



Environmental Dataset Gateway (EDG)

Connecting EPA's Environmental Resources

What's New in the EPA Metadata Editor Version 3.2.1 (EME v3.2.1)

EPA is required by Executive Order 13642 and Office of Management and Budget's (OMB's) Open Data Policy (ODP) to maintain a robust, internal Enterprise Data Inventory (EDI) for all Agency dataset assets (public, restricted public, and non-public) used in the Agency's information systems. EPA's EDI is housed in the Environmental Dataset Gateway (EDG), and those metadata records are shared with OMB and Data.gov. To facilitate sharing of EDG metadata records, OMB requires that the records conform to a common core metadata schema. In an effort to meet this end, EPA is working to adopt the ISO schema—a process that is expected to begin in 2015.

In the ongoing effort to bridge the gap between metadata schemas and to satisfy immediate compliancy requirements, EPA has released EME v3.2.1 for EPA and federal partner use. EME v3.2.1 is an interim tool that is designed for users to edit existing FGDC metadata records (and create new records) so that they comply with OMB's ODP standard. EME v3.2.1 creates metadata that complies with common core standards for mandatory metadata fields and provides a best effort at complying with standards for optional fields. EME v3.2.1 contains updates to the following metadata elements to ensure ODP compliance:

1. Publisher
2. Online Linkages
3. Dataset Constraints: Access
4. Dataset Constraints: Security Classification
5. Distribution Contact
6. Distribution Liability

Documentation regarding many of these updates as well as additional documentation for other metadata elements may be found in the revised EME v3.2.1 Help that accompanies the application.

1. Publisher

The Publisher element in EME v3.2.1 is the primary field denoting whether the dataset being described in the metadata is of EPA origin or non-EPA origin. Data produced by an EPA Region, Program Office, or Laboratory is considered of EPA origin and an office name must be selected from the Publisher dropdown. Data obtained from non-EPA sources but with value added from EPA-produced data is most often considered of EPA origin if the value added information is truly unique to the Agency, and an office name must be selected from the Publisher dropdown. For example, a layer showing EPA Region boundaries may originate as a state boundaries dataset obtained from a non-EPA source. With EPA Region information (unique to EPA) added to the dataset's attribute table, the dataset is considered an EPA dataset.

The screenshot displays the 'Publisher' field in the metadata editor. The dropdown menu is open, showing a list of EPA offices and regions. The 'Published by:' field is currently empty. The 'Published at:' field is set to 'Chesapeake Bay Program (CBP)'. The 'Online Linkage' section is expanded, showing a list of 'Primary Linkage' and 'Secondary Linkage' options. The 'Description' section is also expanded, showing a list of 'Abstract' and 'Purpose' options. The 'Supplemental Info' section is expanded, showing a list of 'Date of Data' options. The 'Time Period' section is expanded, showing a list of 'Date of Data' options. The 'Keywords' field is empty.

Data provided by non-EPA governmental agencies, other organizations, or commercial vendors are considered non-EPA data, and the metadata Publisher element should indicate a non-EPA name. Rather than selecting a name from the dropdown, type in the Publisher name in this free text element. For example, U.S. Census Bureau census tracts with no EPA value added are considered non-EPA data even if the census tracts were clipped to a Region boundary. The Publisher element should indicate "U.S. Census Bureau."

2. Online Linkages

EME v3.2.1 provides ten Online Linkage metadata elements for documenting online computer resources that contain the dataset or are relevant to the dataset. Press the plus button in the upper right corner of the Online Linkage box to reveal all ten Online Linkage metadata elements.



It is recommended that the following convention be used for metadata consistency:

- **Primary Linkage:** The URL providing direct access to the downloadable dataset.
- **Secondary Linkage:** The endpoint of a web service to access the dataset (REST endpoint, WMS GetCapabilities URL, or a SOAP WSDL endpoint).
- **Linkage 3:** URL for accessing related documents such as technical information about a dataset, developer documentation, etc.
- **Linkage 4:** Alternative landing page used to redirect user to a contextual, Agency-hosted "homepage" for the Dataset or API when selecting this resource from a metadata catalog. This field is not intended for an agency's homepage (e.g., www.agency.gov), but instead is related to resources tied to the dataset.
- **Other Linkages:** Any other URLs related to this resource.

