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

Procedures for Publishing Data to the EPA Clip N Ship Application

The EPA Clip N Ship application allows users to easily view and download a copy of a geospatial dataset via an interactive map viewer. Data Stewards may have data added to the application for their Region, Program Office, or Research Laboratory free of charge by following these detailed instructions on how to prepare and submit datasets:

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

To make a dataset available in the Clip N Ship application, the EDG Administrative Group adds the data to the Clip N Ship geodatabase, then publishes it as a map service. To view current Clip N Ship map services, navigate to https://edg.epa.gov/arcgis/rest/services/edgGroup/MapServer.

To prepare your dataset for publication and inclusion within this service, perform the following steps:

1. **Review dataset**
   - Use concise, descriptive, user-friendly file names.
   - Review attributes to make sure that content and naming conventions are user friendly and well-documented.
   - Use names that are unique to your dataset (e.g. "EPA Region 1 Hydropower Sites" rather than "Hydropower Sites").
   - Make sure that your dataset includes metadata that meets FGDC or ISO standards.
2. **Project dataset, if necessary**
   - The dataset must be projected to Web Mercator (WGS_1984_Web_Mercator_Auxiliary_ Sphere).
3. **Create attribute aliases**
   - 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**
   - Confirm that your data is not sensitive and may be released to the public.
5. **Save and package dataset**
   - Compress your shapefiles and/or geodatabases. Include layer files for each dataset so that the EDG Administrative Group 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 must accompany each shapefile or geodatabase feature class that is 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

You are required to publish metadata to the EDG for each dataset being made available on Clip N Ship, and the access level must be set to "unrestricted." Please refer to https://edg.epa.gov/metadata/webhelp/en/gptlv10/inno/EDG_GettingStarted.pdf for detailed instructions on contributing metadata to the EDG.

5. Gather Information About the 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:

> **[File Name]** – The zipped file name.
> **[Feature Class/Shapefile Name]** – The name of each shapefile or geodatabase feature class (Ex: R9Roads.shp or r9Roads).
> **[EDG Title]** – The title of dataset's EDG metadata record (Ex: "EPA Region 1 Hydropower Sites").
> **[Clip N Ship Title]** – The title to appear in the Clip N Ship application (Ex: "R1 Hydropower Sites"). ***NOTE: This title needs to be descriptive but concise in order to fit in the Clip N Ship Table of Contents.***
> **[Abstract]** – The abstract from the dataset's EDG metadata record. The abstract should be about a paragraph in length. Please check the abstract to make sure no unusual characters are included. This check is best performed using a text editor (rather than word processing software such as MS Word).
> **[UUID]** – The universally unique identifier (UUID) from the dataset's EDG metadata record. To locate the UUID:
>> 1. Search for the metadata record by title in the EDG.
>> 2. Click the record's title to expand the search results.
>> 3. Click the "Details" link.
>> 4. In the browser's address bar, copy/paste the portion of the address following the "uuid=" parameter.

Sample EDG link with UUID highlighted:

```
https://edg.epa.gov/metadata/catalog/search/resource/details.page?uuid=%7B1D329CAA-31BB-496B-B0DF-23CBDA27E3AD%7D
```

Example Clip N Ship data delivery 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] %7B1D329CAA-31BB-496B-B0DF-23CBDA27E3AD%7D
```

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6. 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 or by e-mailing it to edg@epa.gov.

Clip N Ship contributors are encouraged to use the Data Download Locations. Contact the EDG Administrative Group for assistance if you have not done this before. Once access to the appropriate Data Download Location is established, you may upload your zipped 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 your dataset has been prepared, notify the EDG Administrative Group that the dataset is ready for publication by e-mailing edg@epa.gov. The e-mail should include:

1. The dataset's EDG title
2. A link to the dataset's download location (or the zipped dataset as an attachment, if the Data Download Locations upload option is not being used)
3. The text file created in Step 5 above

The EDG team will publish your dataset as a map service and add it to the Clip N Ship application. From 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.