Adding Metadata to EDG for EPA Public Access

Version 1, April 2019

Instructions

This document guides extramural authors through the process of uploading a dataset to the EPA's dataset metadata repository, the Environmental Dataset Gateway (EDG). This is intended to help extramural authors fulfill their public access requirement.

The information gathered by the EDG is the metadata (a description of the data) for the underlying data that supports the scientific, peer reviewed publication. EDG does NOT collect the data itself.

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Using the EPA Open Data Metadata Editor

Extramural authors use the EPA Open Data Metadata Editor to submit their metadata to the EDG. They can access the editor at: <u>https://edg.epa.gov/epa-open-data-metadata-editor/</u>.

Mandatory and Optional Fields

Each empty field in the editor is designated as either mandatory or optional.

Publisher Email
Please enter the em Mandatory Field
Distribution

Once you begin filling in a field and navigate away, the field will verify if your entry is valid or invalid.

EPA Cont	act Email	
Please enter EPA contact test@gmail.com	Valid Entry	
X Title		
Please enter a title for the Metadata	Invalid Entry	
Metadata		J

Editor Instructions and Assistance

The EPA Open Data Metadata Editor provides up-to-date instructions for each field in the form. You can assess these instructions by selecting the heading of each form field, as shown below.

😢 Title	
Please enter a title for the dataset Metadata	Select the Field's Heading
Title	

	Definition: Human-readable name of the dataset. Should be in plain English and include sufficient detail to facilitate search and discovery.
	Titles should be succinct yet descriptive including the topic, and where relevant, temporal info, geography and related programs in a way that distinguishes it from other, similar resources. To this end, EPA recommends the following template:
	{Subject, Geographic Extent, Relevant Time Period, Data Owner/Provider, Office/Region/Research Lab of Data Owner}
9	Any individual component of this title template may be omitted if not applicable. For example, there is no need to include a date if data are frequently or continuously updated. Similarly, if the geographic extent is implicit in the subject, i.e. National Hydrography Dataset, it may be omitted provided that the actual extent of the data matches the extent implied in the title (an example of a dataset whose actual extent does not match the implicitly titled extent would be National Hydrography Dataset clipped to a given state). Geographic Extent should always refer to a place name, not a bounding box or coordinates.
	additional details on individual datasets provided in the distribution section.
8	You need to provide a non-trivial value.
Please er Metada	Instructions display below the field heading.

In addition to the form instructions, the table below contains a few other details that may be helpful about some of the form fields.

Field Name	Details
Distribution Section	This field lets you document each URL where the metadata, or parts of the metadata, are stored. If you have one URL that stores two different formats of the metadata (for example CSV and Excel), you need to create separate entries for each format.
Keywords Fields	 There are four keyword fields in the form. Each form must have at least: One keyword for the Place Keywords field One keyword for the ISO Keywords field

 One keyword for the EPA Keywords field Three keywords for the General Keywords field
Place, ISO, and EPA Keyword fields must be entered by using the drop-down menus. However, the General Keywords must be typed in.
This refers to the time period when the data was collected or gathered. There isn't an automatic calendar for this field. You can type in the dates.
This field has two parts to it. First, there is a text field where you type a number. Second, there is a drop-down list where you select the appropriate period of time. For example: 2

If you find you need additional assistance, please contact the EPA EDG team.

Saving Your Form

If you cannot complete the form in one visit, you can save the work you have done and return later.

To save your form:

1. In the top left of the window, select the EPA icon.

EPA O	pen Data Metada	ta Editor
Welcome to the E	Select the Icon	ural Researchers in support of EPA's initiative to make data open, discoverable, and usable.
This tool allows ext Technical Specifica Each element has a are available by clic Use the blue button validation tests and	ramural researchers to author, save, a tion. If you wish to submit metadata t corresponding status: A Mandatory king each element's status icon. at the upper left to save, view or load is ready for submission. Please cont	and submit metadata records for non-geospatial data that are compliant with ERA's Metadata for geospatial data, please contact the EPA EDG team for further assistance. (empty), O Optional (empty), I Invalid, and Valid. Additional guidence and best practices existing records. The red button at the lower right will turn green when a record has passed all act the EPA EDG team with any questions.

2. In the drop-down menu, select **Save**.

EPA Ope for extramural research	en Data	a Metadata E	ditor
LOAD			
O VIEW	en Data Meta	idata Editor for Extramural Re	esearchers in support
SAVE	ural research Tresponding each elem he upper left t eady for subm	Select Save	it metadata records f I data, please con Optional (empty), records. The red butt PA EDG team with an

3. In the popup window, enter a file name.

3c7d11ca-107a-413c-bb1d-22d70e358bfd.json	×	^
<pre>"identifier": "3c7d11ca-107a-413c-bb1d-22d70e358bfd", "accessLevel": "public", "bureauCode": ["020:000"], "programCode": ["020:000"], "epa_contact": "test@gmail.com" } Enter Filename </pre>		
Filename (leave empty to use document identifier):		
3c7d11ca-107a-413c-bb1d-22d70e358bfd.json	4	~

4. Then, select the Download icon.

3c7d11ca-107a-413c-bb1d-22d70e358bfd.json	×	^
<pre>"identifier": "3c7dl1ca-107a-413c-bb1d-22d70e358bfd", "accessLevel": "public", "bureauCode": ["020:000"], "epa_contact": "test@gmail.com" } Select Download</pre>		
Filename (leave empty to use document identifier):		
3c7d11ca-107a-413c-bb1d-22d70e358bfd.json		~

5. The file will be downloaded to your device.

Loading a Saved Form

If you are returning to the EPA Open Data Metadata Editor and have a saved copy of your partially completed form, you have the option of loading the saved copy.

