



Procedures for Publishing Data to the EPA Clip N Ship

The EPA Clip N Ship site allows users to easily view and download a copy of your data to their machines. Adding your data to the site is free, and only requires a few simple steps. This document provides detailed instructions for data stewards on how to prepare and submit datasets for inclusion in the EPA Clip N Ship.

Publishing to the Clip N Ship: An Overview

In order to contribute data to the Clip N Ship, you will need to work through the following steps:

1. Contact the EDG Team
2. Prepare your data set for publication
3. Create Metadata for Your Dataset
4. Contribute Metadata to the EDG
5. Optionally, Upload Data to the EDG Data Download Locations

Contact the EDG Team

Please contact the EDG team at edg@epa.gov and let us know that you are interested in publishing data to the Clip N Ship. The EDG team will work back and forth with you to help you add your data to the Clip N Ship.

Prepare Dataset for Publication

When a dataset is published to the Clip N Ship, it is first added to the Clip N Ship geodatabase. The dataset is then launched as a map service. You may view current Clip N Ship map services at <https://edg.epa.gov/ArcGIS/rest/services/gdg/MapServer>. To prepare your dataset for publication and inclusion within this service, please work through the following steps:

1. **Review dataset**
 - a. Use concise, descriptive, user-friendly file names
 - b. Review attributes to make sure that content and naming conventions are user friendly and/or well-documented
 - c. Use names that are unique to your dataset (e.g. "EPA Region 1 Hydropower Sites" rather than "Hydropower Sites")
 - d. Make sure that your dataset includes FGDC-compliant metadata
2. **Re-project dataset**
 - a. Datasets should be projected to Web Mercator (WGS_1984_Web_Mercator_Auxiliary_Sphere)
3. **Create aliases**
 - a. If you are working with a geodatabase, please create aliases to provide user-friendly descriptions of the dataset's fields. Aliases can contain special characters such as spaces. For example, a field named "RD_NAME" could be aliased "Road Name."
4. **Perform Q/A and Sensitivity Check**
 - a. Confirm that your data is not sensitive and may be released to the public

5. Save and Package Dataset

- a. Zip your shapefiles and/or geodatabases. Please include layer files with your data so that the EDG team can display your data appropriately. If no layer file is available, the EDG team will create symbology for your dataset and send it to you for review.

Review/Create Metadata for Your Dataset

Data published to Clip N Ship must be accompanied by complete metadata. EPA metadata requirements are accessible at the [EPA Geospatial Website](https://edg.epa.gov/EME/). You can create and validate your metadata using the EPA Metadata Editor (<https://edg.epa.gov/EME/>).

Contribute Metadata to the EDG

If your metadata are not already loaded at the EDG, you will be required to publish your metadata to EDG either using upload or harvest. For detailed instructions on contributing metadata to the EDG, please refer to https://edg.epa.gov/metadata/webhelp/en/gptlv10/inno/EDG_GettingStarted.pdf.

Gather and Submit Information about Dataset

Each Clip N Ship dataset is linked to its corresponding metadata record in the EDG. Clip N Ship users can access EDG metadata by clicking the metadata icon to the right of a dataset's title in the Clip N Ship table of contents. The metadata icon opens a pop-up window containing an abstract of the dataset and a link to full EDG metadata. In order to help create the metadata pop-up, please provide the following:

- a. Create a text file that includes the following items (this should be created for each dataset that you would like to include in the Clip N Ship):
 - a. Feature class or shapefile name of dataset (Ex: R9Roads.shp or r9Roads)
 - b. Title of dataset's EDG metadata record (Ex: "EPA Region 1 Hydropower Sites")
 - c. Title to appear in the Clip N Ship (Ex: "R1 Hydropower Sites"). **Note:** This title needs to be short and concise in order to fit in the Clip N Ship's Table of Contents.
 - d. The abstract from the dataset's EDG metadata record. The abstract should be about a paragraph in length. Please check your description in a text editor (opposed to Word) to make sure it doesn't include any unusual characters.
 - e. The unique identifier (UUID) from the dataset's EDG metadata record. To locate the UUID:
 - i. Search for your record by title in the EDG.
 - ii. Click your record's title to expand the search results.
 - iii. Click the "Details" link
 - iv. Look at your browser's address bar and copy/paste the portion of the address following the "uuid=" parameter

Sample Link:

<https://edg.epa.gov/metadata/catalog/search/resource/details.page?uuid=%B1D329CAA-31BB-496B-B0DF-23CBDA27E3AD%7D>

Sample Text File:

[File Name] solesourceaquifer.zip
[EDG Title] National Sole Source Aquifer GIS Layer
[Clip N Ship Title] OW Sole Source Aquifers
[UUID] B1D329CAA-31BB-496B-B0DF-23CBDA27E3AD%7D

<http://edg.epa.gov/clipship>

[Abstract] This data set contains indexes and Esri shape files of boundaries of the designated sole source aquifers and related aquifer boundaries. Data provide a vector polygon GIS layer showing available materials representing extents at the land surface related to 78 designated Sole Source Aquifers (SSA) related to announcements in the Federal Register.

Provide your Content to EDG Personnel

You may provide your data to EDG personnel by either using the EPA Download Locations or emailing your zipped files to edg@epa.gov. Contributors to the Clip N Ship are encouraged to post datasets to the EPA Download Locations. Our team will help you add your dataset to the EPA Download Locations by granting you access to the EDG server. You can then upload your dataset using an FTP client such as FileZilla. For more details about the EDG Data Download Locations, please refer to https://edg.epa.gov/metadata/webhelp/en/gptlv10/inno/EDG_Download_Locations.pdf.

Once you have completed these steps, notify the EDG team that your dataset is ready for publication by e-mailing edg@edg.gov. The e-mail should include:

- a. The dataset's EDG title
- b. A link to the dataset's download location
- c. The text file created above

The EDG team will then launch your dataset as a map service and add it to the Clip N Ship. From the Clip N Ship, users will be able to download data by spatial extent, link to full EDG metadata, and access the dataset in its entirety at the EDG Data Download Locations.