

# UK Polar Data Centre Data Acceptance Procedure

## Version 2 released: 11 December 2023

### Remit of the UK Polar Data Centre (PDC)

The PDC is a long-term repository for the preservation of polar and cryospheric data. It is part of the NERC Environmental Data Service (EDS) and works with other NERC Data Centres to ensure all environmental data collected using NERC funding which is of long-term value is managed within one of the data centres. Decisions about which data centre will manage data are taken at the data management planning stage whenever possible.

PDC acts as the UK's National Antarctic Data Centre helping the UK to meet article III 1c of the Antarctic Treaty that states that "scientific observations and results from Antarctica shall be exchanged and made freely available". It also helps the UK meet the International Arctic Science Committee (IASC) objective to "seek to ensure that scientific data and information from the Arctic are safeguarded, freely exchangeable and accessible".

### Data we accept

We will consider accepting data that fall into the following definitions:

#### Definitions

##### *Northern polar regions - Arctic*

There are different definitions of the Arctic and anything north of Arctic circle (66° 34' N) would certainly count. There are other areas e.g. Southern part of Greenland, Iceland etc. that are not far outside this which we also consider Arctic. For Arctic regions (including permafrost and tundra regions), we accept any type of environmental data.

##### *Southern polar regions – Antarctica etc.*

We use a broad definition of southern polar regions, especially for research involving interlinkages with nearest continents and oceans. This definitely includes Antarctica, sub-Antarctic Islands, Southern Ocean and can be extended where relevant to places such as the Falkland Islands or southern tip of South America. All types of environmental data are within our remit.

##### *Cryosphere*

Extends the reach of what we take to frozen regions elsewhere. For these regions, we accept snow/ice data and any related datasets.

##### *Other areas within the British Antarctic Survey (BAS) operational footprint*

For a variety of reasons, BAS scientists may work in other regions. If there is no other data centre more suitable (or willing) to take the data, then we will manage it for the long term.

If data are offered to us, we will use the following key to determine whether or not to accept the data. This should be used in conjunction with the NERC data value checklist<sup>1</sup> which helps to determine whether the dataset is of long-term value.

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<sup>1</sup> <https://www.ukri.org/wp-content/uploads/2022/08/NERC-120822-DataValueChecklist.pdf>

	<b>Question</b>	<b>Response</b>	<b>Action</b>
1	Was the data collection funded by NERC?	Y	Go to q2
		N	Go to q4
2	Was the data collection funded by a NERC grant?	Y	Go to q3
		N	Go to q9
3	Are PDC the allocated NERC data centre (talk to Grant Data Coordinator if unclear)?	Y	Refer to data management plan and start accession process
		N	Pass on request to allocated data centre
4	Were the data collected by a UK researcher or funded by a UK funding body?	Y	Go to q5
		N	Suggest the requester submits the data to the relevant National polar data centre (or if one doesn't exist, could refer to SCADM or ADC). Discuss with Head of PDC if there are good reasons to host this data within the PDC
5	Does the data fit within the remit of being polar, cryospheric or within the BAS operational footprint (see definitions)?	Y	Go to q6
		N	Refuse data due to it not being within our remit. If unsure discuss with Head of PDC
6	Are there other data centres better suited for these data (e.g. BODC for oceanographic data, genbank for genomic data)?	Y	Suggest the requester submits the data to the most suitable repository (be aware that as not NERC funded other NERC data centres may not wish to take the data without funding to accession it)
		N	Go to q7
7	Does the PDC have the resource (staff time/storage space etc.) to accession the data?	Y	Start accession process
		N	Go to q8
8	Discuss with Head of PDC - can additional resource be found?	Y	Start accession process
		N	Refuse data due to not having the required resource to accession it
9	Was the data collected by a BAS scientist funded by BAS budget (e.g. through science programme funding or ALI science)?	Y	Go to q10
		N	Clarify source of funding and discuss with Head of PDC
10	Are there other data centres better suited for these data (e.g. BODC for oceanographic data, genbank for genomic data)?	Y	Liaise with the proposed data centre to see whether they are willing to take the data
		N	Start the accession process