ACCESS TO ADEP GEOSPATIAL REPOSITORIES

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Procedure Owner	Signature	Date

1.0   PURPOSE AND SCOPE

The purpose of this procedure is to describe the processes for requesting access to geospatial information stored in the Environmental Programs Directorate (ADEP) geospatial repositories. The procedure also describes the "use constraints" assumed by the user who is granted access to the ADEP geospatial repositories. The geospatial repositories are designed to support ADEP programs.

2.0   BACKGROUND AND PRECAUTIONS

2.1   Background

Geospatial information is a digital information technology data format that facilitates an interactive association between the graphic representation of a natural object, man-made feature or political delineation and an attributed record of a database table.

Geospatial information may be used to evaluate associations among geographic features and environmental issues, integrate data sets for modeling, conduct decision support analyses, and perform mathematical and statistical operations for risk analysis and site suitability.

The geospatial information is stored in a file-based repository, as shape files for vector data and images for raster data, and in an enterprise geodatabase. The two repository types provide for the range of application software that are capable of displaying and querying geospatial information.

The geospatial information content and the data tree structure of the two repositories are similar.

2.2   Access Categories

Access to and the means for accessing geospatial information in the ADEP repositories are categorized by the requester's affiliation with the US Government, LANL and the ADEP. The categories are:

1. LANL ADEP Employee;
2. LANL non-ADEP employee, LANL Subcontractor supporting ADEP programs, or the employee of a Regulatory Agency Supporting ADEP Programs;
3. Employee representing an agency of the federal, state or local governments

2.3   Integrated Work Management

Geospatial information is controlled with processes documented in EP-ERSS-SOP-5012, Change Control For Spatial Features, and EP-ERSS-SOP-4003, Records Management.

3.0   EQUIPMENT AND TOOLS

None.

4.0   STEP-BY-STEP PROCESS DESCRIPTION

4.1   Requirements for Those Granted Access to the Geospatial Repositories

Geospatial repository users	1.	Document that you have read this procedure in accordance with EP-ERSS-SOP-2011, Personnel Training and Qualification. [NOTE: This applies to all users, and shall be coordinated with the Training representative.]
	2.	Comply with "Use Constraints" that are provided in feature data metadata records.
	3.	Ensure that all geospatial information intended for public release is reviewed and processed by the LANL Classification Group (SAFE-S7) prior to submission for publication, or digital release.
	4.	**DO NOT** release or transfer digital geospatial information unless it is accompanied by metadata meeting IA-GS-S-021101 "Content Standard for Digital Geospatial Metadata".
	5.	**DO NOT** release or transfer digital geospatial information that are commercially available, or are obtainable from public holdings.
	6.	**DO NOT** release or transfer digital geospatial information that are owned by or stewarded from other LANL directorates.
GIS System Administrator	7.	Place electronic copies of requests for access, approvals for access, and any other relevant documentation in an appropriate folder, such as /LANL ER GIS UNIT ARCHIV/ACCOUNTS

4.2 Access Request for LANL ADEP Employees

Requester	1.	Request access to the geospatial repositories with an email request and proof of reading the procedure, sent to the GIS System Administrator.
GIS System Administrator	2.	Confirm that the employee is documented as a member of ADEP and has read this SOP.
	3.	Provide the employee with access. [NOTE: Access to the repositories will use a network connection. Static files of holdings in the geospatial repository will only be provided in extraordinary circumstances, with the appropriate levels of approval.]

4.3 Access Request for LANL non-EP Employees, LANL Subcontractors, or Regulatory Agency-Supporting ADEP Programs

Requester	1.	Request access to the geospatial repositories by contacting an ADEP Group Leader, Project Leader, or higher level manager.
Authorizing	2.	E-mail the GIS System Administrator and request access for the Requester.

Manager	3.	Direct the Requester to provide the GIS System Administrator with proof of reading this procedure.
Requester	4.	Provide the GIS System Administrator with proof of reading this procedure.
GIS System Administrator	5.	Provide the requestor with access. [NOTE: Access to the repositories will use a network connection. Static files of holdings in the geospatial repository will only be provided in extraordinary circumstances, with the appropriate levels of approval.]

4.4	**Access Request for Employees Representing Federal, State or Local Governments**	
Requester	1.	Submit a formal request for holdings in the geospatial repositories by writing to the LANL Associate Director for Environmental Programs (ADEP), which includes the following information: • which holdings are desired, • the intended use for the data, and • how the government agency might transform or edit the geospatial information.
ADEP Manager	2.	Using the appropriate ADEP management communication channels, notify the GIS system administrator that transfer of holdings to the Requestor is approved.
GIS System Administrator	3.	Provide only static file copies of holdings in the geospatial repositories.

4.5	**Annual Renewal of Access Approvals**	
GIS System Administrator	1.	Access to the geospatial repository by 1) LANL non-ADEP employees, 2) LANL subcontractor employees or 3) Regulatory agency employees must be renewed annually. On or about October 1 of each year, the GIS System Administrator will request via email that these employees re-request repository access following the processes in either sections 4.2 or 4.3 as appropriate.

4.6	**Records**	
GIS Task Leader	1.	NO records are generated by this procedure.

5.0   PROCESS FLOW CHART

None.

6.0   ATTACHMENTS

None.

7.0 REVISION HISTORY

Revision No. *[Enter current revision number, beginning with Rev.0]*	Effective Date *[DCC inserts effective date for revision]*	Description of Changes *[List specific changes made since the previous revision]*	Type of Change *[Technical (T) or Editorial (E)]*
0.0	7/16/07	Superseded QP-5.15 and QP-5.16	E

Using a CRYPTOCard, click here to record "self-study" training to this procedure.

If you do not possess a CRYPTOCard or encounter problems, contact the ERSS training specialist.