

A comprehensive data review is required so that valuable ship time, researcher time, and funds are only allocated to projects that drill and core in the correct geographic locations and to the requisite depths, while recovering appropriate types of sediment, rock, fluid, and/or microbial samples to achieve the scientific ocean drilling objectives.

Guidelines for Site Characterization Data

IODP Science Evaluation Panel



Approved by the *JOIDES Resolution* Facility Board
July 2019. Latest revision February 2021.

Table of Contents

Chapter 1 Purpose of the SEP Data Review and Responsibilities of Proponents.....	2
1-1 Proposal and Data Confidentiality.....	3
Chapter 2 Data Guidelines & File Formats.....	4
2-1 Required Digital Seismic Data.....	4
2-2 Required Map Data.....	6
2-3 Other Data (may be requested by the SEP).....	6
Chapter 3 Definitions and Idealized Survey and Data Parameters.....	7
Chapter 4 Examples of Data Needs.....	8
4-1 Climate and Ocean Change & Biosphere Frontiers.....	8
4-2 Earth Connections.....	9
4-3 Earth in Motion.....	9
Chapter 5 Recommended Data Formats.....	10
Appendix: Metadata.....	11

IODP Science Evaluation Panel (SEP): Guidelines for Site Characterization Data

Approved by *JOIDES Resolution* Facility Board: **July 1, 2019**
Latest Revision: **June 14, 2019**

Chapter 1 Purpose of the SEP Data Review and Responsibilities of Proponents

This document outlines data requirements and recommendations for proposals undergoing review by the Science Evaluation Panel (SEP). In addition to evaluating the science of a proposal (see *Proposal Submission Guidelines*, available from the Program Documents section on <http://www.iodp.org/>), SEP reviews all site characterization data as submitted by proponents to the IODP Site Survey Data Bank (SSDB) at <https://ssdb.iodp.org/>. This ensures the highest probability of achieving the scientific objectives of a drilling project. Such a comprehensive data review is required so that valuable ship time, researcher time, and funds are only allocated to projects that drill and core in the correct geographic locations and to the requisite depths, while recovering appropriate types of sediment, rock, fluid, and/or microbial samples to achieve the scientific objectives.

Proponents are responsible for demonstrating the feasibility of the proposed science via their site characterization data and a carefully worked out drilling strategy. Site characterization data requirements vary according to objectives, but should demonstrate that the proposed sites are correctly positioned, and that the drill targets are adequately imaged, especially where structure is complex. Every proponent team should include a proponent who has the ability to manipulate and interpret geophysical data, and who can prepare statements, maps, and diagrams addressing the adequacy of the data. Submitting additional data *beyond* what is necessary for adequate site review does *not* improve a proposal's chance of success; it may place a burden on the review system.

Following each review, the SEP advises the proponents in a review report emailed by the Science Support Office (SSO) whether or not the site characterization data uploaded and available in the SSDB are adequate for these purposes, which data are missing, and what issues remain to be addressed.

Proponents should carefully read the following sections. **Chapter 2** provides general data guidelines. **Chapter 3** provides definitions and a list of idealized site survey and data parameters to guide collection of site characterization data. **Chapter 4** provides example data sets for typical IODP expeditions organized by research theme. **Chapter 5** provides a list of recommended formats for different data types. Following these guidelines helps

ensure that proposals move through the SEP review process most efficiently and without unnecessary delays.

Questions regarding data submission should be directed to the Science Support Office (SSO; science@iodp.org) or to the SSDB team (<http://ssdb.iodp.org/contact.php>).

1-1 Proposal and Data Confidentiality

All IODP proposals are **confidential** documents **throughout** the nurturing, evaluation and scheduling processes of the *JOIDES Resolution* Facility Board (JRFB) and its Advisory Panels, and any other Facility Board that utilizes the JRFB Advisory Panels. All individuals, who receive and review IODP proposals that are distributed by the SSO, acknowledge that all scientific ideas contained therein belong to the proposal authors (“proponents”) and implicitly agree that they will **not disclose and not disseminate** proposal contents and will **not discuss** the proposal outside the context of their roles with the IODP.

All IODP proposal documents, including Site Forms; all site characterization data files stored in the Site Survey Data Bank (SSDB) in support of the IODP review process, with the exception of **restricted** data files noted below; and any other required data or optional supplemental documents, whether flagged by the proponents in SSDB as either **release** or **hold**, become available to the expedition when the JRFB, or any other Facility Board, schedules a successful proposal as an IODP drilling project.

Restricted distribution site characterization data (e.g., confidential industry data or data covered by an Limited Non-Disclosure Agreement - LNDA) can be uploaded into the SSDB, and used to support an IODP proposal, with the requirement that at least a predefined subset of **minimum data** be made available in support of the IODP review process and be made available to the expedition when a successful proposal is scheduled as an expedition. For **restricted** data the **minimum data requirement** is described in **Section (5) of the Standard IODP Confidentiality Policy**.

