Getting Started With the Environmental Dataset Gateway (EDG)

Access the EDG
http://edg.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://edg.epa.gov/eme

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How to Contribute

Setup for EDG Access
- Designate an EDG Steward for a Program Office, Region, or Research Laboratory.
  The EDG Steward will:
  - Work closely with the EPA's EDG Administrative Group
  - Keep current with metadata standards
  - Contribute geospatial and non-geospatial resources to the EDG via upload and/or synchronization
  - Maintain assets in the EDG by regularly reviewing records
  - Act as a local point-of-contact to assist others in the EPA organization on using EDG resources
- Contact the EDG Administrative Group at edg@epa.gov to request EDG user logins.

Prepare to Contribute to EDG
- Understand EPA metadata compliancy requirements
- Determine geospatial/non-geospatial resources warranting metadata contribution.
- Determine access and use constraints for a resouce or metadata record
- Determine method of access of a resource

Create Content and Contribute
- Prepare and validate the metadata record using the EPA Metadata Editor (EME).
- Contribute the metadata record to the EDG via upload or synchronization
- Post geospatial resource to the EDG Clip N Ship application
- Post geospatial/non-geospatial resource to the EDG Data Download locations
- Utilize EDG Reuse Components

Update and Maintain Content
- Geospatial and non-geospatial resources and associated metadata records must be reviewed and updated on a regular schedule by the EDG Steward.
- Resources posted to the EDG Data Download Locations and Clip N Ship application must also be reviewed on a regular schedule by the EDG Steward.
- The EDG Administrative Group ensures that EDG content successfully synchronizes with Data.gov.

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Step One:
Setup for EDG Access and Designate an EDG Steward

All users requiring access to restricted information on the EDG must have a user login. Individuals occupying the EPA Data Owner and EPA Data Steward roles who have a responsibility to manage EDG content for their EPA organization must also be assigned to the appropriate EDG groups by the EDG Administrative Group. The EDG Steward works closely with the EDG Administrative Group to plan the EPA organization's EDG contributions, keep current with metadata standards, and take full advantage of the tools available in the EDG. The EDG Steward is responsible for contributing geospatial and non-geospatial resources and metadata records to the EDG, and maintaining those content items by reviewing records regularly. The EDG Steward acts as a local point-of-contact to assist others in the EPA organization on using EDG resources.

Step Two: Prepare to Contribute to the EDG

The EPA requires that metadata for assets produced or 'improved' by EPA personnel and/or EPA contractor staff be contributed to the EDG. EPA-compliant metadata is required for all 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 EDG 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: Create Content and Contribute to the EDG

The first step is to prepare the metadata. The [EPA Metadata Editor (EME)](#) is a simple metadata editor that allows users to create and edit records that meet EPA and Federal Geographic Data Committee (FGDC) metadata requirements. Once editing of a metadata record is complete it must pass validation before being contributed to the EDG. Validation is a QA process that checks the metadata record fields to ensure that the record meets the EPA and FGDC requirements. Metadata records may be contributed in the EDG in three ways: upload, Web-accessible folder (WAF) synchronization, or ArcSDE synchronization. Before contributing metadata records to the EDG, an organization must determine the method or methods to be used.

Once metadata have been contributed to the EDG, the EDG Steward may elect to share the data at the EDG Data Download Locations or at the Clip N Ship application. [EDG Data Download Locations](#) provides EPA Regions, Program Offices, and Research Laboratories server storage for geospatial and non-geospatial resources to make them available for user download. EDG provides both "Public" and "Restricted" download access; anyone may access data in the "Public" folders while only registered EDG users may access data in the "Restricted" folders after logging in. With [EPA's Clip N Ship](#) application, users may view EPA's publicly-available data via an interactive Web map, clip selected data to their area of interest, then download the data.

Step Four: Update and Maintain Content in the EDG

Content contributed to the EDG, including geospatial and non-geospatial resources and their associated metadata records, must be regularly reviewed, updated, and maintained by the EDG Steward for their Region, Program Office, or Research Laboratory. Metadata records should be reviewed on a regular basis and updated when changes occur. Procedures for updating metadata records vary depending on how the metadata was contributed: EDG Dedicated Editor, manual upload, or WAF or SDE synchronization. Updating of geospatial and non-geospatial resources posted to the EDG Data Download Locations and Clip N Ship application must also occur as needed.