

Supervisors Checklist for Data Release

September 14, 2018

Supervisors have responsibilities at two different times: before data and metadata are reviewed and before the product is sent to the science center director for approval.

This checklist provides supervisors with a list of actions required for data and metadata review. Insert a "✓" in the boxes provided to confirm the listed actions have been completed. A "Comments/Notes" section is also included at the end for any additional information you may wish to document. This form may be retained as part of the IPDS documentation or in the originating office for recordkeeping purposes.

Before the product is sent to the science center director for approval, check the items on the [Center Directors Pre-Approval Checklist for Data Release](#) to verify that the product is ready.

Data Release Product Title

Confirm the Appropriateness of the Product for Data Release

- Interpretive or new methods used in producing the data are published in an associated scholarly publication, and a reference to the publication is provided in both the data release and the metadata. (No new interpretive information should be included in the data release product.)

Data Management Plan

- The project data management plan (DMP) has been updated to reflect actual project activities. (This includes ensuring that the DMP covers, for example, a memorandum of understanding or data sharing agreement for external data, the appropriate controls for sensitive/proprietary data, and the location for storing the authoritative copy).

Selection of Data and Metadata Reviewers

The data review involves checking that the data meet standards for quality and completeness, in contrast to peer review (as described in [SM 502.3](#)), which establishes the veracity of the scientific interpretation. Data review requires the reviewer to have specialized scientific knowledge of the particular type of data being reviewed (refer to the [Data Management website](#)). It may be and often is appropriate for the same person to conduct both the data and the metadata reviews. The metadata review ensures that the requirements of [SM 502.7](#) are met. Refer to the [data review checklist](#) and the [metadata](#)

[review checklist](#) for additional guidance on the knowledge and skills required for conducting the [reviews of data and metadata](#). Considering these requirements, confirm the following:

- A capable data reviewer has been selected.
- A capable metadata reviewer has been selected. (This can be the same person as the data reviewer.)
- If there is software involved, a capable software reviewer has been selected.

For More Information

Refer to [SM 502.8](#) and the [USGS Data Management Data Release page](#).

Comments/Notes (optional)