Malama Maunalua Interactive Map Submission Guidelines

i) Definition of Categories

a) **Land Recreation:** All submissions to this category must be land based and may include activities or sites that may be of interest to the general public. Research related to land use should not be submitted to this category instead please refer to the descriptions for each of the categories below to assess which most appropriately fits the description of your submission.

b) **Ocean Recreation:** All submissions must be ocean based or involve access to ocean resources (e.g. beach access locations). Similar to land recreation, no research related to ocean resources should be submitted to this category instead please refer to the below categories.

c) **Human Dimension**: Submissions are focused on the human use of Maunalua Bay excluding government regulations and man-made infrastructure. For example, this may include historical, cultural, social, or economic information.

d) **Animal Research:** Submissions should address any land or terrestrial animal research or reports by government or non-governmental institutions. If the focus of the report/research is not primarily on animals (i.e. plant-fish-coral relationships) please refer to the *Ecosystem Health* Category guidelines.

e) **Plant Research:** Submissions are focused on terrestrial or aquatic plant species such as algae and seagrass. If your submission looks at an ecosystem (plant-fish-coral relationships) as a whole, please refer to *Ecosystem Health* category.

f) **Water Quality:** Submissions are focused on abiotic factors that affect ahupuaʻa health such as water salinity, nutrient runoff, or storm drains.

g) **Ecosystem Health:** Submissions are focused the whole ecosystem. Topics include monitoring of biotic factors and whole ecosystem-scale surveys.

h) **Restoration Sites:** Locations within the Maunalua Bay mauka to makai system where restoration projects are proposed, occurring, or have taken place. Restoration projects could include watershed/hydrology, coral, native plants, algae, among other types of restoration. Reports on restoration success metrics and links to restoration organization pages are accepted as well.

ii) Templates and required information for submissions to each of the categories defined above

a) Land/Ocean Recreation

i) **Title:** The title should be short (~10 words) and explain what the submission is (e.g. Forest Reserve, Fishing Site, Beach Access, etc.)

ii) **Brief description:** The description should be less than 250 words and include information about where the item is located, how to access it, and/or any extra details that might be pertinent to the submission (e.g. What species you might see at the location or how difficult the hike is)

iii) **Rules and Regulations and link to source:** Please include any rules/laws/regulations that are relevant to your submission. If you have a link to the statutes that regulate the item you are submitting please include them on the google form.

iv) **Spatial data:** If your submission has spatial data (site locations or land polygons) or documents (reports, management plans, etc.) then please attach them with your google form submission. All spatial data MUST be submitted as a .kml or .kmz file to be included on the interactive map. If you are unsure of how to convert your data to .kml or .kmz files please refer to the last page of this document for a step-by-step process.

b) Human Dimension/ Animal Research/ Plant Research/ Water Quality/ Ecosystem Health

i) **Title:** The title should be short (~10 words) and explain what the submission is (can be title of article/report).

ii) **Author/Date:** List the author(s)'and/or organization(s)' names. Names should be entered in standard Council of Science Editors format (i.e. Sanders, C., Mcdonald, R.) Include date of publication at the end of the listed authors.

iii) **Summary:** The summary should be about a paragraph describing the article/report. If the piece is an article, an abstract entry is fine.

iv) **Keywords:** Keywords should be appropriate to the context of the article/report submission. They should be entered as a comma separated list.

v) **Link/File Upload:** Include a link or pdf file the article/report. If your submission has spatial data (site locations or land polygons) or documents (reports, management plans, etc.) then please attach them with your google form submission. All spatial data MUST be submitted as a .kml or .kmz file to be included on the interactive map. If you are unsure of how to

convert your data to .kml or .kmz files please refer to the last page of this document for a step-by-step process.

c) **Restoration**

  i)   **Restoration Group Name:** What is the name of your restoration group?

  ii)   **Restoration Site Name:** What is the name of the restoration site?

  iii) **Description:** Please include a short description (less than 250 words) of the restoration site, project, and your organization.

  iv)   **Links:** Please include links to your organization's web page or reports that you would like included in the map.

  v)   **File Upload:** Include a link or pdf file the article/report. If your submission has spatial data (site locations or land polygons) or documents (reports, management plans, etc.) then please attach them with your google form submission. All spatial data MUST be submitted as a .kml or .kmz file to be included on the interactive map. If you are unsure of how to convert your data to .kml or .kmz files please refer to the last page of this document for a step-by-step process.

