Procedures for Publishing Data to the EPA Clip & Ship Hub

The EPA Clip & Ship Hub allows users to easily preview and download copies of geospatial datasets via an EPA GeoPlatform Hub Site: https://edg-epa.hub.arcgis.com/. Data Stewards may contribute data to the hub for their Region, Program Office or Research Laboratory by following these detailed instructions on how to prepare and submit datasets:

1. Contact the EDG Administrative Group
2. Publish a GeoPlatform Hosted Feature Service
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 & Ship Hub. The EDG team will coordinate with you and provide guidance in preparing the data and metadata.

2. Publish a GeoPlatform Hosted Feature Service

To make a dataset available in the Clip & Ship Hub, data stewards first need to publish it as a hosted feature service in EPA's GeoPlatform Online.

To prepare your dataset for publication and inclusion in the hub site, perform the following steps:

1. **Review and publish your data**
   - Each layer should have no more than 1 million features due to performance considerations. We hope to revise this limit upwards over time.
   - We recommend each layer be published as a separate feature service. The EDG Clip & Ship Hub can handle multiple layers in a single service, but it reduces confusion to all parties if layers and services are 1-1.
   - Create attribute aliases to provide user-friendly names of the dataset's attributes.
   - On the Service Settings page, enable Delete Protection, ensure line and polygon layers are Optimized, Cache Control is set as long as feasible, and Export Data is enabled.
2. **Follow the standard GeoPlatform Publishing Process to make your content public.**
   - This includes using the GeoPlatform Dashboard to request a public review with your GeoPlatform Admin as documented in this story map.

3. Review or Create Metadata for Your Dataset

Metadata <u>must</u> accompany each hosted feature service that is included in the EDG Clip & Ship Hub Site. This includes both EPA GeoPlatform Content Item metadata and full standards-based XML geospatial metadata. A styleguide for both can be found here (https://www.epa.gov/geospatial/epa-metadata-style-guide-geospatial-and-non-geospatial-data) and we strongly recommend authoring your full geospatial metadata using the EPA Metadata Editor Pro (https://www.epa.gov/geospatial/epa-metadata-editor).

4. Contribute the Metadata to the EDG

You are required to publish metadata to the EDG for each dataset being made available on the Clip & Ship Hub. 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. Contact the EDG Administrative Group to complete submission

Once your dataset is ready, 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 and URL.
2. A link to the EPA GeoPlatform Online hosted feature service.

The EDG team will review the submission for compliance with metadata guidelines. If it passes our review, the EDG team will add your hosted feature service to the EDG Clip and Ship Content Group which causes it to appear in the hub site. You may continue to own and manage the hosted feature service in your GeoPlatform account.