

# 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: <https://edg.epa.gov/epa-open-data-metadata-editor/>.

### Mandatory and Optional Fields

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

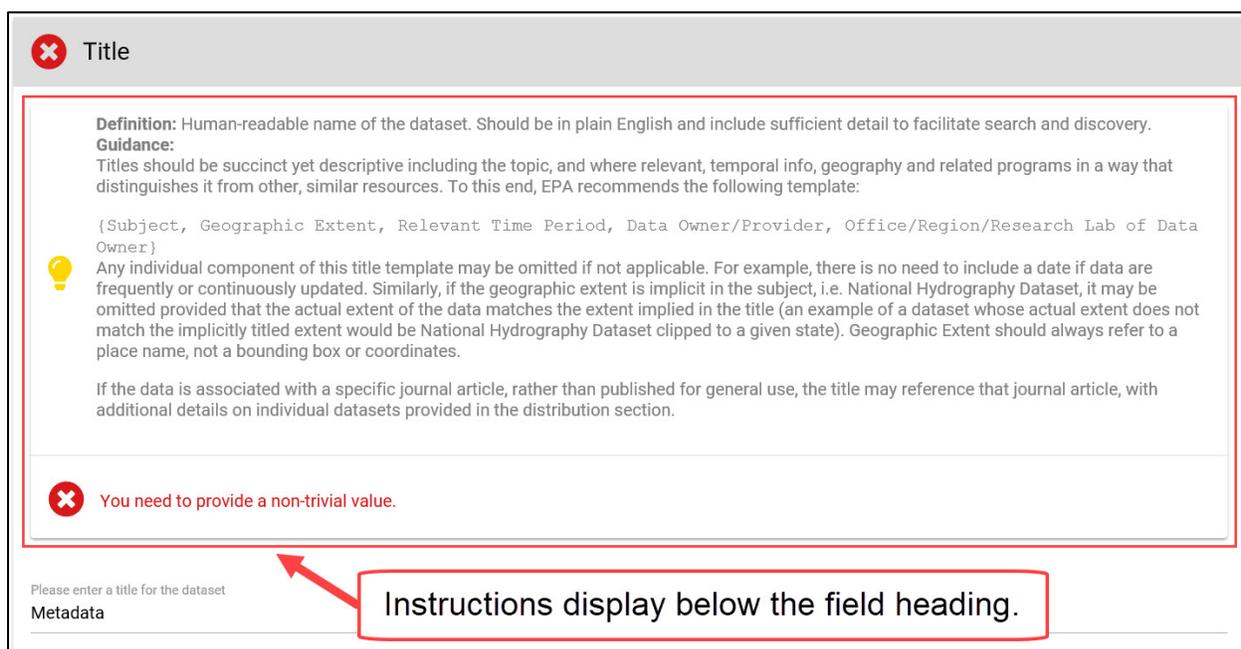
The screenshot displays two sections of the metadata editor. The top section is titled "Publisher Email" and features a yellow warning icon. Below the title is a text input field with the placeholder text "Please enter the email address for the dataset". A red box labeled "Mandatory Field" has an arrow pointing to the warning icon. The bottom section is titled "Distribution" and features a grey question mark icon. Below the title is a button labeled "+ ADD A DISTRIBUTION". A red box labeled "Optional Field" has an arrow pointing to the question mark icon.

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

The screenshot displays two sections of the metadata editor. The top section is titled "EPA Contact Email" and features a green checkmark icon. Below the title is a text input field with the placeholder text "Please enter EPA contact email address" and the value "test@gmail.com". A red box labeled "Valid Entry" has an arrow pointing to the checkmark icon. The bottom section is titled "Title" and features a red 'X' icon. Below the title is a text input field with the placeholder text "Please enter a title for the Metadata". A red box labeled "Invalid Entry" has an arrow pointing to the 'X' icon.

### Editor Instructions and Assistance

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



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
<b>Distribution Section</b>	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.
<b>Keywords Fields</b>	There are four keyword fields in the form. Each form must have <b>at least</b> : <ul style="list-style-type: none"> <li>• One keyword for the Place Keywords field</li> <li>• One keyword for the ISO Keywords field</li> </ul>

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	<ul style="list-style-type: none"><li>• One keyword for the EPA Keywords field</li><li>• Three keywords for the General Keywords field</li></ul> <p>Place, ISO, and EPA Keyword fields must be entered by using the drop-down menus. However, the General Keywords must be typed in.</p>
<b>Temporal Extent</b>	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.
<b>Update Frequency</b>	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 years.

