



Procedure to Submit Documents or Information for Website Posting

Wetlands Infrastructure

March 2012

U.S. Fish and Wildlife Service
Division of Habitat and Resource Conservation
National Standards and Support Team
Madison, WI

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This document describes the metadata required to accompany any documents submitted to the National Standards and Support Team (NSST) for website posting. All postings must also follow the Department of Interior Web Standards Handbook¹ and the U.S. Fish and Wildlife Service (FWS) Web Standards Handbook², in particular section 2.1.2 *Digital Rights, Copyright, Trademark, Patent Laws*. All documents submitted will be reviewed for compliance, and will require approval by the Website Advisory Team.

Process

The operational management of the webpage is the responsibility of the NSST with the Webmaster as lead and oversight by the Web Advisory Team. A web review panel, consisting of the Advisory Team will prepare and evaluate all documents to be uploaded to the website.

Documents or suggested links should be sent to the Web Advisory Team for initial review. The content team will give consideration to suggestions as feasible. When appropriate, technical specialists will be asked to review certain submissions in specialized subject areas.

All postings must comply with standards requirements for site certification. Issues related to any of these requirements will be referred to the Web Advisory Team.

Format

Whenever possible, please submit all documents in their original format. To ensure indexing accuracy and format, all documents will be converted to Adobe PDF format. A metadata description file will be created for each document in order to record the required metadata.

Required Metadata

Topic

Each report will be grouped by topic. The topics are directly related to the 5 groupings shown on the left side of the index (<http://www.fws.gov/wetlands/>) page. The five topics are:

1. Geospatial Wetlands Data
 2. NSDI Wetlands Layer
 3. Status and Trends
 4. Other Wetland Topics
 5. Contacts and Other Information (to include organization related information)
- ¹ http://www.myinterior.doi.net/webcouncil/docs/386_DM_3_Web_Handbook_Rev_1_April_2007.pdf
- ² https://intranet.fws.gov/region9/webpublish/standards/final_handbook.pdf

Document Category

The following are categories for web posted reports, articles and publications:

1. Fact Sheet
2. Informational Article
3. Technical Document or Procedure Manual
4. Open-File Report or Data Summary
5. Technical Report
6. Scientific Publication Journal or Text

Fact Sheet

Fact Sheets present a variety of topics covered concisely and clearly in 1 to 4 pages; the focus is on important aspects of scientific findings, program organizational structure, or summaries of technical capabilities and how they address issues of interest. They inform others about ongoing studies, new techniques, information and points of contact useful to a variety of audiences, including resource managers, scientists, and the general public.

Informational Article

Informational Articles are general information products that are specifically intended to educate and inform anyone interested in the subject matter. They appear as articles in newsletters, or other published media outlets that are not subject to the rigors of scientifically referred publications. The focus of these articles is on projects, services, and general scientific information of public interest.

Technical Document or Procedure Manual

Technical Documentation or Procedural Manuals are typically longer documents that provide timely dissemination of process information or techniques employed to collect, analyze or report data findings. This series is technical in content but will not provide data or report findings. It is designed to provide users with information to comply with the transparency of process for data collection, analysis and peer review as required the Information Quality Guidelines (<http://www.fws.gov/informationquality>).

Open-File Report or Data Summary

Open-File Reports or Data Summaries are reports that summarize data findings for particular projects or geographic areas of interest. These reports are not formal scientific publications, but do provide accurate information based on studies or work completed. Open-File Reports are used for the dissemination of information released to fill a public need or information that is not sufficiently refined to warrant publication. Open-File Reports may include maps and reports that need to be released as supporting documentation.

Technical Report

Technical Reports include comprehensive reports of wide and lasting interest and scientific or technical importance. The reports are characterized by thoroughness of study and breadth of scope and/or geographic coverage. Audiences are typically administrators and resource managers. These reports are typically required to meet technical planning guidelines, provide status information, detail project outcomes required by the agency or other oversight reporting.

Scientific Publication Journal or Text

Scientific Publication, Journals or Texts publish original research and studies that result in new scientific knowledge. Peer review is handled by the individual journals and it should be noted that the process implemented by primary journals may or may not meet the Office of Management and Budget peer review guidelines (http://www.whitehouse.gov/omb/infoereg/info_quality/information_quality.html) or FWS peer review guidelines. Often there are copyright restrictions associated with reproduction of scientific journal papers or texts. These materials may be accessed by posting of abstracts, references or links to the appropriate publication web site.

Document Status

The document status will indicate whether the document is **current** or whether it contains **archival** information. All archival information will have to be requested by e-mail and directed to the webmaster.

1. Current
2. Archive

Regarding Peer Review of All Web Posted Reports, Articles and Publications

Internal Review is required of all publications to ensure correct usage of the English language, scientific terminology, conformance with format standards of the intended outlet, and appropriateness for the intended target audience. The Internal Review is equivalent to a basic editorial review, and should be completed and approved by the Web Advisory Team. All web posted documentation and publications should receive Internal Review.

Policy Review is necessary only if Service positions or policies are discussed. However, the necessity for a Policy Review will be determined for all publications by the official responsible for approvals at the Internal Review level. The purpose of the review is to ensure that all discussions or interpretations of agency policy accurately reflect the official policies and positions and (as appropriate) are based on a firm legal foundation. When deemed necessary, Policy Reviews can be conducted by senior managers, such as Assistant Regional Directors, Regional Directors, Assistant Directors, or the Director (as appropriate), at times in consultation with Regional or Washington Office solicitors (as necessary). The rigor (e.g., number of reviewers, reviewers internal or external to the Service) and transparency (e.g., anonymous or public reviews) of the process may be modified as appropriate based on the size or complexity of a manuscript and specifically to accommodate OMB Peer Review guidelines for “influential” and “highly influential” scientific assessments.

Disclaimer to be used for reports, articles and publications:

The findings and conclusions in this report are solely those of the author(s) and do not necessarily represent the views of the U.S. Government or the Fish and Wildlife Service.