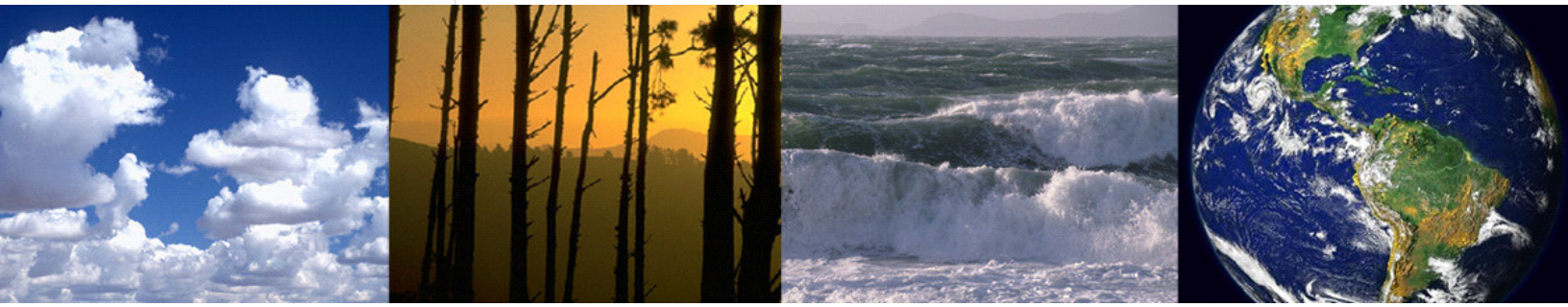
U.S. Environmental Protection Agency
Central Data Exchange



GeoData Gateway

Subtask Area Plan 3837

GDG Governance Structure Report
Version 2.2

February 17, 2009

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U.S. Environmental Protection Agency
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1.0	Initial submission	June 13, 2007	J. Zichichi
2.0	Updated to clarify metadata compliancy guidelines	December 1, 2008	J. Zichichi
2.2	Updated section 3.2.3 “Differentiating Between Public and Private Metadata Contributions”	February 17, 2009	M. Torreano/ J.Zichichi

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Section 1. Introduction

1.1 Overview

This document identifies the oversight and authority organization of the GeoData Gateway (GDG) and provides an overview of roles and responsibilities for implementing the GDG. Roles and responsibilities outlined within this document align upwardly with the U.S. Environmental Protection Agency's (EPA's) National Geospatial Data Policy (NGDP), Procedures, and related documents. This document complements the role structure outlined within the NGDP Procedure for Geospatial Metadata Management by clearly defining the relationship between NGDP Procedure roles and GDG contribution and management responsibilities expected of the individuals fulfilling those roles.

1.2 Background

The GDG is EPA's central geospatial metadata access point. It is an enterprise application that stores metadata about geospatial assets maintained by Geospatial Data Stewards across the Agency. The purpose of the GDG is to: 1) provide EPA staff with a single access point to EPA's geospatial assets from various EPA Program and Regional Offices; and 2) meet legislative and regulatory mandates and Agency requirements for geospatial metadata compliance, sharing, and management. As the central location for distributed geospatial resources, the GDG helps support external federal initiatives, such as Geospatial One-Stop and E-Discovery.

The GDG is comprised of a set of Web-based interfaces and a geospatial metadata catalog. Information is contributed to the GDG catalog using a process called 'harvesting'. Using harvesting allows distributed EPA offices to contribute geospatial metadata to the GDG central catalog using an automated, scheduled process. Providing an automated connection to the central catalog removes metadata maintenance burden of the central catalog from Geospatial Data Stewards by ensuring that their GDG records are automatically refreshed along with their local records. As such, GDG Stewards who choose to contribute to the GDG using harvesting only need to maintain records locally, and information stored in the GDG catalog is synchronized with the local files on a scheduled basis (e.g., weekly, bi-weekly, monthly).

1.3 Purpose

Because the GDG is a central metadata management application that consolidates distributed information into a single location, a proper governance structure is important for outlining responsibility and authority for the assets it stores. Roles and responsibilities that are clearly outlined and aligned with EPA's NGDP and consistently implemented across EPA programs are important for ensuring that information contributed to the GDG is effectively managed and can be traced to owners. Additionally, identifying this information will enable stakeholders to clearly understand requirements and expectations for participation in the GDG. Agreement to specific oversight responsibilities must be in place in order to make the GDG a useful resource. For additional information on the GDG, please visit the GDG Web site at http://geogateway.epa.gov.