To load a saved copy of your form:

1. In the top left of the window, select **the EPA icon**.



2. In the drop-down menu, select Load.



3. In the popup window, select Browse.



- 4. In the new window, navigate to where your saved form is stored and select it.
- 5. Then, select Open.
- 6. Review the file if desired.
- 7. To load the file into the EPA Open Data Metadata Editor, select the Edit icon.



The content from your saved file will be used to prepopulated the EPA Open Data Metadata Editor, and you can continue filling in the remaining fields.

Submitting Your Form

You can submit your form by selecting the **Submit icon** in the bottom right of the screen.

for extramural researchers		k.S.		
Welcome to the EPA Open Data Metadata Editor for F	Extramural Researchers in suppor	t of EPA's initiative to make da	ta open, discoverable, an	d veeble.
This tool allows extramural researchers to author, sa Technical Specification. If you wish to submit metad Each element has a corresponding status: A Manda are available by clicking each element's status icon. Use the blue button at the upper left to save, view or l validation tests and is ready for submission. Please o	ve, and submit metadata records ata for geospatial data, please co tory (empty), @ Optional (empty) load existing records. The red but contact the <u>EPA EDG team</u> with ar	for non-geospatial data that an ntact the EPA EDG feam for fur Invalid, and Valid. Addit ton at the lower right ny questions.	e compliant with EPA's A ther esclictence. tonal guidance and best ect Submit	<u>Astadata</u> practices passed all
Please select EPA agreement type				
lease enter EPA agreement number or description				

If the form is not ready to be submitted, the Submit icon will be red instead of green. If you hover over the icon, a popup displays, saying "Document not valid yet. Please click for more info." If you select the red Submit icon, you will receive a popup notification telling you why the form is invalid.

If all the required fields are valid and you select the green Submit icon, you will receive the following Confirmation message:



If you select the Submit button, you will receive the following success message once your form is submitted:



After you submit your form, a copy of the metadata record is sent to the EPA contact entered in the form. The contact must reply with a confirmation that they have reviewed the record and are the appropriate EPA point of contact.

If the EDG team does not receive the email confirmation, they will attempt one follow-up email with the contact. If no confirmation is received within 2 weeks, the EDG team will ask for an alternate contact. A new contact must be provided, or the record will not be accepted.

Once the metadata record is accepted, it is stored in the database.

Edits After Submission

If you realize you need to make an edit to your submitted metadata, reach out to the <u>EPA EDG team</u> with details on what file needs to be edited and what the edits should be.

Appendix A: Sample of a Completed Form

Below is a sample of a completed form in the EPA Open Data Metadata Editor.

Sepan Data Metadata Editor
Welcome to the EPA Open Data Metadata Editor for Extramural Researchers in support of EPA's initiative to make data open, discoverable, and usable.
This tool allows extramural researchers to author, save, and submit metadata records for non-geospatial data that are compliant with EPAS Metadata Technical Specification. If you wish to submit metadata for geospatial data, please contact the EPA EDG team for further assistance. Each element has a corresponding status: A Mandatory (empty), O Optional (empty), I invalid, and Valid. Additional guidance and best practices are available by clicking each element's status icon.
Please contact the EPA EDG team with any questions.
Sepa Agreement
Grant
1234-5678-90000
Sepa Contact Email
Please enter EPA contact's email lastname.firstname@epa.gov
✓ Title
Please enter a title for the dataset Dissolved oxygen, dissolved nitrous oxide, and water temperature in reservoirs in the Ohio River Basin
O Description
Please enter a description for the dataset This data documents "Controls on <u>nitrous</u> oxide production and consumption in reservoirs of the Ohio River Basin" and includes dissolved oxygen, dissolved <u>nitrous</u> oxide, and water temperature in reservoirs. This <u>dataset</u> is associated with the following publication: <u>Brody</u> , J., C. <u>Nutch</u> , and J. Wise. Source or sink: Insight on controls of <u>nitrous</u> oxide <u>biogeochemistry</u> from a 20 reservoir survey. Journal of Biophysical Research - <u>Biogeosciences</u> . American Geophysical Union, Washington, DC, USA, 120(10): 1995-2010, (2015).
Place Keywords
Ohio x West Virginia x Indiana x Kentucky x
SO Keywords
Inland waters ×
C EPA Keywords
Water × Surface Water × Monitoring × Ecology ×
General Keywords
epilimnion × hypolimnion × nitrous oxide saturation × greenhouse gas emissions ×

Please enter the name of the publishing organization for the dataset University of the Ohio Basin
Publishing Individual
Please enter the name of the individual responsible for publishing the dataset Jacob Montclair
Publisher Email
Please enter the email address of the publisher for the dataset montclair,jacob@uob.edu
Distribution
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2 Landing Page
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References
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