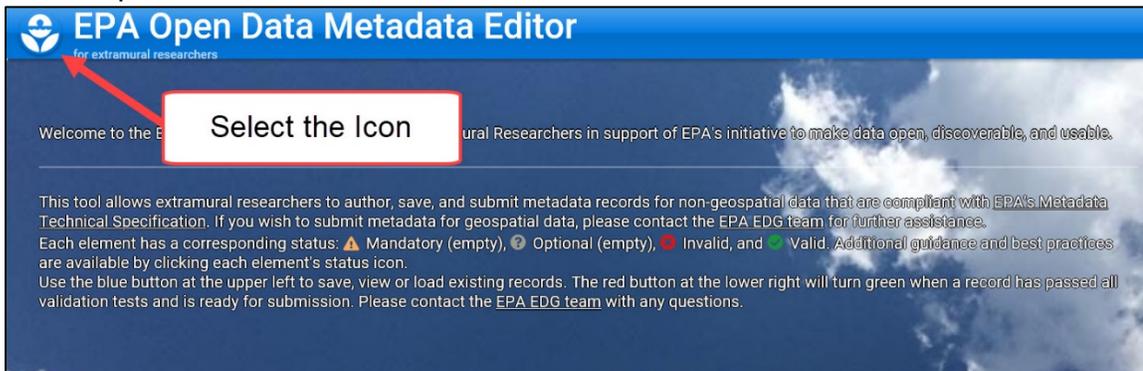
If you find you need additional assistance, please contact the [EPA EDG team](#).

### Saving Your Form

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

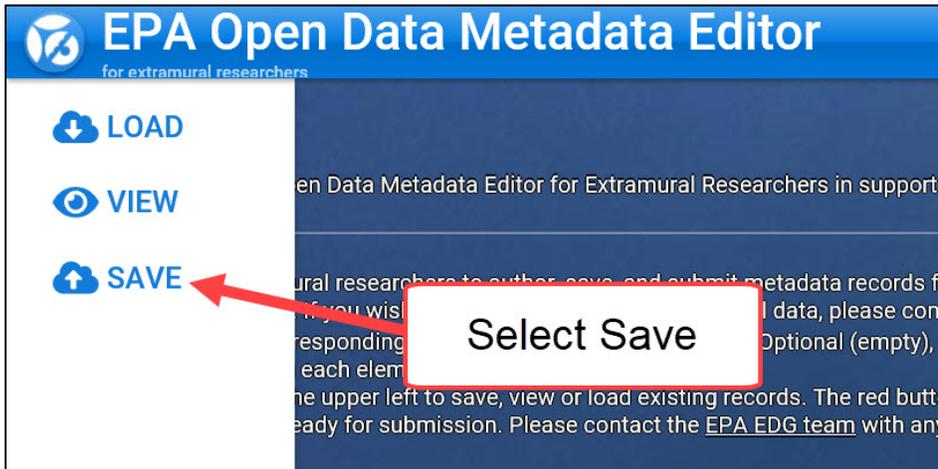
To save your form:

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

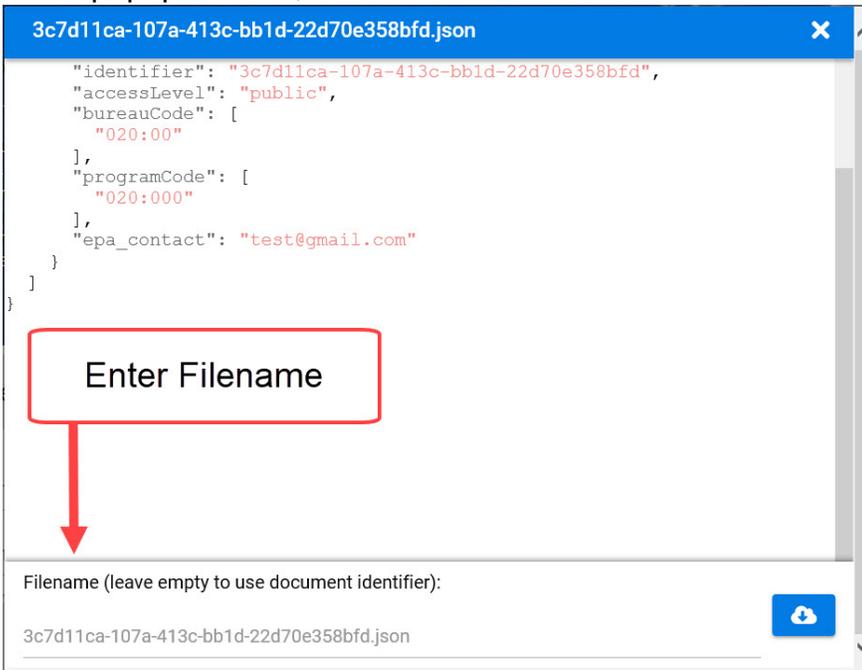


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2. In the drop-down menu, select **Save**.