1.4 Intended Audience

The primary audience for this document includes EPA's Geospatial Metadata Coordinator, Geospatial Data Owners, Geospatial Data Stewards, GDG Administrator, and GDG Stewards for identifying their role and responsibilities for contributing and managing information within the

GDG. This document may also be of interest to any additional EPA personnel or EPA contractor staff interested in using the GDG to meet their geospatial resource needs.

1.5 Related Documents

- Federal Geospatial Initiatives
  - *E-Government Act of 2002 (H.R. 2458/S. 803)*, December 17, 2002.
  - *Executive Order 12906, National Spatial Data Infrastructure*, April 13, 1994, Federal Register, Volume 59, Number 71, pp. 17671 – 17674.
  - *Federal Geographic Data Committee Standard (FGDC-STD) 001-1998, Content Standard for Digital Geospatial Metadata, Federal Geographic Data Committee*, June 1998.
  - *Office of Management and Budget (OMB) Circular A-16, Coordination of Geographic Information and Related Spatial Data Activities*, August 19, 2002.
- EPA Policies, Procedures, Standards, and Guidance's
  - *EPA Geospatial Metadata Technical Specification, Version 1.0*, January, 2, 2007
  - *EPA Guidance, National Geospatial Data Policy Implementation Guidance, Office of Environmental Information* (*In Progress*)
  - *National Geospatial Data Policy, EPA Order 2121*, August 7, 2005
  - *National Geospatial Data Policy Procedure for Geospatial Metadata Management* (*In Progress*)
- GeoData Gateway Documentation
  - *EPA GeoData Gateway Channel Usage Instructions*, October 24, 2006.
  - EPA *GeoData Gateway Maintenance Plan* (*In Progress*)
  - *EPA GeoData Gateway Metadata Management Training Session, GIS Workgroup Meeting*, September 21, 2006
  - *EPA Metadata Editor Version 2.1 Installation Instructions and Detailed Usage Guide*, April 9, 2007

Section 2. Governance Structure

2.1 Overview

The GDG governance model and an example implementation are displayed in Figure 2-1. Each of the roles and responsibilities identified within Figure 2-1 are defined in detail in Section 2.3.

2.2 GDG General Oversight and Authority

General governance and oversight for the GDG is provided by EPA's Quality Information Counsel (QIC) in coordination with the Geospatial Information Officer (GIO). The QIC is responsible for overseeing the implementation of the NGDP Policy, Procedure, and related documents among EPA programs. It will also act as the governing authority for questions related to GDG costs, implementation or structure across programs.

Senior Information Official's (SIO's) are responsible for decisions regarding costs and managing metadata for their individual programs. The SIO has responsibility for ensuring that the roles listed in this document are implemented appropriately within their program. The implementation of roles is expected to vary by organization; procedures for appointing individuals to fulfill roles (excluding the GDG Steward) are listed in the NGDP Procedure for Geospatial Metadata Management. Information regarding the GDG Steward role (including appointing a steward) is described in Section 2.4. Additional information regarding the roles and responsibilities of the QIC and SIO are available at the following locations:

- http://intranet.epa.gov/oei/imitpolicy/qic/index.htm
- http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/2101.pdf

If costs or questions arise that extend beyond the scope of an individual organization, the organization's SIO should consult the QIC. Costs for GDG enterprise resources, GDG training and application oversight are managed by EPA's Office of Environmental Information (OEI). Program offices may decide the degree to which they would like to be engaged in more specific oversight of the GDG.

2.3 Roles and Responsibilities

Roles and responsibilities outlined in this section reflect metadata-specific duties identified for contributing to and maintaining information posted to the GDG. The roles and responsibilities are derived from the NGDP Procedure for Geospatial Metadata Management, with the exception of the GeoData Gateway Steward, which has been added to the framework in order to uniquely identify responsibilities of the GDG Steward. The GDG Steward role is described in more detail in Section 2.4. The specific responsibilities outlined in this section are a subset of the entire suite of geospatial metadata management responsibilities, as identified in the NGDP Procedure. Responsibilities listed in this document only include those that relate specifically to operations involving the GDG. For a full set of geospatial metadata management responsibilities listed for each of these roles under the NGDP Procedure and for direction on how to appoint these roles within an organization, please reference the NGDP Procedure for Geospatial Metadata Management, located at http://geodata.epa.gov/policies.html.

2.3.1 EPA Geospatial Metadata Coordinator

- **Primary Role:** Oversight for Inter-Agency geospatial metadata coordination and reporting.
- **Primary Responsibilities:**
  - Provides oversight for and coordination of geospatial metadata contributions to Geospatial One Stop (GOS) and the National Spatial Data Infrastructure (NSDI).
  - Prepares and delivers geospatial metadata reports to OMB.
  - Provides support for cross-Agency geospatial metadata coordination efforts, including GOS and NSDI activities.

