

# Guidelines for Submitting PSC Description Files

Updated September 12<sup>th</sup>, 2011

Description files are intended to be metadata that indicate what data is new or what changes have occurred to the data itself since the last submission of a given data type. Metadata records help preserve the usefulness of the cwt database by detailing changes. These guidelines are intended to help the reporting agency create more relevant and meaningful description records as they make changes to their Release, Recovery, Catch/Sample, Catch & Effort, and Location data records over time.

## When to Submit a Description File

PSC Ver 4.1 Data Specification Ch1.B.2.f

Description: One corresponding Description file must be submitted with any data file mentioned above when submitted to the Mark Center. However, a Description file should not be re-submitted when a data file is re-submitted solely for the purpose of correcting validation errors. One and only one description file should be sent in association with a set of one or more data files for a given submission date. In the event that more than one description file for the associated data file(s) is sent, only the latest description file uploaded for the given submission date will be processed for the database and also displayed on the Data Status web page

## What to Submit for a Description File

PSC Ver 4.1 Data Specification Ch1.G.6

Description Data—row excerpt (all columns shown here):

Header Record:

```
"record_code","format_version","submission_date","reporting_agency","submission_status","file_type","file_status","first_year","last_year","description"
```

Example Description Records:

Line #1

```
"D","4.1","20090219","CDFO","R","LC","C",,, "Increasing readability of recovery and catch locations strips for Fraser River sport fishery for modeling purposes. Modifications to chinook catch for Fraser gillnet/first nations fishery and West Coast Vancouver Island troll fisheries"
```

Line #2

```
"D","4.1","20090402","CDFG","N","RL","I",,, "CWT 2007 RELEASES OF BY2006 CHINOOK FROM THE YUBA RIVER WERE SUBMITTED"
```

Line #3

"D","4.1","20090402","CDFG","R","RC","C","2007",,"UPDATE TO 2007 RECOVERY YEAR - ADDED INLAND RECOVERIES ASSOCIATED WITH SNAKE RIVER SPAWNING SAMPLES"

**Submission Date:** The submission date should match the submission date for the corresponding data file to link the description to the correct data set in the on-line News and Data Status web pages.

**Examples:** The following examples listed below are descriptions excerpted from the Coded Wire Tag database. Where agency acronyms were used they have been replaced with 'X's to avoid focus of who submitted the descriptions instead of the quality of descriptions submitted.

**Bad Descriptions:** A bad description tends to focus on the process rather than the data. Often it merely restates details such as the number of records submitted, agency or date uploaded. These details are already available on the RMPC News & Data Status pages and have no value as metadata.

Examples of bad descriptions are:

Submission Date: 14-AUG-09 Updated location file

Submission Date: 24-DEC-01 5,981 records

Submission Date: 28-JUL-00 Release data as of 7-28

Submission Date: 17-AUG-09 XXXX ALL releases, full dataset.

Submission Date: 16-JUN-08 XXXX RELEASE DATA SUBMISSION

Submission Date: 02-MAR-10 30 RELEASE UPDATES

Submission Date: 26-MAY-06 XXXX XXXX BY2004 Tag Release Data

Submission Date: 20-JUL-06 jul 06 corr

Submission Date: 28-SEP-09 Mid Year

Submission Date: 17-AUG-09 XXXX ALL locations, full dataset.

Submission Date: 28-JAN-09 XXXX 2008 RECOVERY DATA SUBMISSION

Submission Date: 28-JAN-09 XXXX 2008 CATCH SAMPLE DATA SUBMISSION

**Not-As-Bad Descriptions:** These descriptions may have some meaningful information but are probably not adequate as a long-term record of metadata.

Submission Date: 16-AUG-05 XXXX 2005 MID-YR REPORT

Submission Date: 05-FEB-10 XXXX XX release corrections - 1999 thru 2007

Submission Date: 18-MAR-09 2008 XXXX releases - Columbia River

Submission Date: 12-FEB-09 Additional sockeye release information was added

Submission Date: 18-JAN-07 XXXX 06submit preliminary recovery file ocean

Submission Date: 18-FEB-10 adds 2008 XXXX recoveries - Olympic Peninsula

Submission Date: 06-AUG-03 2003 releases included. 19 new CWT records, and 1,025 new associated and unassociated records.

Submission Date: 25-JAN-10 XXXX 2009 CATCH SAMPLE DATA SUBMISSION, initial 2009 data submission due 1/31

***Good Descriptions:*** A good description addresses what changed about the data since the last submission and focuses on the data rather than the process. These descriptions are both explanatory and specific enough to provide a good record of changes over time.