Proponents are responsible for ensuring the removal of all confidential information prior to the submission of a proposal document into the PDB, and for identifying **restricted** data files in the SSDB.

Before proceeding, please read the **Standard IODP Confidentiality Policy** and the **Use of Limited Non-Disclosure Agreements in IODP** for which the most up-to-date versions are available online at <http://iodp.org/policies-and-guidelines> and <http://iodp.org/proposals/submitting-proposals>.

Chapter 2 Data Guidelines & File Formats

The following summarizes data that are fundamental to nearly every proposal. Both the SEP and SSO enforce these guidelines and may contact proponents to ensure adherence. Definitions are given in Chapter 3 and recommended file formats in Chapter 5.

2-1 Required Digital Seismic Data

- **Single-Channel Seismic (SCS)** or **Multi-Channel Seismic (MCS)** reflection data in SEGY format with the following header information. Note that if the header location does *not* follow the SEGY standard as shown below, proponents must provide a similar table in a separate document describing the location of all headers in their SEGY data files.

Property	Bytes
Trace sequence number	1-4
Shot point (SP) number	17-20
Common Depth Point (CDP) number	21-24
Scalar to be applied to coordinates	71-72
(for SCS) Navigation coordinate (x) for SP	73-76
(for SCS) Navigation coordinate (y) for SP	77-80
Coordinate units	89-90
Record length (samples/trace)	115-116
Sample rate	117-118
(for MCS) Navigation coordinate (x) for CDP	181-184
(for MCS) Navigation coordinate (y) for CDP	185-188

TIP: If uploading the header information table as a separate document in SSDB, upload it using Data Type *Other*, and be sure to link it to the appropriate SEGY file(s) during upload.

- **Acquisition and Processing Parameters** should be provided for every SEGY file (or a set of SEGY files, if data were acquired and processed in the same manner) containing detailed information on the following:

Information Type	Parameter
Type and frequency content of seismic source	Acquisition

Information Type	Parameter
Streamer length and channel interval	Acquisition
Sample rate, record length, filters applied during recording	Acquisition
Shot interval, CDP interval, fold	Acquisition
Processing sequence including information on filters and gains applied (at what stage, type filter flanks, type of gain)	Processing
Static corrections	Processing
Deconvolution	Processing
Multiple suppression	Processing
Stacking, type and parameters	Processing
Migration, type and parameters	Processing
Depth conversion or depth migration (for depth section)	Processing

- **Velocity Data** (collected and/or modeled) should be provided as an ASCII text file containing (1) CDP number, (2) two-way travel time (TWT), (3) stacking velocity, and (4) interval velocity organized by CDP. In addition, images showing (5) color-coded and/or contoured velocities plotted on seismic profiles around site locations are recommended.
- **Seismic Profile Images** should be provided for all seismic profiles (interpreted and uninterpreted) with (1) clearly annotated SP or CDP numbers matching the digital files, (2) scale and vertical exaggeration, (3) orientation, and (4) information on filters and/or gains applied. In addition, interpreted profiles should show (5) proposed site locations with (6) penetration depth indicated with a vertical line extending from the seafloor to the proposed targeted depth.
- **Navigation Data** should be provided as tables (see Section 5) or in Plain Text (ASCII) format with delimited columns (comma, space or tab) that can be reviewed using Microsoft Excel. Columns should include (1) geographic coordinates in decimal degrees and (2) either SP or CDP number. A separate navigation file is required even if the seismic file has embedded navigation data.

SSDB tip: It is critical that the SP or CDP number and associated geographic coordinates in *decimal degrees* (WGS84 georeferencing) match those indicated on the proposal Site Forms and those shown on the seismic images and maps. Every SEG-Y file should have an associated navigation file that is linked to it during the upload process.

2-2 Required Map Data

- **Bathymetry Data** should be submitted in digital form as a NetCDF grid, GMT (Generic Mapping Tools) grid, or Fledermaus SD or Scene file, with information on cell size in the header info.
- **Location Maps** should be provided as graphics files for each proposed *primary* and *alternate* drill site. Each map should be annotated with (1) lat/lon in *decimal degrees*, (2) color-contoured bathymetry around the proposed site(s), and (3) seismic lines with annotated SP or CDP numbers matching the digital seismic data, seismic figures and navigational data. We recommend providing regional overview maps showing the extent of seismic data in the area, as well as local detailed maps to illustrate seafloor morphology at each site.