2.3.2 EPA Geospatial Data Owner

- **Primary Role:** Management of geospatial assets for an entire organization.
- **Primary Responsibilities:**
  - Provides oversight for their organization's geospatial data.
  - Ensures development of metadata for geospatial information created within their organization.
  - Recommends GDG Steward(s) for their organization as appropriate.

2.3.3 EPA Geospatial Data Steward

- **Primary Role:** Management of individual data sets, databases, and/or applications that comprise part or all of a programs data holdings.
- **Primary Responsibilities:**
  - Participates in geospatial metadata management for their organization, including creating metadata as appropriate for existing resources and planned acquisitions (marketplace records).
  - Oversees geospatial metadata upkeep along with geospatial data upkeep and processing.
  - Ensures geospatial metadata compliancy with the *EPA Geospatial Metadata Technical Specification v1.0*.

2.3.4 GeoData Gateway Administrator

- **Primary Role:** Management of GDG application and metadata catalog.
- **Primary Responsibilities:**
  - Manages and approves information contributed to the GDG catalog, including validating records contributed to the GDG for EPA compliancy and approving or disapproving records based on validation results.
  - Oversees Web interfaces and related content provided to users at the GDG Web site.
  - Provides technical support for implementing and maintaining the GDG connection to GOS and NSDI.
  - Provides training, outreach, and instruction on contributing to the GDG.

2.3.5 GeoData Gateway Steward

- **Primary Role:** Management and coordination of an organization's contributions to the GDG.
- **Primary Responsibilities:**
  - Works with Geospatial Data Steward to organize metadata for contribution to the GDG, including creating metadata as appropriate.
  - Works with GDG Administrator to contribute metadata to the GDG catalog for their organization.
  - Maintains GDG Channel for their organization (optional; see Section 5).

2.4 GDG Stewardship

The GDG Steward role is highlighted in this section because it is a newly-identified role and of its importance in the GDG governance framework. The GDG Steward acts as the central 'Authority' for assets contributed from each organization and will serve as the contact point for GDG implementers working through processes identified for GDG contribution.

Within EPA programs, the identification of the GDG Steward may vary depending on the nature of the particular organization's structure. Typically, the Geospatial Data Owner will recommend a GDG Steward for their organization. The GDG Steward identified for an organization may also fulfill one of the other roles listed in this document (e.g., EPA Geospatial Data Steward or EPA Geospatial Data Owner). The specific GDG responsibilities listed for the GDG Steward complement other responsibilities identified for the EPA Geospatial Data Steward and EPA Geospatial Data Owner roles.

In general, the GDG Steward will work with EPA Geospatial Data Stewards in their organization to:

- Identify and prioritize local geospatial assets to contribute to the GDG in order to create an initial geospatial metadata inventory.
- Identify available metadata for assets identified.
- Create or oversee creation of geospatial metadata for assets as appropriate.
- Identify data set constraints and characteristics.
- Determine public/private nature of information.
- Determine data availability and format (online linkage).

Additionally, the GDG Steward works with the GDG Administrator to:

- Understand how to use the GDG.
- Understand EPA metadata requirements according to the *EPA Geospatial Metadata Technical Specification Version 1.0*.
- Contribute metadata (upload/publish/harvest) to their organization's 'GDG Metadata Collection'.
- Create a Channel (optional, but preferred; see Section 5).
- Maintain resources on a regular basis, as outlined in the GDG Maintenance Plan.