* Initial submissions are based on the best judgement of the authors and/or submittor. The ultimate acceptance and/or category placement of all submissions is at the discretion of Malama Maunalua Management.

Guidelines for spatial data conversion to .kml or .kmz

Note: Access to ArcGIS is required for the following conversions. If you do not have access to a computer with ArcGIS please just include site location information (e.g. GPS coordinates or a description of the physical location) in the description category of your submission.

1) Open ArcGIS Pro and input spatial data (.shp, .tif, etc.) into ArcGIS. Click on add data on the Map interface and navigate to folder containing data.
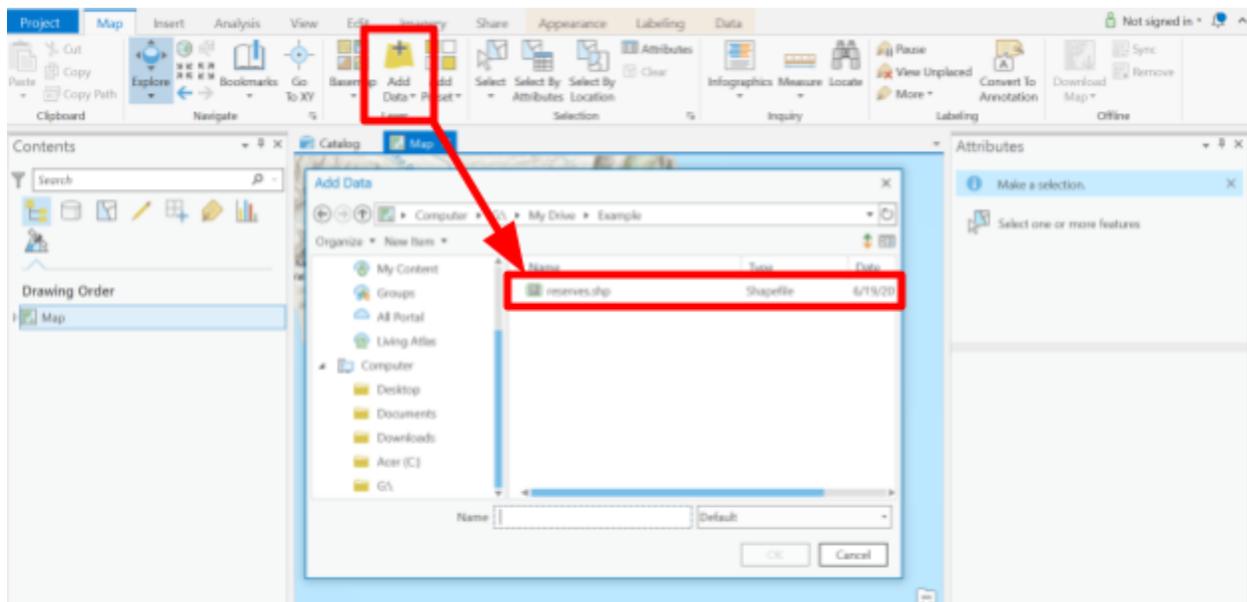
