# Environmental Dataset Gateway (EDG)
### EPA — Connecting EPA's Environmental Resources

# Procedures for Storing Data at the EDG Data Download Locations

The EPA Environmental Dataset Gateway (EDG) provides Data Download Locations for EPA Regions, Program Offices, and Research Laboratories that want to make data available online for download but do not have their own server available to do so. Any EPA office that publishes metadata to the EDG may use the Data Download Locations to store and disseminate geospatial and/or non-geospatial data.

Two EDG Data Download Locations are available:

https://edg.epa.gov/data/Public/ - Public-access location available to all EDG users.

https://edg.epa.gov/data/Restricted/ - Restricted-access location available only to users with an EDG login.

Within each location, office-specific folders are created by the EDG Administrative Group. Data Stewards may choose to structure subdirectories within the folders if desired. Navigate to the URLs listed above to review the structure that is being used by offices currently utilizing EDG Data Download Locations.

Data Stewards may add data to the Data Download Locations for their Region, Program Office, or Research Laboratory free of charge by following these detailed instructions on how to prepare and submit datasets:

1. Determine data accessibility requirements
2. Contact the EDG Administrative Group
3. Provide your content to the EDG Administrative Group
4. Update the metadata record to provide the data download URL
5. Publish the metadata record in the EDG
6. Review the published EDG metadata record

## 1. Determine Data Accessibility Requirements

Determine whether the Public or Restricted EDG Download Location is appropriate for the data. This is generally driven by data sensitivity or access restrictions and should align with the listed in your metadata record (public, restricted public, or non-public).

## 2. Contact the EDG Administrative Group

Email the EDG Administrative Group (edg@epa.gov) and identify which storage location is desired. The EDG Administrative Group will coordinate with you to assist with uploading the files and providing your online linkage information for your metadata records.

## 3. Provide Your Content to the EDG Administrative Group

You may provide your zipped dataset to the EDG Administrative Group by either uploading it to the EDG Data Download Locations using FTP or by emailing it to edg@epa.gov.

To FTP data to the server, perform the following steps:

1. Verify with the EDG Administrative Group that your AA account has been assigned to the internal EDG server.
2. Open your FTP client tool. Ensure that "Passive FTP" is unchecked or disabled.
3. Use "edg-intranet.epa.gov" for the Host or URL.
4. Type in your user name and password (user name must be entered as "aa\{username}".
5. Connect to the site and navigate to your folder.
6. Upload the zipped dataset to your folder.

The EDG Administrative Group will ensure that data for public access is placed in the Public Data Download Location.

## 4. Update the Metadata Record to Provide the Data Download URL

After the data are loaded to the Data Download Location for your office, update the metadata record to indicate that the dataset is available as downloadable data.

**FOR A GEOSPATIAL RESOURCE:**

1. Update the Primary Linkage (<onlink>) element to point to the download location. The Primary Linkage element is the first link located in Section 1 of the FGDC metadata record. Use the full folder and file name of your storage location (Ex: https://edg.epa.gov/data/[Public or Restricted]/[office]/[file].zip). If you are using the EPA Metadata Editor (EME) Version 3.2.1 or earlier, the Primary Linkage is in the first tab (Basic Data Set Information) under Online Linkage (see Figure 1 below).
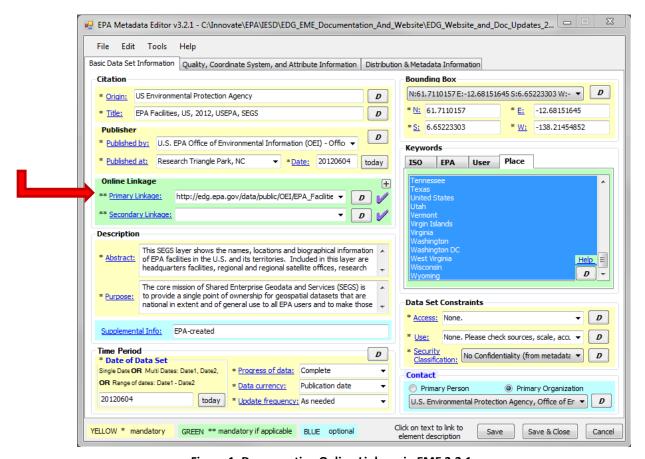