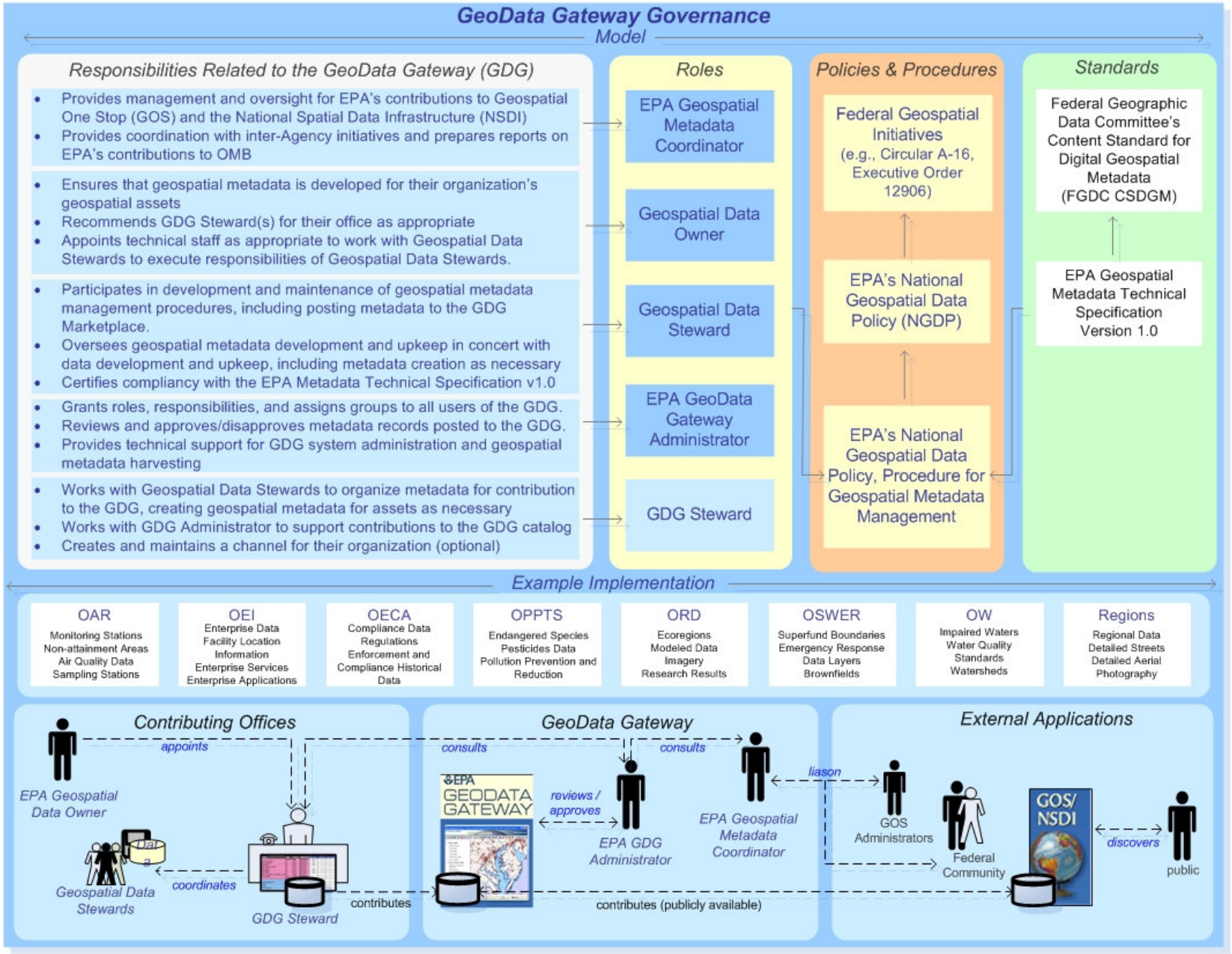

Figure 2-1. U.S. EPA Roles and Responsibilities Related to the GDG

Section 3. Contributing to the GDG

3.1 Overview of GDG Contribution Process Steps

This section provides detail on metadata development and sharing processes for operations specifically tied to the GDG. It outlines steps that may be taken to implement the primary GDG contribution responsibilities described in Section 2. Users wishing to obtain more detail on metadata management outside of GDG operations should consult the NGDP Procedure for Geospatial Metadata Management (see Section 1.5).

Establishing a framework within each organization for contributing to the GDG usually includes a standard set of process steps (Figure 3-1). These steps are intended as guidance for GDG Stewards and may change based on a particular organization's configuration. In general, GDG contribution process steps typically include:

1. The Geospatial Data Owner recommends a GDG Steward(s) for their organization. The EPA Geospatial Metadata Coordinator and/or EPA GDG Administrator are notified of the selection as appropriate.
2. The GDG Administrator (or the GDG Administrator's support team) provides an overview of GDG contribution expectations and requirements to the GDG Steward, including an overview of available tools.
3. The GDG Steward works with Geospatial Data Stewards assigned for their organization to create a GDG Inventory that identifies which data and/or other assets will have metadata in the GDG.
4. The GDG Steward reviews the *EPA Geospatial Metadata Technical Specification v1.0* and metadata templates (with the GDG Administrator as appropriate) and has the option to create a metadata template for his/her organization. The GDG Steward is encouraged to use the EPA Metadata Editor for documenting assets and creating a template.
5. The GDG Steward works with the EPA Geospatial Data Steward to begin creating and/or updating metadata for his/her organization. This step usually involves coordination among the GDG Steward and multiple Geospatial Data Stewards.
6. The GDG Steward identifies the method(s) of access for information being documented (e.g., live data and services, downloadable data, etc).
7. The GDG Steward verifies quality of the geospatial metadata record using the EPA Validation Service (available on geodata.epa.gov and also by using the EPA Metadata Editor).
8. The GDG Steward contributes to the GDG via upload, publish and/or harvest.
9. The GDG Steward verifies harvesting reports and validation results.
10. The GDG Administrator verifies quality of the newly-submitted geospatial metadata records. The GDG Administrator approves or denies records as appropriate.
11. The GDG Steward identifies which records should be made available to the public by flagging records as unrestricted.
12. The GDG Steward oversees local file synchronization with the GDG metadata catalog by removing records from the GDG catalog if they are deleted locally.
13. The GDG Steward manages and maintains assets in the GDG by regularly reviewing records.
14. The GDG Steward optionally creates and manages a channel for their organization.

