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Definitions for Form 9-1325

Information Product Review and Approval Sheet

The Information Product Data System (IPDS) is the Bureau's official system for managing the development of USGS information product requiring Bureau Approval (see http://communities.usgs.gov/oc_blogs/usgs_news/?p=645). Effective October 1, 2008, the IPDS must be used to record metadata and to electronically certify that the required approval steps have been completed (see http://communities.usgs.gov/oc_blogs/usgs_news/?p=651). The IPDS workflow history provides documentation to show that these steps have been taken.

The downloadable Form 9-1325 (Information Product Review and Approval Sheet) is retained for use as signatures documentation for manuscripts, for example, when the peer review and editorial review is not done electronically. The form may be supplied to Approving Officials to show signatures for such review steps, however it can not be used as a replacement for the IPDS metadata and approval requirements.

The following definitions explain the fields on Form 9-1325.

Information Product Tracking No. - The IPDS tracking number that identifies the information product.

Science Center Contact - The individual responsible for assembling the approval package for the science center

Signatures - The following signatures represent verification of USGS review and approval policy compliance (see <http://internal.usgs.gov/fsp/policies.html>). In some instances (e.g., multiple USGS authors, peer reviews, technical specialist reviews), more than one signature and check-off may be required.

Name, Title, and Affiliation - Name, area of expertise, affiliation

Author Submission - Author verifies that draft information product is ready for peer review

Supervisor Approval - Supervisor approves draft information product for peer review

Peer Review Verification - Two peer reviewers (at least one from outside the author's originating office) verify completion of review

Technical Specialist Review Verification - Authorized technical specialist review, including geologic, geographic, biologic, hydrologic, and geospatial names review and geodatabase and metadata review, where appropriate

Office of Communications Review Verification - Office of Communications review is required for General Information Product series and for policy-sensitive and high visibility topics

Science Center Approval - Science center manager confirms editorial review by the Enterprise Publishing Network (EPN) editor has been performed, as appropriate and approves the information product or forwards it to a Bureau Approving Official for approval

Editorial Review Verification - EPN staff in Publishing Service Centers (PSCs) provides editorial review for all USGS series information products. Editing of outside publications is optional

PSC Approval - Local PSC Chief approves series information products for USGS publishing policy requirements and visual identity system and Section 508 accessibility compliance, where appropriate, prior to release

Bureau Approval - Designated Bureau Approving Official approves information product for release.
Note: This approval must be obtained through the IPDS.