Examples of good descriptions are:

Submission Date: 19-FEB-10 Adds new catch sample areas for Nehalem, Umatilla and Alsea Spawning ground recoveries. Removes unused recovery areas in the Elk River and Umatilla Spawning ground Recoveries.

Submission Date: 17-FEB-09 Increasing readability of recovery and catch locations strips for Fraser River sport fishery for modeling purposes.

Submission Date: 25-APR-07 A NEW CODE FOR CASWELL PARK ON THE STANISLAUS RIVER WAS CREATED (6FCSJSTA CASP), INCLUDING THREE LOCATION TYPES.

Submission Date: 11-AUG-07 CWT RELEASES OF BY2006 FEATHER RIVER CHINOOK WERE SUBMITTED.

Submission Date: 05-JUL-07 CWT RELEASES OF BY 2006 CHINOOK FROM THE MOKELUMNE RIVER WERE SUBMITTED.

Submission Date: 19-SEP-06 REVISIONS WERE MADE TO THE RELEASE LOCATIONS OR COMMENTS IN RECORDS FOR TAGCODES 06-24-65 THRU 06-24-68 USED ON FEATHER RIVER HATCHERY BY 2005 SPRING-RUN CHINOOK.

Submission Date: 29-JAN-08 XXXX UPDATED RELEASE FILE. ADDS TAG CODES FOR COASTAL AND COLUMBIA RELEASES. UPDATES SEVERAL RELEASES PREVIOUSLY LISTED AS PRELIMINARY AND SEVERAL PRELIMINARY THAT ARE MISSING RETENTION DATA.

Submission Date: 26-JUL-99 Release update. 19,467 records Ver 3.2 Species Brood Year No. Records - Chinook 1967-1998 4862 Coho 1967-1998 8466 Stlhd. 1972-1999 1649 Sockeye 1960-1997 630 Chum 1955-1998 2932 Pink 1955-1998 472 Cutthrt. 1979-1998 456 127 new tag groups and 843 unassociated mark groups added

Submission Date: 02-MAR-10 This file includes 2009 release information that was not previously uploaded for Chinook and sockeye Salmon.

Submission Date: 26-AUG-09 This upload includes release information from Hagerman National Fish Hatchery, which had not been included in previous uploads. In July 2009 it was agreed upon by XXXX and XXXX that XXXX would take on the responsibility for reporting release information from Hagerman since release year 2007.

Submission Date: 26-OCT-05 XXXX RELEASE UPDATE AS OF 05-10-26 CORRECTS RELEASE SEVERAL OF THE REPORTED RELEASES ARE PRELIMINARY AS RETENTION DATA WAS NOT REPORTED OR AVAILABLE THESE WILL BE UPDATED AS RETENTION IS REORTED. TAG TYPES ARE UPDATED FOR LENGTH AND ONE HALF TAGS. AND SEVERAL DIT ASSOCIATED RELEASES ARE CORRECTED.

Submission Date: 24-MAR-08 XXXX06 resubmit RC ocean w inland data added add preliminary 2006 CV inland RC data

Submission Date: 08-JAN-10 Improvements to Lower Fraser First Nation Chinook Catch Estimates and improvements to Fraser Commercial & FN cwt estimates; Revised format for permanent recovery\_ids; fixed duplicate sport recovery\_ids; Improvements to Northern Sport (1996-2008), Johnston Strait (1996-2007), Skeena FW (1999-2008), Lower Fraser (2008), Chilliwack/Vedder (2008), South Thompson (2008), Lower Shuswap (2008) using historic FW creel data; Improvements to Lower Fraser /Georgia Strait South sport - many changes from marine to freshwater.

Submission Date: 13-JAN-10 2008 Recovery Data: Added hatchery rack coho and stream trap coho.

Submission Date: 02-APR-09 2008 Recovery Data: Added Grays Harbor and Willapa Bay non-treaty net recoveries and Puget Sound net recoveries.

Submission Date: 09-FEB-10 2009 Catch-Sample Data: Includes ocean sport and non-treaty ocean troll.

Submission Date: 12-FEB-08 2007 Catch-Sample Data: New, Incomplete: Includes ocean troll, and ocean sport. Does not include winter troll in Juan de Fuca Straits.

***Things to consider that help develop useful descriptions:***

- Keep track of the types of changes as they occur over time per data type.
- Indicate seasonal additions of records and keep notes of large groups of changes that affect multiple records.
- Make notes of when submissions for a given data set or type of data were last submitted.

These notes can be summarized at a later date to create a good explanation of how the data was affected since the last submission and used as a description file.