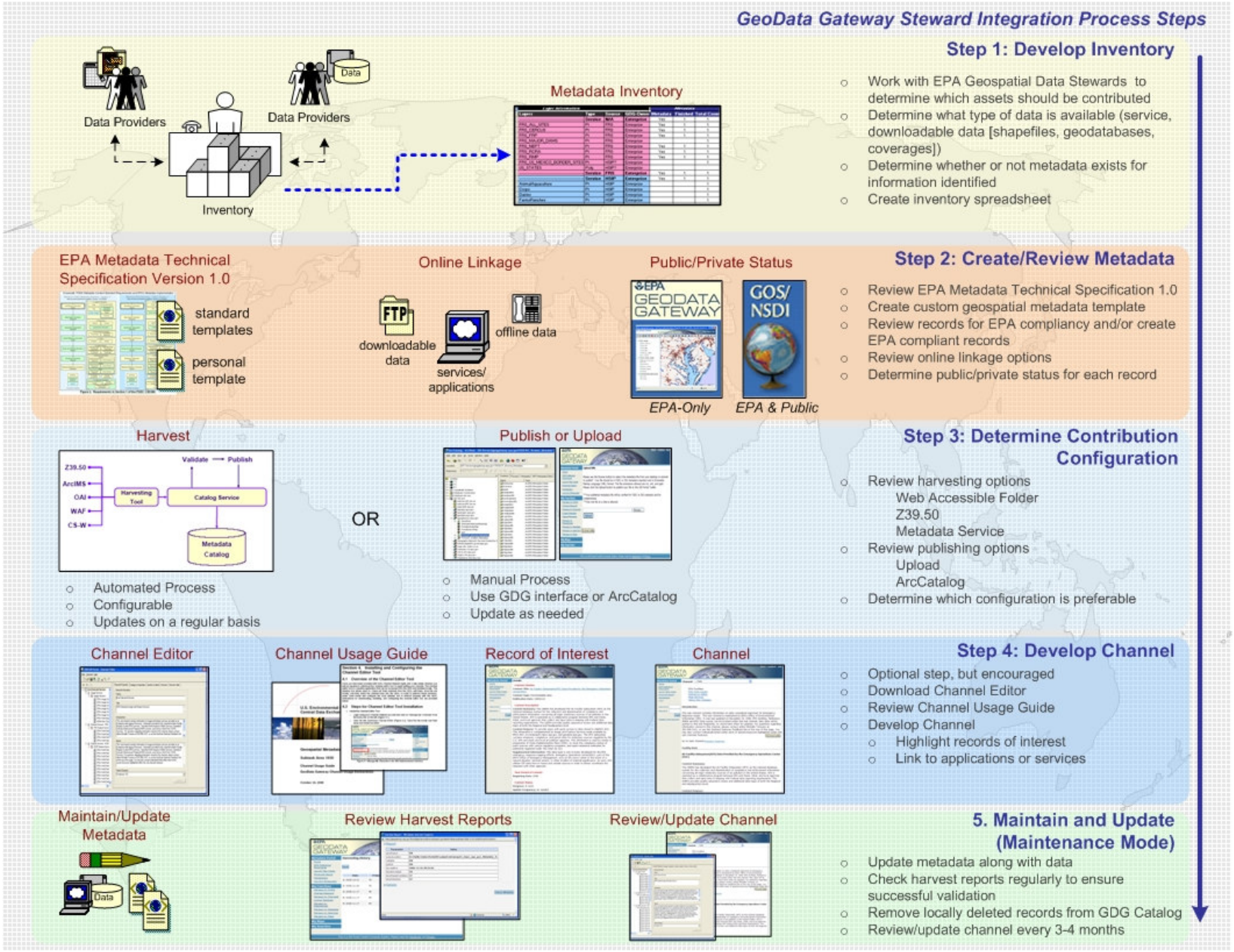

Figure 3-1. GDG Contribution Process Steps

3.2 Prioritizing Metadata Development and Contributions to the GDG and the Public

Geospatial resources stored and used by EPA programs may be derived from a number of sources. Some geospatial data is produced and maintained by EPA organizations, but a large majority of data is obtained from outside sources and used locally for performing regular business operations. Information obtained from external agencies may be supplied with metadata of varying quality, or it may be supplied without any metadata. As such, a number of key questions arise when addressing metadata sharing and compliancy, including:

