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P. 02



Office of Environmental Information  
National Geospatial Data Policy

## EPA National Geospatial Data Policy (NGDP) Stewardship Agreement

This agreement sets forth an accord between EPA's Office of Environmental Information (OEI) and the **Region 9 GIS Center** to fulfill the roles and responsibilities listed in EPA's NGDP Procedure for Geospatial Metadata Management. By signing this document, each party is agreeing to commit personnel and resources sufficient to perform the responsibilities listed for the roles assigned for their organization.

### Goals

The goal of the NGDP Procedure for Geospatial Metadata Management is to establish effective geospatial metadata lifecycle management by outlining common requirements and responsibilities for maintaining geospatial metadata used by EPA programs. This agreement ensures the fulfillment of roles identified in the NGDP Procedure for Geospatial Metadata Management in order to guarantee that associated responsibilities are carried out consistently across multiple EPA organizations.

### Resources

1. EPA's OEI commits to providing resources in the form of geospatial infrastructure, personnel, training and assistance to support organizations in fulfilling the Geospatial Data Owner, Geospatial Data Steward and GDG Steward Roles.
2. EPA's OEI agrees to provide sufficient personnel and resources to fulfill the roles of Geospatial Metadata Coordinator and GDG Administrator. All responsibilities required for those roles will be satisfied by OEI personnel and/or subcontractors.

### Roles and Responsibilities

I, **Duane James, Assistant Director for Information Resources, Management and Technical Services Division**, agree to commit the following personnel to fulfill the roles listed in the NGDP Procedure for Geospatial Metadata Management:

Geospatial Data Owner(s): **Cheryl Henley, Region 9 GIS Coordinator**  
Geospatial Data Steward(s): **Cheryl Henley, Region 9 GIS Coordinator**  
GDG Steward(s): **Cheryl Henley, Region 9 GIS Coordinator**  
Additional support personnel (optional): **Stacy Takeda, GIS Analyst**

### Authorization

I understand that by assigning personnel to the roles listed above, they will be required to fulfill the responsibilities as listed in the NGDP Procedure for Geospatial Metadata Management. I agree to provide sufficient support for personnel listed to enable them to fulfill those duties.

Signed: \_\_\_\_\_, Date: 5/19/08

EPA's OEI agrees to fulfill the requirements of the Geospatial Metadata Coordinator and GDG Administrator roles, as well as providing geospatial infrastructure, personnel, training and assistance to support organizations in fulfilling the Geospatial Data Owner, Geospatial Data Steward and GDG Steward Roles.

Signed: \_\_\_\_\_, Date: 10/1/08

