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 via an interactive map viewer. 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

To contribute data to the Clip N Ship, follow these steps:

1. Contact the EDG Administrative Group
2. Prepare your dataset for publication
3. Create metadata for your dataset
4. Contribute the metadata to the EDG
5. Gather information about the dataset
6. Provide your content to the EDG Administrative Group

1. Contact the EDG Administrative Group

Contact the EDG Administrative Group at edg@epa.gov and let us know that you want to make data available via the Clip N Ship application. The EDG team will coordinate with you and provide guidance in preparing the data and metadata.

2. Prepare Dataset for Publication

When a dataset is published to the Clip N Ship, it is first added to the Clip N Ship geodatabase, then it is published as a map service. Navigate to https://edg.epa.gov/arcgis/rest/services/edgGroup/MapServer to view current Clip N Ship map services.

To prepare your dataset for publication and inclusion within this service, perform 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. **Project dataset, if necessary**
   a. Datasets should be projected to Web Mercator (WGS_1984_Web_Mercator_Auxiliary_Sphere).
3. **Create attribute aliases**
   a. If you are working with a geodatabase, create attribute aliases to provide user-friendly names of the dataset's attributes. Aliases can contain special characters such as spaces. For example, an attribute 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 symbolize 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.

3. **Review or Create Metadata for Your Dataset**

Metadata <u>must</u> accompany each shapefile or geodatabase feature class that will be published to Clip N Ship. EPA metadata requirements are accessible at the [EPA Geospatial Website](). You can create and validate your metadata using the EPA Metadata Editor ([https://edg.epa.gov/EME/]()).

4. **Contribute the 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 synchronization. For detailed instructions on contributing metadata to the EDG, please refer to [https://edg.epa.gov/metadata/webhelp/en/gptlv10/inno/EDG_GettingStarted.pdf]().

5. **Gather 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 information to the EDG Administrative Group in a separate text file for each dataset to be included in Clip N Ship:
   a. The zipped file name.
   b. The name of each shapefile or geodatabase feature class (Ex: R9Roads.shp or r9Roads).
   c. The title of dataset's EDG metadata record (Ex: "EPA Region 1 Hydropower Sites").
   d. Title to appear in the Clip N Ship (Ex: "R1 Hydropower Sites"). **Note:** This title needs to be descriptive but concise in order to fit in the Clip N Ship's Table of Contents.
   e. 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 (as opposed to Word) to make sure it doesn't include any unusual characters.
   f. 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 EDG link:
https://edg.epa.gov/metadata/catalog/search/resource/details.page?uuid=**%B1D329 CAA**-31BB-496B-B0DF-23CBDA27E3AD%7D
Sample text file:
[File Name] SSAGISFiles.zip
[Feature Class/Shapefile Name] ssa_national.shp
[EDG Title] National Sole Source Aquifer GIS Layer
[Clip N Ship Title] OW Sole Source Aquifers
[Abstract] This data set contains indexes and Esri shapefiles 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.
[UUID] %B1D329CAA-31BB-496B-B0DF-23CBDA27E3AD%7D

Provide your Content to EDG Administrative Group

You may provide your data to the EDG Administrative Group by either using the EDG Data Download Locations or e-mailing your zipped files to edg@epa.gov. Contributors to the Clip N Ship are encouraged to post datasets to the Data Download Locations. The EDG Administrative Group will help you add your dataset to the Data Download Locations by granting you access to the appropriate download location. 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 Administrative Group that your dataset is ready for publication by e-mailing edg@epa.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 publish 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.