



## GeoData Gateway

Connecting EPA's Geospatial Resources

### Getting Started With the GeoData Gateway (GDG)

#### Access the GDG

<http://geogateway.epa.gov>

Includes login for EPA personnel and contractors



#### Review Metadata Requirements

Read EPA's Geospatial Policies:

<http://www.epa.gov/geospatial/policies.html>

#### Streamline Metadata Creation

Download and use the EME

<http://www.epa.gov/geospatial/eme.html>

#### For More Information

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#### How to Contribute

##### Choose a GDG Steward

Someone from your organization will serve as a GDG Steward.

The GDG Steward will:

- Work closely with the EPA's GDG team
- Contribute to the GDG via upload and/or harvest
- Maintain assets in the GDG by regularly reviewing records
- Work within your organization to assist with metadata creation and GDG reuse

##### Plan Your GDG Contributions

- EPA requires that metadata for geospatial data produced or 'improved' by the EPA be contributed to the GDG
- Non-sensitive, EPA-produced assets should be shared with the public
- Your organization decides which contributions will be kept private and which will be available to the public

##### Create and Contribute Your Metadata

- Create metadata using your metadata editor of choice. The GDG team recommends the [EPA Metadata Editor \(EME\)](#).
- Contribute records to the GDG using the following options:
  - **Upload** XML records manually to the GDG website
  - **Harvest** your organization's locally managed metadata automatically using a scheduled process

##### Distribute Your Data

Each metadata record contains a link to the resource being described. There are many ways to provide access:

- **Live data services**
- **Data download**
- **Direct connection to a database**

The EPA GDG team can guide you toward methods that best meet your needs.

##### Validate and Review

GDG contributions must meet EPA metadata requirements. Metadata can be validated locally using the EME. Metadata contributed to the GDG should be reviewed regularly.

<http://geogateway.epa.gov>

## Getting Started With the GeoData Gateway (GDG)

### Step One : Choose a GDG Steward

The first step towards contributing to the GDG is to select someone from your organization who will serve as a GDG Steward. The GDG Steward will work closely with the EPA's GDG team to plan your organization's GDG contributions, keep up-to-date with metadata standards, and take full advantage of the tools available from the GDG. The GDG Steward will be responsible for contributing to the GDG via upload, publish and/or harvest. The GDG Steward will maintain assets in the GDG by regularly reviewing records and may also work within your group to help others understand how they can reuse GDG resources.

### Step Two : Plan Your GDG Contributions

The EPA requires that metadata for geospatial assets produced or 'improved' by EPA personnel and/or EPA contractor staff be contributed to the GDG. EPA-compliant metadata is required for all geospatial resources that *originate* at EPA. Metadata records that describe resources that would benefit other EPA organizations are encouraged but not required for contribution. During the planning process you will decide which of your organization's GDG contributions will be kept private and which contributions will be available to the public. In general, metadata records describing non-sensitive, EPA-produced resources should be made available to the public.

### Step Three : Contribute Your Metadata

There are two ways to contribute metadata to the GDG : upload and harvest. You can upload XML metadata to the GDG by clicking the Upload link under the GDG's Administration tab. If you need to upload metadata on a regular basis, then harvesting may be your best option. Harvesting is an automated process that collects your organization's locally managed metadata at regular intervals and publishes it to the GDG. Your metadata can be harvested using a regularly scheduled process or on demand. Predefined harvesting intervals range from once per hour to once per month.

### Step Four : Distribute Your Data

The GDG allows users to view metadata and then link directly to the data itself. Each metadata record contains an online link to the data being described. There are various ways to provide access to data. The most common methods include live data services, data download, and direct connection to a database. Whenever possible, multiple access methods should be provided for each dataset. The EPA GDG team can guide you towards the distribution methods that best meet your needs. .

### Step Five : Validate and Review

GDG contributions must meet [EPA geospatial metadata requirements](#). Metadata can be validated locally using the [EPA Metadata Editor](#). A GDG Administrator will offer an additional review and validation of metadata contributions. One advantage of the GDG is that all metadata contributions are held to an equal standard of review and validation, ensuring that all GDG records are compliant with EPA specifications.