- What is EPA-Compliancy?
- Which metadata are records must be EPA-compliant?
- Which metadata records should be contributed to the GDG?
- Which metadata records should be shared with the public?

Basic guidelines have been developed in order to help clarify these aspects of metadata prioritization and sharing. These are summarized in table 3-1 below and are further discussed in sections 3.2.1, 3.2.2, and 3.3.3. These guidelines should be used by organizations as a basis for prioritizing metadata development, updates and sharing with internal and external parties.

Table 3-1. GDG Contribution and Distribution Criteria

GDG Contribution, Prioritization, and Distribution Criteria			
Asset Type	**EPA Compliancy Required?**	**Required to Contribute to GDG?**	**Make Available to the Public?**
Geospatial assets (data, applications, and services) that EPA produces	Yes, EPA compliancy is required for all geospatial assets that originate at EPA.	Yes, required to contribute to the GDG	Yes, unless restricted due to data sensitivity, license agreement, or other EPA restriction on public access.
Geospatial assets acquired from other agencies but with value-added modifications made by EPA personnel	Yes, EPA compliancy is required. Personnel should ensure that all EPA-required fields are present in the metadata, but errors are allowable.	Yes, required to contribute to the GDG	Yes, unless restricted due to data sensitivity, license agreement, or other EPA restriction on public access.
Geospatial assetsacquired from other agencies but are of critical importance or may be hard to find by other EPA personnel	EPA compliancy is encouraged, but not required. Personnel should ensure that all EPA-required fields are present in the metadata, but errors are allowable.	No, but highly encouraged to contribute to the GDG	No

3.2.1 EPA-Compliancy Requirements

EPA-compliant metadata is required for all geospatial resources that originate at EPA. If your organization develops geospatial resources for EPA, metadata should be developed for those resources that meets the *EPA Geospatial Metadata Technical Specification v1.0.* EPA-compliancy is *encouraged* for all geospatial resources used by EPA organizations. EPA-compliancy means that all EPA-required fields are included in your metadata record and that

your record passes minimum FGDC compliancy. If you have questions about this determination, please contact the GDG Administrator or the EPA Geospatial Metadata Coordinator.

It is recognized that high value geospatial resources used at EPA may be derived from external groups but that the corresponding metadata records may contain some pre-existing FGDC compliancy errors. In those cases, it is permissible to allow records that have all minimum EPA requirements to be contributed to the GDG. Personnel should review the record to ensure that it contains high-quality information (e.g., it has key information regarding the data set) and should use the EPA Metadata Editor (EME) to apply basic EPA fields if they do not exist. However, it is not required that external metadata records meet full EPA-compliancy requirements.

It should be recognized that EPA requirements have been developed so that metadata records are easily shared and consistent across the Agency. For example, the EPA-required field "Resource Description" should have consistent values so that the information is easily discoverable in the GDG and provides access to the resource as intended. As such, personnel are encouraged to apply EPA required fields to pre-existing metadata records even if the information is not fully EPA-compliant.

3.2.2 Determining What to Contribute to the GDG

EPA requires that metadata for geospatial assets produced or 'improved' by EPA personnel and/or EPA contractor staff be contributed to the GDG. Metadata records that describe resources that would benefit other EPA organizations are encouraged but not required for contribution. The term "improved" refers to any type of value-add process that alters the data set or resource from its original form.

3.2.3 Differentiating Between Public and Private Metadata Contributions

EPA organizations have the ability to share metadata records with the general public by flagging them as 'unrestricted' in the GDG. These records are then accessible to the public at EPA's public metadata service, Web Accessible Folder (WAF), GOS, and NSDI. Some groups may be unsure which records should be shared with the public through these channels. In general, EPA should make metadata records that describe information that reflects EPA's mission areas and business available to the public. That includes all metadata records that describe geospatial resources that have been developed by or have had substantial value-add by EPA personnel. This may exclude those records that are considered sensitive, are restricted by license agreement, or have draft status. Other EPA restrictions on public access may also be considered.