2-3 Other Data (may be requested by the SEP)

- If available, providing information from nearby **Wells** or **Cores** (e.g., lithology, age-depth models) or **Sample Data** (e.g., from dredged rocks) is recommended. These data can be provided as tables or text in documents.
- **Backscatter Data** (from side scan sonar or multibeam sonar) to characterize the seafloor. These data may be provided as high-resolution image files or any of the formats listed for digital maps (Chapter 5).
- **Seismic Interpretation Data** from seismic sections corresponding to uploaded SEG-Y files are often helpful for reviewers. The interpreted seismic horizons or faults should be provided in Plain Text (ASCII) format with delimited columns (comma, space, or tab) containing (1) geographic coordinates in decimal degrees, (2) either SP or CDP number, and (3) two-way travel time (TWTT) or depth.
- **Subbottom Acoustic Profiler** data (called Seismic Subbottom Profiler data in SSDB) to characterize shallow (<100 mbsf) sub-bottom structures and stratigraphy could be requested (using 3.5 kHz, CHIRP, Parasound, or Topas systems). These data should be provided as SEG-Y files, with associated Seismic Profile Images, in a similar fashion as MCS and SCS data.
- **Seafloor Imagery** is recommended if drilling into a hard, irregular outcrop, such as a reef or a basalt outcrop. These data should be provided in a recommended image or video format.
- **Magnetic** and **Gravity** data are recommended to show deep structures. These data should be provided as annotated maps and as Plain Text (ASCII) XYZ-files.

Chapter 3 Definitions and Idealized Survey and Data Parameters

- **High Resolution MCS** data, which theoretically should allow for a detectable limit of layers approximately 6 m in thickness:

Parameter	Value
Optimum sampling rate (SR)	1 ms (up to 2 ms)
Shot interval	≤ 25 m
Streamer length	≥ 1200 m
Fold	~50
CDP interval	≤ 25 m
True amplitude preservation	Yes

- **Middle Resolution MCS** data, which theoretically should allow for a detectable limit of layers approximately between 6 and 15 m in thickness:

Parameter	Value
Optimum sampling rate (SR)	2 ms
Shot interval	25-50 m
Streamer length	≥ 2000 m
Fold	50-100
CDP interval	25-50 m
True amplitude preservation	Yes

- **2D grid MCS** has a maximum line spacing of 10 km.
- **3D grid MCS** is made up of a dense 2D grid with 1 km line spacings in general, but those line spacings should be determined on a case-by-case basis.
- **3D Seismic Volumes** are extremely dense 3D grids that fill a box-shaped area, sorted into “bins,” and migrated with 3D migration techniques. These seismic techniques are required only in special cases, for example, when proposing to drill small targets and for deep targets with complicated structures.
- **Crossing Seismic Lines** cross each other at roughly 90° and extend at least 10 km beyond the proposed drill site in all directions.
- **SCS Data** are considered on a case-by-case basis; for example, if the proposed drill sites are located in ice covered areas where MCS data collection is difficult, if target depths are very shallow (<100 mbsf), or if simple volcanic structures (such as

seamounts and submarine plateaus) are targets. In these cases, the determining factor is whether or not the data adequately image the targets.

- **High-resolution sub-bottom acoustic (seismic) profiling data** are acquired using 3.5 kHz, CHIRP, Parasound, Topas, or similar systems that image the stratigraphy of the shallow section (<100 mbsf) with a theoretical resolution of < 1 m.

Chapter 4 Examples of Data Needs

This Chapter provides example data sets for typical IODP expeditions organized by IODP Science Plan research themes. Actual requirements and needs, however, vary according to specific proposal objectives and drilling targets.

4-1 Climate and Ocean Change & Biosphere Frontiers

IODP Expedition 318 Wilkes Land
IODP Expedition 339 Mediterranean Outflow
IODP Expedition 342 Paleogene Newfoundland Sediment Drifts
IODP Expedition 331 Deep Hot Biosphere
IODP Expedition 336 Mid Atlantic Ridge Flank
IODP Expedition 337 Deep Shimokita Coalbed

- High resolution MCS (or SCS where target depth is <100 mbsf).
- For complex targets 2D or 3D grids of MCS data are required.
- Sites ideally should be located on or near crossing lines, depending upon demonstrated regional continuity of reflections.
- Acoustic backscatter data (side scan or multibeam) to characterize the seafloor.
- Swath or multibeam bathymetry data. Necessary resolution depends on seafloor characteristics.
- Seismic velocities appropriate to demonstrate the local velocity fields.
- High-resolution subbottom acoustic profiling data.
- If available, surface samples (data reports, figures, tables) to provide information on surface sedimentary composition and structure. Locations to be shown on maps.
- If available, video/photography if drilling into a hard and/or irregular outcrop such as a reef or a basalt outcrop.