2) Once data is loaded into ArcGIS click on Analysis pane in the toolbar and click the tools button to open of the toolbox window on the right-side of the screen. Under Geoprocessing, type "layer to kml" in the search bar and located the "Conversion Tool".
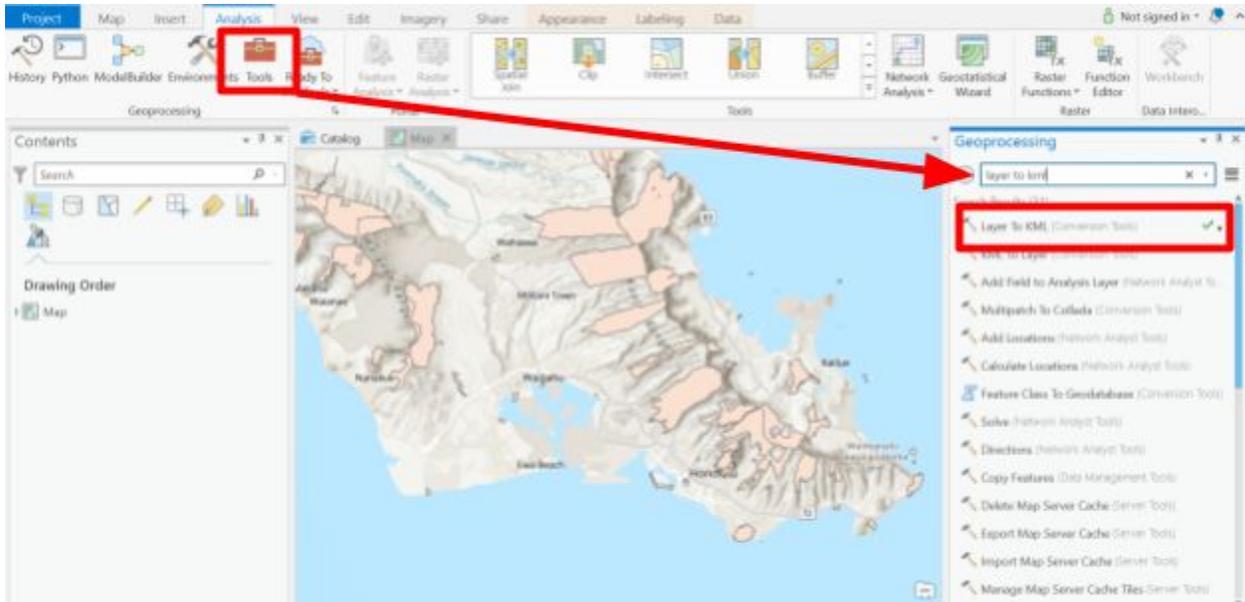
3) Double-clicking the Layer to KML (Conversion Tool) will open the tool interface. Drag the layer that you added in from Step 1 into the Layer field. Click the folder icon next to the Output File field and choose the destination of the folder you want to save the converted file into. Then hit Run.
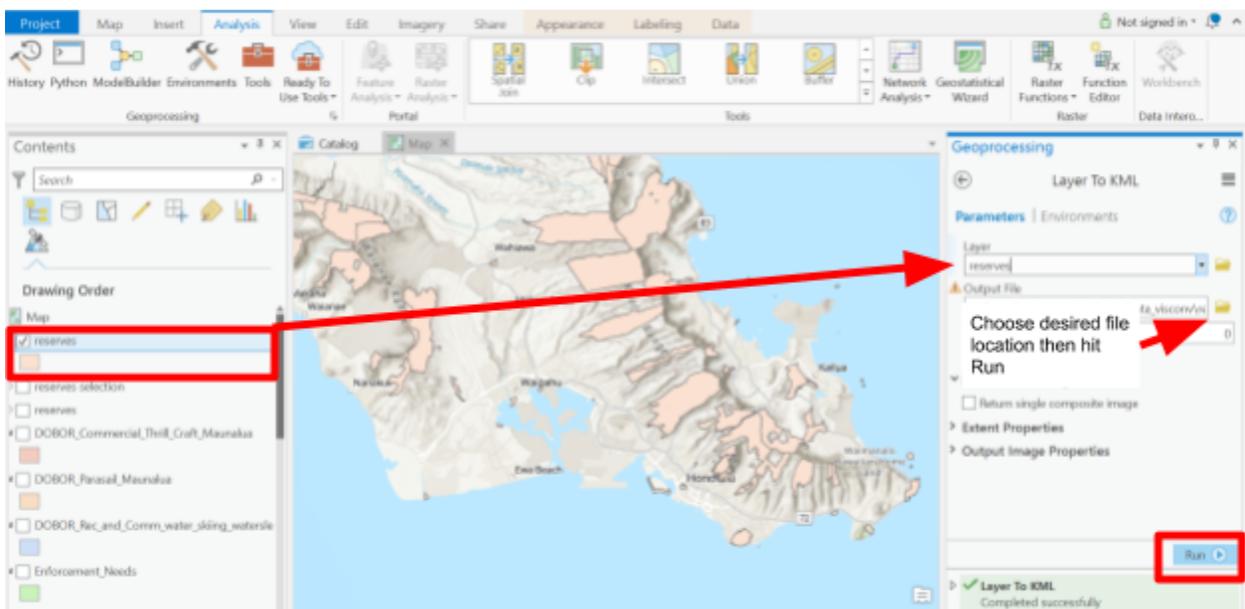
4) After pressing run, you will have a .kml file saved in the folder location you specified. Attach this file with your google form submission.

Amended: 04/06/2019