archival center options, or provide the option to correct the concerns and resubmit the data request.

Step 4: NASA ESDIS Action

1. The submission package, including the DAAC and UWG recommendations to archive/distribute the data is delivered to ESDIS Management. ESDIS may choose to work with the NASA HQ Program Scientist to receive further input on the submission request. If ESDIS accepts the recommendations to archive/distribute the data, the DA Lead informs the PI that the data have been accepted for inclusion with the NSIDC DAAC's standard data sets, and introduces the PI to the assigned Product Team Lead.

2. If ESDIS rejects the recommendation for the NSIDC DAAC to archive/distribute the data, the DA Lead informs the PI of the decision and may provide the PI with other archival center options if applicable.

4.0 Data Acceptance Procedure for internally generated NSIDC DAAC data

Data acceptance procedures for internally generated NSIDC DAAC data are the same as in section 3.0. The distinction is that a NSIDC DAAC product team lead may act as the submitter in collaboration with a NSIDC scientist.

Appendix A: Process Flow Diagram
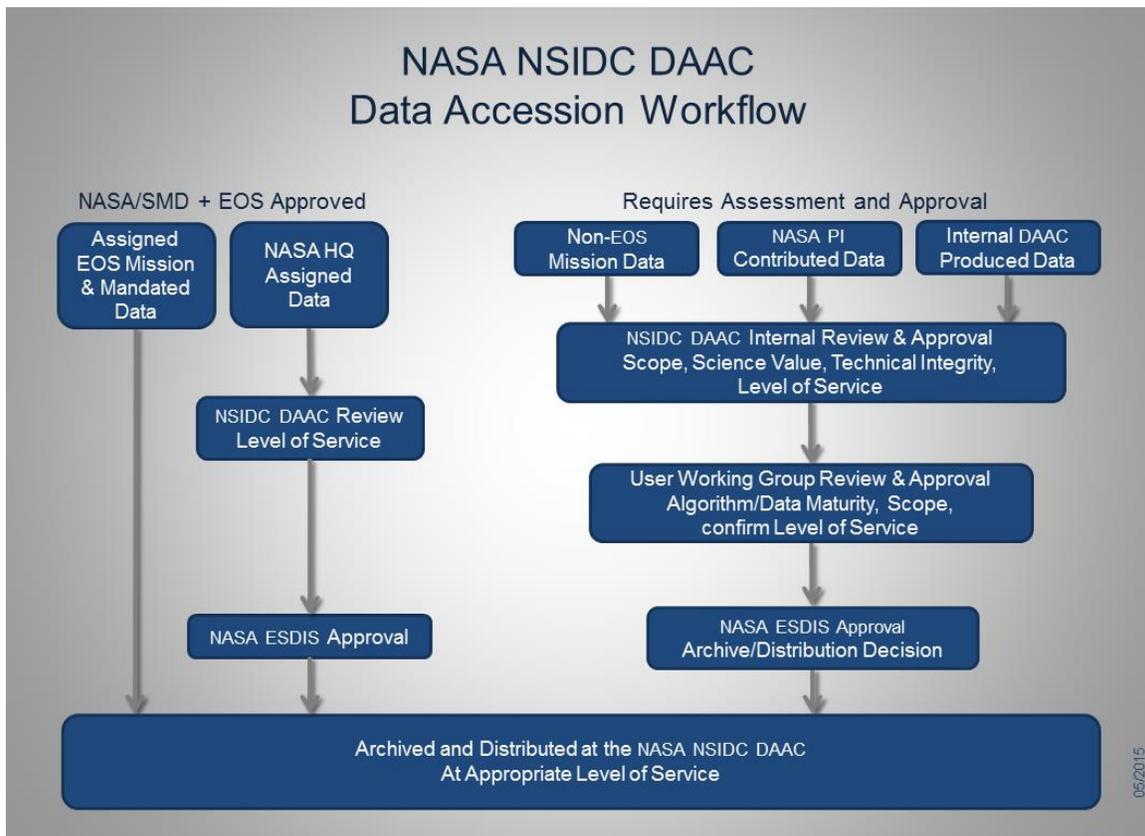
Appendix B: Control Documents

NASA HQ and ESDIS directives
NSIDC DAAC and Mission Interface Control Documents
NSIDC DAAC Annual Work plan
NSIDC Levels of Service (LoS) Document
NSIDC Policy Documents

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Appendix C: List of Acronyms

DA	Data Accession
DAAC	Distributed Active Archive Center
EOS	Earth Observing System
EOSDIS	EOS Data and Information System
ESDIS	Earth Science Data and Information System
ICD	Interface Control Document
NASA	National Aeronautics and Space Administration
NASA HQ	NASA Head Quarters
NSIDC	National Snow and Ice Data Center
PI	Principal Investigator
SMD	Science Mission Directorate
UWG	User Working Group

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