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# CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

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**CGM NUMBER: 054.00**  
**EFFECTIVE DATE: 10/15/08**

**CATEGORY: Data Management**

**SUBJECT: Centralized Storage Use, Policy, and Guidance**

**DESCRIPTION:**

This memorandum establishes procedures, policy and guidance to both Jacksonville District, U.S. Army Corps of Engineers (USACE) and South Florida Water Management District (SFWMD) staffs on CERPZone Centralized Storage to include administration, access and maintenance.

In 2001, the staff of CESAJ Information Management (IM) and SFWMD Information Technology (IT) developed the hardware and software technology standards for the CERP network and storage area. The need for a centralized data storage system was identified at that time and it was determined that a Storage Area Network (SAN) configuration would be the best solution. It would provide the needed data storage, retention, centralization, security and access for all CERP Projects, Programs and Participating Agencies.

A SAN was acquired and installed in the CERPZone environment to allow for the collaboration and permanent storage of project and program related data. The folder structure for the storage area reflects the list of Programs and Projects supporting CERP.

The Design Agreement between the Department of the Army (DA) and SFWMD was signed on 12 May 2000. In addition, authority was also laid out in the following sections of the CERP Master Program Management Plan, Vol. I – Management Processes Comprehensive Everglades Restoration Plan:

## **2.2.1 Information Management**

*“A set of program controls will be established to provide project managers with processes and tools to manage documents, data and information that are critical to implementation of the Comprehensive Plan. Effective information management*

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*is a critical component of program controls for a program the scope and magnitude of the Comprehensive Plan.”*

### **2.2.1.1 Shared Data and Information Network**

*“A separate network will be established to facilitate electronic document storage and retrieval as well as information management and collaboration for the Comprehensive Plan implementation. This shared data and information network will be equally accessible to both the SFWMD and the Corps. It will consist of a web site and servers that will allow for sharing of draft and final documents, schedules, financial, scientific and geospatial data, and other program-related information between the Corps, SFWMD and other authorized users.”*

### **2.2.1.2 Geospatial Data Management**

*“A data management plan will be developed to ensure that all geospatial data needed for the Comprehensive Plan implementation can be easily accessed, retrieved and used by all authorized users. Geospatial data includes but is not limited to surveys, maps, aerial photography, aerial imagery, and biological, ecological, and hydrological modeling coverages.”*

*“To effectively manage this data, the Corps and SFWMD will establish standards and procedures to facilitate electronic storage, retrieval and transfer of data. The standards and procedures will address such topics as geospatial metadata, data projections, horizontal/vertical datums, file formats, compression techniques, file coding and file naming conventions for all geospatial data to be stored on the shared data and information network”.*

## **GUIDANCE:**

### **Applicability**

The Centralized Storage area within the CERPZone will be used for development, collaboration, management, and storage of data, databases, spreadsheets, model runs, and cross-platform image files appropriate for the SAN according to the SAN's design.

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The storage area is divided into four business components;

GIS – GIS / Map related data (Shape-files, Arc Map Documents, Metadata, jpegs)

IMC – Model input files, output files, post-processed data and the model runs themselves.

Projects and Program Data - Data resulting from manual or automated monitoring efforts, data interpolations, programmatic calculations, or study results.

Infrastructure – Supporting documentation for the internal structures of storage.

This information could be provided by the Principle Investigators who monitor the sites, Project managers and team members, Program Analysts, or identified Data Stewards. The Centralized storage area will be referred to as Data Access, Storage and Retrieval (DASR) and is accessible through the CERPZone. The centralized storage of data is available to all individuals who have a valid CERPZone login ID and password.

## Responsibilities

*Administration of DASR Services* - The system will be maintained by CERP IT/IM personal under the control and guidance of the CERP Technology Management Board. All upgrades, updates, and daily administration functions will be performed as appropriate to ensure that the services are available to the CERP community.

*Administration of Folder areas* - A Data Steward will be assigned by the Project Manager(s), to control a membership and access to each project or program folder. If a change in the Data Steward assigned is needed (due to reassignment, resignation or other issues), it is the responsibility of the Project Manager to notify the IDM Data Administrator in a timely manner. A member of the IDM Management group may, after a significant reorganization, check the list

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of administrators against new organization charts and request changes directly through the IT Data Administrator.

All requests will contain the following:

- a) Name of the Project or Program
- b) Name of the Data Steward
- c) Name of Project Manager authorizing change

New requests will also include:

- d) A list of initial Project or Program Members and associated permissions

*Folder Membership* - Folder Membership is controlled by the IDM Data Administrator. A valid CERPZone user will contact the Data Steward or Project Manager to request permissions to access an established folder. Access to the data files is controlled at the folder level. The Project Manager will direct the IDM Data Administrator to create the user permissions as appropriate. It is the responsibility of both the Team Member and the Project Manager to keep the IDM Data Administrator up to date on their membership so that the membership groups are current and valid.

*Folder Structure* - The business component folder structures will be maintained by CERP Information and Data Management (IDM). Requests for new DASR folder areas or changes to existing areas should be submitted by the project manager of record, their supervisor (or designee), or an IDM Data Liaison. After approval by the Technical Management Board chairs, the IDM Data Liaison will forward the request to the IDM Data Administrator. Email is an acceptable means of communication. If the requested changes, involve a change in the established structure, a CITIF will be required and the CITIF process will be followed.

*Folder Area Maintenance & Clean-up* - The data steward, project manager, or designee will, throughout his or her tenure on the project, evaluate the importance of each file and remove files which exceed their retention period. Files used for business decisions should be marked as such in some manner and retained for historical purposes.

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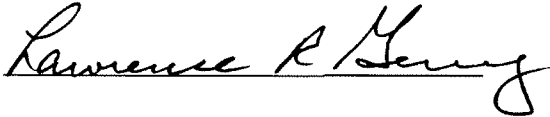
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The IDM Data Administrator will continuously monitor the usage of the data environment and advise the data steward when clean-up is necessary or when a SAN Space Request needs to be submitted.

**APPLICATION:**

Effective as of the date of this CERP Guidance Memorandum, the staffs of both agencies will implement this guidance in accordance with the information provided herein for centralized storage use, policy and guidance.

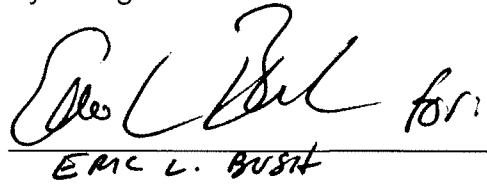
**APPROVALS:**



**Lawrence R. Gerry,**

Director, Everglades Restoration  
Planning Department  
South Florida Water Management District

DATE: 10/21/08



**Stuart J. Appelbaum**

Deputy, Restoration Program  
Management,  
U.S. Army Corps of Engineers

DATE: 10/05/08

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