**Figure 1. Documenting Online Linkage in EME 3.2.1**

2. Update the record type (<recdesc>) element to indicate that the metadata record describes downloadable data. This is located in Section 6 of the FGDC metadata record. Specify that the metadata record describes Downloadable Data in this element. If you are using EME Version 3.2.1 or earlier, the Data Resource Type is in the third tab (Distribution and Metadata Information) under Distribution Information (see Figure 2 below).
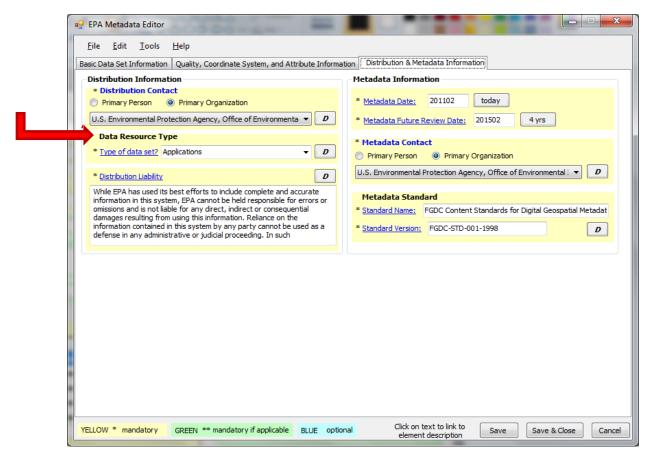
**Figure 2. Documenting "Downloadable Data" in EME 3.2.1.**

**FOR A NON-GEOSPATIAL RESOURCE:**

Update the Linkage element to point to the download location. The Linkage element is found in the Distribution Info section of the ISO metadata record. Use the full folder and file name of your storage location (Ex: https://edg.epa.gov/data/[Public or Restricted]/[office]/[file].zip). If you are using EME Version 4.0, the Linkage is in the second tab (Distribution & Metadata Information) under Distribution → Digital Transfer Options. Also update the Online Function Code to indicate that the data are available as a download (see Figure 3 below).

## 5. Publish the Metadata Record in the EDG

Once the metadata record has been updated, it is ready to be published in the EDG. Use your standard process for publishing your new metadata to the EDG (manual upload or WAF synchronization).

## 6. Review the Published EDG Metadata Record

After updated metadata has been published to the EDG, it is recommended that you search the EDG for your metadata record to verify that it displays correctly, both with the appropriate content type identifier (Downloadable Data) and the correct online linkage.
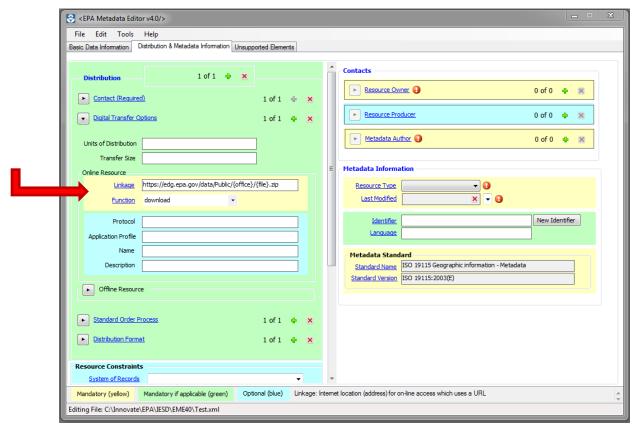
**Figure 3. Documenting Online Linkage and Function Code using EME 4.0.**

## General Recommendations for Uploading Data to the EDG Data Download Locations

- Data stored in the EDG Data Download Locations should be maintained along with the regular maintenance cycle used for managing your data locally. At a minimum, please revisit the information uploaded on these sites semi-annually to ensure that the data are current.

- When shapefiles are being uploaded, it is recommended that you zip all datasets into a single file.

- Data stored at either of the EDG Data Download Locations may not exceed 4GB within each folder. *Exceptions may be made if needed. Contact the EDG Administrative Group at edg@epa.gov for additional assistance.*