When making metadata records available to the public, it is highly encouraged to make the resource described in the record also available to the public. This will ensure that external parties that discover your metadata records can access the resources directly. It is recommended to review the online linkage field to verify that the URL entered is available to external parties. Additional information about this topic is provided in Section 3.3.

3.3 Providing Access to Geospatial Resources (Online Linkage)

Information contributed to the GDG should be documented such that it may be readily accessed by others via the Internet. Providing this type of access makes the GDG more useful to those searching for information, and it also allows data providers to avoid handling multiple queries from GDG users hoping to access the information.

Within a metadata record, access is provided to data through the use of the online linkage element. A number of methods exist for providing access using online linkage, but the most commonly used methods include live data services (image and feature services), data download, and direct connection to a database. In cases where data owners do not wish to provide direct online access to their data, they may choose to contribute records to the GDG that are classified as 'offline data' and may provide contact information for users who wish to gain access to the data.

In general, where possible, it is always recommended to provide more than one method of access to data. Providing access through multiple venues ensures that the largest numbers of users will be able to reliably access the data once they have discovered the metadata. It also provides a source of back up for data owners during events where infrastructure bottlenecks make online distribution difficult.

The guidance provided below is intended to inform users about considerations for choosing between different types of data distribution options. This does not include details regarding how to document the online linkage element properly within a metadata record. Users wishing to obtain more information about documenting online linkage should reference the NGDP Procedure for Geospatial Metadata Management and the *EPA Geospatial Metadata Technical Specification v1.0*. The options identified below are listed in order of ease of access from the GDG (most easily accessible from the GDG to least easily accessible from the GDG).

3.3.1 Live Data and Services

Benefits (from the GDG perspective):

- Data provided in a service may be fed directly from a production data store and as such will be up-to-date.
- Data services are easily accessed using a variety of Web-based mapping or client tools, which allows a number of different types of users to access the information (e.g., users do not need to install special software).
- Data services are integrated directly within GDG map viewers, which typically provide a user with a better experience when accessing the information from the GDG.

Drawbacks

- Data services are more difficult to administer than other simpler data access formats.
- Data services may be more unreliable than other data formats during periods of high network traffic.
- Data services typically require more expensive hardware, software, and system administration than other formats.

3.3.2 Downloadable Data

Benefits (from the GDG perspective):

- Downloadable data is typically the simplest and most reliable format for different users trying to access data.
- Downloadable data does not require as much software, hardware, or other infrastructure robustness as other formats.
- Downloadable data is relatively easy to administer.

Drawbacks

- Data made available for download typically requires additional maintenance because it is usually separated from the production data store and must be replicated to a Web-accessible folder.
- Downloadable data may be limiting for some users who do not have access to the software required to load or view it.
- Once users have downloaded data, the author may never be sure if users will return to obtain newer, more up to date versions. If the source data changes frequently, repeating the download process very often may be onerous for a user.

3.3.3 Direct Database Connection

Benefits (from the GDG perspective):

- Direct database connection may be made to the production data store and as such the data accessed by the user will be up-to-date.
- Direct connection to a database may require less maintenance as it does not require that owners maintain live services or generate multiple copies.

Drawbacks

- Read-only passwords cannot be provided through metadata (as per EPA security restrictions); as such direct database connection will typically cause a user to go through extra steps to access the information.
- Some production databases may not be accessible through Anytime Anyplace Access (AAA). As such, connection to a Spatial Database Engine (SDE) database may be limiting for some EPA contractors or offsite EPA employees.
- Providing a number of different users with direct access to a production database may not be desirable for data owners if usage is extremely high or if they are not willing to share the entire database.
- Opening direct database connections for SDE databases that are on public servers may be risky in terms of high-volume traffic and usage.

3.3.4 Offline Data

Benefits (from the GDG perspective):

- Protects data from use by unknown customers.
- Ensures that draft, sensitive, or restricted data are able to be discovered through the GDG but are not directly accessed by parties without communication with data owners.

Drawbacks

- May be onerous for data providers in responding to multiple inquiries for data
- Least useful access method for GDG users and most likely to be discarded when returned from a search for information.