| Online Linkage | | |
|-----------------------|---|-------------------------------------|
| ** Primary Linkage: | https://edg.epa.gov/data/Public/ORD/EnviroAtla | <input checked="" type="checkbox"/> |
| ** Secondary Linkage: | http://enviroatlas.epa.gov/arcgis/rest/services/ | <input checked="" type="checkbox"/> |
| ** Linkage 3: | http://enviroatlas.epa.gov/enviroatlas/Data/inde | <input checked="" type="checkbox"/> |
| ** Linkage 4: | http://enviroatlas.epa.gov/enviroatlas/ | <input checked="" type="checkbox"/> |
| ** Linkage 5: | | <input checked="" type="checkbox"/> |
| ** Linkage 6: | | <input checked="" type="checkbox"/> |
| ** Linkage 7: | | <input checked="" type="checkbox"/> |
| ** Linkage 8: | | <input checked="" type="checkbox"/> |
| ** Linkage 9: | | <input checked="" type="checkbox"/> |
| ** Linkage 10: | | <input checked="" type="checkbox"/> |

3. Dataset Constraints: Access

Options for Access Constraints in EME v3.2.1 have been expanded. This element provides supporting information for the Security Classification element (explained in #3 below). New Access Constraints statements are intended to supply a supporting reason for why a document is classified as "non-public" or "restricted public" in the Security Classification element. Therefore, the Access Constraints and Security Classification elements should be considered together when editing metadata.

Data Set Constraints

* **Access:** [Dropdown Menu]

* **Use:** [Dropdown Menu]

* **Security Classificac** [Dropdown Menu]

Contact [Dropdown Menu]

Primary

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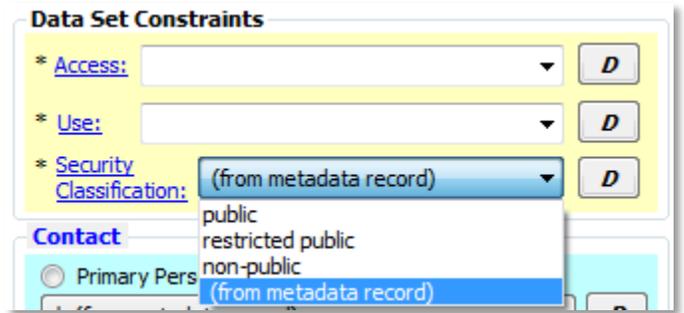
Click on text to element descr

- EPA Category: Attorney Client Privilege, NARA Category: Legal-Privilege
- EPA Category: Attorney Work Product, NARA Category: Legal-Privilege
- EPA Category: Confidential Business Information, NARA Category: Proprietary-Manufacturer
- EPA Category: Deliberative Process Privilege, NARA Category: Legal-Privilege
- EPA Category: Drinking Water Vulnerability Assessments, NARA Category: Critical Infrastructure-Water Assessments
- EPA Category: IT Security, NARA Category: Information Systems Vulnerability Information
- EPA Category: Law Enforcement Sensitive, NARA Category: Law Enforcement
- EPA Category: Mission Sensitive, NARA Category: Critical Infrastructure
- EPA Category: Personally Identifiable Information (PII), NARA Category: Privacy
- EPA Category: Proprietary, NARA Category: Proprietary
- EPA Category: Sensitive Drinking Water Related, NARA Category: Critical Infrastructure-Water Assessments
- EPA Category: Source Selection Information, NARA Category: Proprietary-Source Selection
- None
- These Data Are Restricted to Internal EPA Personnel Only
- These Data Are Restricted to Internal EPA Personnel Only and State Partners

4. Dataset Constraints: Security Classification

New Security Classification options are available in the dropdown. The choices are:

- **public:** Dataset is or could be made publicly available to all without restrictions.
- **restricted public:** Dataset is available under certain use restrictions.
- **non-public:** Dataset is not available to members of the public.



As stated above, the Security Classification and Access Constraints elements should be considered together when editing metadata.

4. Distribution Contact

To comply with ODP requirements, the Distribution Contact must include the following three mandatory elements:

- **Publisher:** The name of the entity publishing the dataset.
- **Contact Name:** A contact person's name for the dataset.
- **Contact Email:** A valid email address for the contact person. An email address corresponding to a helpdesk or distribution list is an acceptable alternative.

In EME v3.2.1, these mandatory elements have been incorporated into the Distribution Contacts in the pre-populated dropdown list. When selecting any of the contacts from the dropdown, these elements are included automatically and users do not need to perform any additional actions. However, for some datasets it may be more appropriate to use a position name and group email address instead of a contact name and email. In other datasets (e.g. those received from outside the Agency), it may be necessary to retain the metadata contact information from the dataset originator that is not available in the EME dropdown. In both of these cases, editing the Distribution Contact information is acceptable, however the three mandatory contact elements must be completed for the metadata record to pass validation. In these cases, users can use a text editor to add the desired contact information to the metadata record (XML file).

