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Open Apparel Registry Moderation Policies: Names, addresses and GPS coordinates

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Purpose: for public facing policies on merge/unmerge/delete/promote

Users may submit names and addresses to the OAR which they believe require moderation.

Moderation scenarios

- MERGE TWO FACILITIES: Please email the team with the OAR IDs of the facilities that you believe should be merged, i.e. where you have identified two or more entries in the database which you believe are the same facility.
- UNMERGE TWO FACILITIES: Please email the team with the OAR IDs of the facilities that you believe should be unmerged, i.e. where two or more names and addresses have been identified as a match, but you believe should be listed as separate facilities.
- PROMOTE ALIAS NAME OR ADDRESS: Please email the team with the OAR ID and the alias name or address that you believe should be promoted to the primary position, i.e. where more complete or accurate address details are available.

Merge and unmerge:

Under certain circumstances, relating to either user or algorithm error, the OAR tool may not match facilities which should be matched or, conversely, it may match facilities which should not be matched. In these situations, the OAR team will serve as moderators to correct these errors.

- In cases where two or more names and addresses are obviously the same, the team will merge the facility profiles under one ID and retain all the names and addresses as aliases. In cases where the algorithm has failed to detect a match within its capacity and threshold, this case will be flagged to the OAR technical team for algorithm training purposes.
- In cases where two or more facility profiles should not have been matched, the team will unmerge the facility profiles, retaining the names and addresses and assigning a new OAR ID to each new facility. In cases where the algorithm has automatically incorrectly matched (i.e. it was not a manual user error during the Confirm / Reject

process), this case will be flagged to the OAR technical team for algorithm training purposes.

- All actions taken by the OAR team to merge and unmerge facilities will be logged by the OAR team.

Escalate

In instances where a possible match has been identified and flagged to the OAR team and it is not immediately obvious that the sets of data correspond to the same individual facility, the OAR team will escalate this case to the **OAR Data Moderation Subcommittee of the Board**. This Subcommittee will analyze and determine the case, and record their decision to inform future policy for similar issues. Those individual cases and policies will be recorded [here](#).

Contribution Errors

On the rare occasion that a user has contributed a list in error, or included an incorrect facility name or address, they should email the OAR team with the information including the data contributed, the errors contained in that data and their reason for the error. It is not the policy of the OAR team to delete a facility based only on a user request. The OAR team will only delete a list or a facility based on a user request and substantiation of the error in that data.

The OAR team will not delete a facility because a user wishes not to be affiliated with that facility. Rather a user can “delist” a facility from their list, and remove their affiliation to that facility. All actions taken by the OAR team to delete a list or a facility will be logged.

GPS coordinates

Members of the OAR community with local knowledge of facility locations may have access to more accurate GPS coordinates than those assigned to a facility profile by Google’s geocoder for the OAR. While considered best-in-class, Google’s geo-coding is not perfect, and so the OAR team welcomes the submission of alternative GPS coordinates. While neither name and address details nor GPS coordinates are ever over-written by the OAR, additional GPS coordinates may be added to a facility’s profile, with the caveat that one facility clearly cannot exist in two physical locations.

OAR Data Moderation Subcommittee

This Subcommittee is made up of:

- OAR Stakeholder Team
- Azavea technical and location experts
- Stuart Cranfield, supply chain expert
- Paul Roeland, Clean Clothes Campaign