3.4 Geospatial Metadata Review and Validation

Geospatial metadata that is contributed to the GDG should be reviewed for consistency with the *EPA Geospatial Metadata Technical Specification v1.0*. GDG Stewards and EPA Geospatial Data Stewards may choose to validate records locally using the EPA Metadata Validation Service. This service is available as a part of the *EPA Metadata Editor Version 2.1*. Review and validation will also be performed by the GDG Administrator upon contribution of information to the GDG. The GDG Administrator will review non-compliant records with GDG Stewards to ensure that they can be updated and made compliant. Records that are not compliant with EPA Requirements (as per the *EPA Geospatial Metadata Technical Specification, v1.0*) will not be approved for contribution to the GDG. For more information on using the EPA Metadata Validation Service as part of the *EPA Metadata Editor Version 2.1*, please visit the GDG Web site (http://geogateway.epa.gov) and download the *EPA Metadata Editor Version 2.1*.

Section 4. Oversight for GDG Resources

4.1 GDG Enterprise Assets

Oversight for GDG Enterprise Assets is the responsibility of the EPA Geospatial Metadata Coordinator. Implementation and maintenance of these assets is the responsibility of the EPA GDG Administrator and the OEI GDG Steward, as described below. The determination of maintenance responsibilities for these resources is made by the EPA Geospatial Metadata Coordinator.

4.1.1 GDG Web Interfaces

GDG Web interfaces shall be maintained by the EPA GDG Administrator according to the GDG Maintenance Schedule.

4.1.2 Enterprise Metadata

Enterprise Metadata shall be maintained by the OEI GDG Steward. If additional GDG Stewards contribute metadata to the Enterprise collection, the authoring GDG Steward shall maintain records associated with that Steward's organization within the Enterprise collection. Enterprise Metadata shall be maintained according to the GDG Maintenance Plan.

4.1.3 The Enterprise Channel

The Enterprise Channel shall be maintained by the OEI GDG Steward according to the GDG Maintenance Plan. If additional GDG Stewards identify a desire to assist or contribute to the Enterprise Channel, those stewards shall work with the OEI GDG Steward to determine shared responsibility for the Enterprise Channel.

Section 5. Creating and Maintaining a Channel in the GDG

Creating and maintaining a channel in the GDG is an optional aspect of becoming a GDG Steward. Some key benefits and maintenance expectations are outlined below for stewards to consider when determining whether or not to develop and maintain a channel.

5.1 Benefits of Creating and Maintaining a Channel in the GDG

- Channels highlight an organization's records in the GDG for quick access by users. This provides GDG users with direct access to an organization's geospatial assets by allowing them to browse the GDG rather than search
  - Searching for records does not guarantee that all users will type in the right keywords in order to find a particular organization's data quickly
- Developing a channel increases the likelihood that key or new data sets provided by an organization are identified easily and quickly by different groups visiting the GDG
  - Increased usage across EPA offices leads to better Return on Investment (ROI) for each organization's assets
- Provides each organization with more control over which resources are quickly and easily identified and used from within the GDG Web interface
- Provides a presence for individual programs at the GDG, allowing programs to update and edit content in their GDG Channel Web page
- Provides programs with the capability to link to individual channel Web pages from their Web sites

5.2 GDG Channel Steward Expectations / Requirements

- Stewards are expected to learn to use the GDG Channel Editor
  - Assistance for learning to use this tool is provided by the GDG Administrator
  - The 'GDG Channel Usage Guide' is available at the GDG Web site for GDG Steward guidance on channel creation
- Stewards are expected to create their channels, or to work with the GDG Administrator to develop their channels jointly.
- Stewards are expected to update their channels regularly. In general, it is recommended that GDG Stewards review their channels every 3 months (on average) in order to ensure that newest assets may be properly highlighted.

Section 6. Key GDG Contacts (as of June 2007)

Contacts listed below identify key GDG operational personnel. A list of key GDG Stewards will be made available at the GDG Web site http://geogateway.epa.gov.

- GDG Project Manager (EPA Geospatial Metadata Coordinator): Michelle Torreano (OEI/OIC/IESD/ISSB)

  torreano.michelle@epa.gov; 202.566.2141

- GDG Alternate Project Manager: Ana Greene (OEI/OIC/IESD/ISSB)

  greene.ana@epa.gov; 202.566.2132

- GDG Administrator: Catherine Harness (CSC Contract Support to OEI)

  harness.catherine@epa.gov; 919.767.7289

Abbreviations and Acronyms

Acronym	Definition / Clarification
AAA	Anytime Anyplace Access
EPA	U.S. Environmental Protection Agency
FGDC	Federal Geographic Data Committee
GDG	GeoData Gateway
GIO	Geospatial Information Officer
GOS	Geospatial One Stop
NGDP	National Geospatial Data Policy
NSDI	National Spatial Data Infrastructure
OEI	Office of Environmental Information
OMB	Office of Management and Budget
QIC	Quality and Information Counsel
ROI	Return on Investment
SDE	Spatial Database Engine
SIO	Senior Information Officer