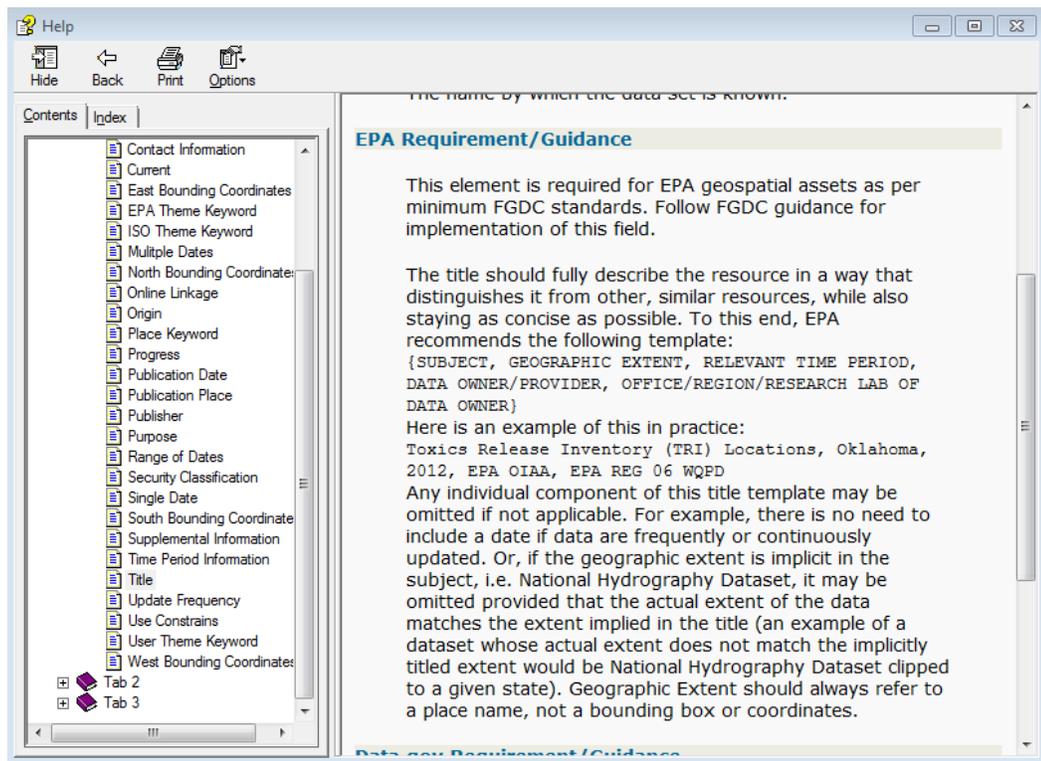
5. Distribution Liability

OMB's Open Data Policy requires that metadata that describes EPA-produced datasets contain standard liability language. The liability language may be referenced via EPA's Data Licensing Information webpage at https://edg.epa.gov/EPA_Data_License.html. The Distribution Liability element in EME v3.2.1 should be documented as follows, based on the source of the dataset being documented:

- **All EPA-Produced Datasets:** Populate the element with "https://edg.epa.gov/EPA_Data_License.html"
- **A Non-EPA Dataset from a Government Source:**
 - If the original metadata contains distribution liability language, retain that language in the Distribution Liability element.
 - If the original metadata lacks distribution liability language, populate the element with "https://edg.epa.gov/EPA_Data_License.html"
- **A Non-EPA Dataset from a Commercial Source:**
 - If the original metadata contains distribution liability language, retain that language in the Distribution Liability element.
 - If the original metadata lacks distribution liability language, populate the element with "This is a licensed product by [insert licensor here] for use within the U.S. EPA. No third party copy of this product will be permitted."

Help Updates

EME 3.2.1 includes updated context-sensitive help for some metadata elements which are common trouble spots for users of the application. For example, the help entry for the Title element in v3.2.1 includes guidance on using the title to describe the dataset in a consistent and concise manner.



Download

EME 3.2.1 may be downloaded from the EME download webpage at <http://edg.epa.gov/EME/download.html>.

Questions?

For additional information, consult the EME v3.2.1 Help documents that accompany the application. If you have further questions contact the EDG Administrative Team at edg@epa.gov