4-2 Earth Connections

*IODP Expedition 331 Deep Hot Biosphere
IODP Expedition 340T Atlantis Massif*

- Middle resolution MCS.
- For complex targets 2D or 3D MCS grids or 3D seismic volumes, particularly in cases involving fluid and volatile flow.
- Sites ideally should be located on or near crossing lines.
- Acoustic backscatter data (side scan or multibeam) to characterize the seafloor.
- Swath or multibeam bathymetry data. Ideally 10 m pixel size.
- If available, refraction seismic data and structural modeling for deeper targets that MCS data (with interpretation) cannot properly image.
- Seismic velocities, both for reflection (appropriate to demonstrate the local velocity fields) and, if available, for refraction data.
- High-resolution sub-bottom acoustic profiling data where a thin sediment veneer overlies crystalline basement.
- If available, surface samples (data reports, figures, tables) to provide information on surface sedimentary composition and structure. Locations to be shown on maps.
- If available, video/photography if drilling into a hard and/or irregular outcrop such as a reef or a basalt outcrop.
- Gravity and magnetic data for deeper targets.

4-3 Earth in Motion

*IODP Expedition 340 Lesser Antilles Volcanism and Landslides
IODP Expedition 343 Japan Trench Fast Earthquake Drilling Project (JFAST)*

- High or middle resolution MCS, depending on the target
- For complex targets 2D or 3D MCS grids or 3D seismic volumes, in particular in cases involving gas hydrates, fluid flow and deeper complicated structures.
- Sites ideally located on or at least near crossing lines.
- Acoustic backscatter data (side scan or multibeam) to characterize seafloor in the case of, for example, fluid flow, landslide, or rugged terrain.
- Swath or multibeam bathymetry data. Ideally 10 m pixel size.

- Refraction data and structural models to accurately image deeper targets, such as fault zones and slip planes.
- Gravity and magnetic data for deeper targets.

Chapter 5 Recommended Data Formats

It is strongly recommended that proponents adhere to the following formats when submitting data. This ensures that data can be widely accessed by reviewers and panelists. The SSDB allows additional data formats, but recommends that these only be used if there is a compelling reason, and by prior agreement with SSDB staff.

All georeferencing, inside files and in the metadata, should be in decimal degrees using WGS84 referencing system.

Digital Seismic	SEGY with byte locations and EBSDIC header information
Echosounder or subbottom profiler	SEGY with byte locations and EBSDIC header information, KEB
Images (Graphics)	JPEG, TIFF, PDF, Portable Network Graphic (PNG)
Documents	PDF, Plain Text (ASCII)
Tables	PDF, Plain Text (ASCII)
Video	MPEG, Quicktime movie (MOV)
Digital Maps	NetCDF (GMT) GRD, Fledermaus SD or Scene
Logging Data	LAS, Plain Text (ASCII), in delimited columns
Navigation	Plain Text (ASCII), in delimited columns, UKOOA (data in decimal degrees)
Velocity	Plain Text (ASCII), in delimited columns and semblance plots (JPEG or PDF)

Appendix: Metadata

A set of metadata is requested with each uploaded file in SSDB.

General Metadata (applies to all data types)

Metadata Field	Description
Site Names	The drill site(s) to which the file relates
Type	Is the file data, map, photo/video, or document/other
Format	e.g. plain text, PDF, SEG Y, etc.
Data Owner	Who created/has intellectual ownership? Must include a given and family name, and ideally an institution. Only ascii characters allowed, no symbols/diacritics.
Description	Must include all additional information needed to understand the file. Up to 4000 characters, ascii only, no symbols/diacritics.
Access Control	Do you need to place a proprietary hold on this file, or is it available for public release? If the data requires a Non Disclosure Agreement, contact us before uploading the data.
Reason for Hold	If a Hold is requested, a justification must be provided
Start Time	When did the data collection period begin (leave as default if unknown)
End Time	When did the data collection period end (leave as default if unknown)
Georeferencing	The latitude/longitude bounds of the file, in decimal degrees, WGS84 referencing system. Georeferencing must match the file (e.g. most SEG Y files should use a line, maps should use a bounding box).
Related Activity	IODP Proposal number, Expedition number, Drill Hole, or Cruise name of any related activity
Method	The method through which the data were collected. This will be a drop-down list that varies by data type.
Archive DOI/Persistent URL	If the file is archived in a recognized data repository, please provide the DOI, a persistent URL, or other globally unique identifier.

Additional Metadata for SEGY files

Metadata Field	Description
Seismic Line Name	The name or identifier of the seismic line
UTM Zone	UTM Zone, if SEGY is georeferenced in UTM. E.g. 31J
Horizontal Units	e.g., CDP, Shot point
Vertical Units	e.g., two way travel time, meters