Environmental Dataset Gateway (EDG)
Connecting EPA's Environmental Resources

Procedures for Storing Data at the Environmental Dataset Gateway (EDG) Download Locations

EDG offers server storage for EPA Regions, Program Offices, and Laboratories that want to make data available online for download but do not have their own server available to do so. Any EPA office that publishes metadata to the EDG may use the EDG Download Locations to store and disseminate data.

There are two EDG Download Locations: 1) an **internal only URL** available only to users with an EDG login and 2) an **internal/external location** available to both internal EPA and external public users. Procedures for using and maintaining information posted to these locations are outlined below.

The base URLs for the download locations are:
- **Internal:** https://edg.epa.gov/data/Restricted/
- **External:** https://edg.epa.gov/data/Public/

Office-specific folders are made available for posting data. The naming convention used for the download locations is as follows: **http://[base_URL]/data/[Public or Restricted]/[office_name]**, with [office_name] replaced by R1, R2, OAR, OEI, etc. (For example, the URL for the public data download location for OEI is https://edg.epa.gov/data/Public/OEI/). Directories are created by the EDG Administrative Group for each office as needed and offices can choose to structure their own sub-directories if desired.

The step-by-step process is as follows:

1. Determine whether the **Internal** or **External** EDG Download Location (or both) is appropriate for the data. This is generally driven by data sensitivity or access restrictions and should align with your metadata access policy (restricted/unrestricted).

2. Email the EDG Administrative Group (edg@epa.gov) and identify which storage location is desired. The EDG Administrative Group will coordinate with you to assist with posting files and providing your online linkage information for your metadata records.

3. Post your data to the EDG Storage Locations. You may choose to either **email** your data directly to the EDG Administrative Group or **post** your data to the EDG server using FTP. To FTP data to the server, take the following steps:
   - Verify with the EDG Administrative Group that your AA account has been assigned to the internal EDG Server
   - Open your ftp client tool (**ensure that passive FTP is unchecked or disabled**)
   - Type 'edg-intranet.epa.gov' for the Host or URL
   - Type in your user name and password (user name must be entered as **aa\user name**)
   - Connect to site and navigate to your folder
   - Upload information to your folder

4. If you are planning to make your data publicly available, the data will be moved to the EDG External Storage Location.

5. After data are loaded, update your metadata record to point to the download location and make sure that the record type is specified appropriately as downloadable data.
   a. Update the metadata so that the primary online linkage (<onlink>) element points to the download location. The primary online linkage element is the first link located in Section 1 of the metadata record. Use the full folder and file name of your storage location:
      - **<onlink>https://edg.epa.gov/data/[Public or Restricted]/[office]/[file]</onlink>**

- If you are using the EPA Metadata Editor (EME) in ArcCatalog to edit your metadata record, the online linkages are located in Tab 1 (See Figure 1 below).

b. The record type is specified using the resource description (<resdesc>) element (located in Section 6 of the metadata record). Specify that the metadata record describes **Downloadable Data** in this element. If you are using the EPA Metadata Editor (EME), then you would document the resource description in Tab 3 (See Figure 2 below).
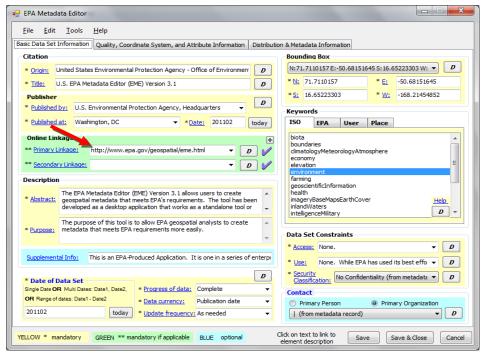

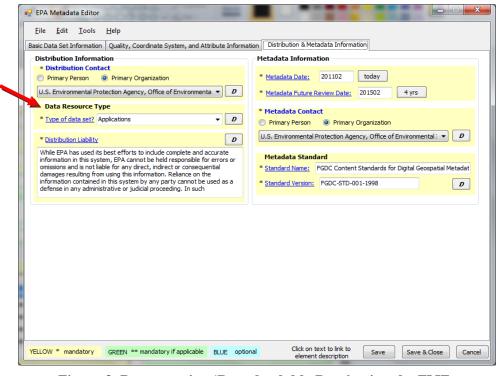**Figure 1. Documenting Online Linkage in the EME**

Figure 2. Documenting 'Downloadable Data' using the EME

6. Once the metadata record has been updated, you are ready to contribute it to the EDG. Use your standard process for contributing your new metadata to the EDG (manual upload or WAF synchronization).

7. After your updated metadata has been synchronized or uploaded to the EDG, it is recommended that you search the EDG for your metadata record to verify that it displays correctly, both with the appropriate content type identifier (Downloadable Data) and the correct online linkage.

General Recommendations for Posting Data to the EDG Data Download Locations:

- Data stored in the EDG Data Download Locations should be maintained along with the regular maintenance cycle used for managing your data locally. At a minimum please revisit the information posted on these sites semi-annually to ensure that the data are current.

- For shapefile users, it is recommended that you zip your data into a single file for each layer.

- Data stored at either of the **EDG Data Download Locations** may not exceed 4GB within each folder. *Exceptions may be made if needed.*