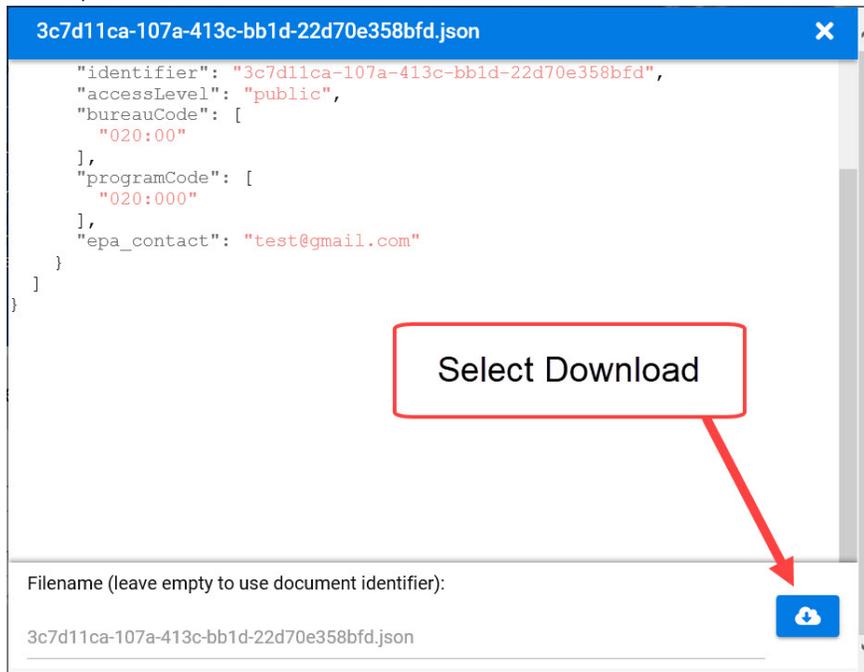


3. In the popup window, enter a file name.



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4. Then, select **the Download icon**.



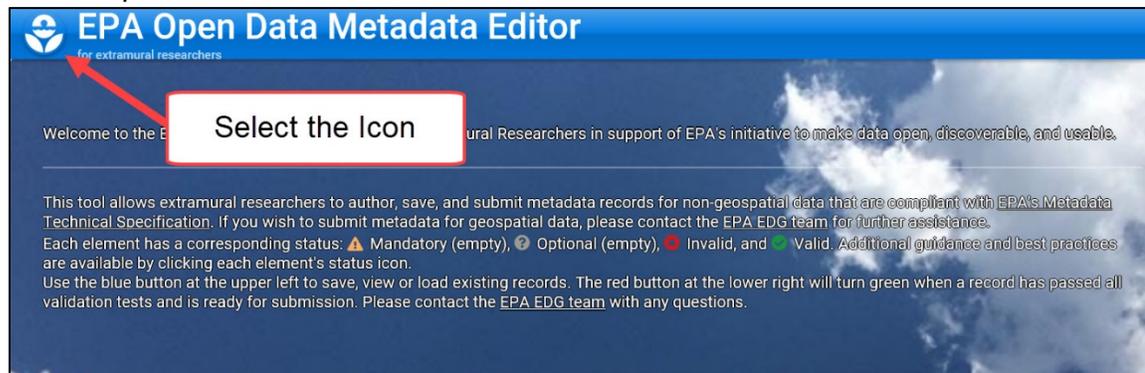
5. The file will be downloaded to your device.

### 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.

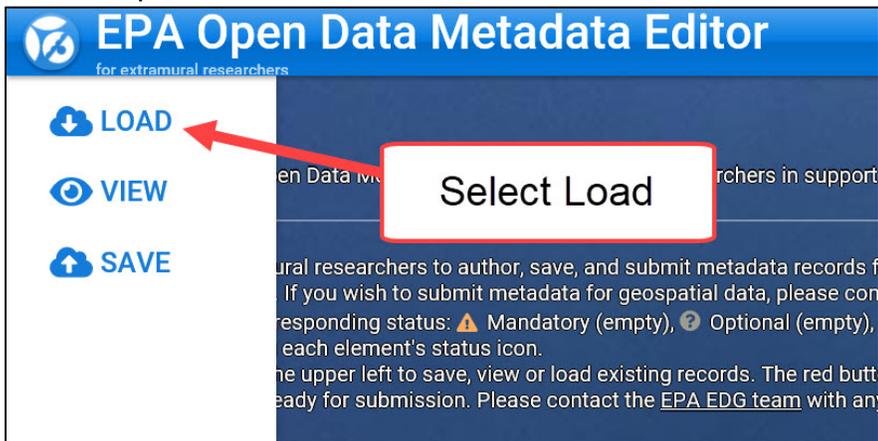
To load a saved copy of your form:

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



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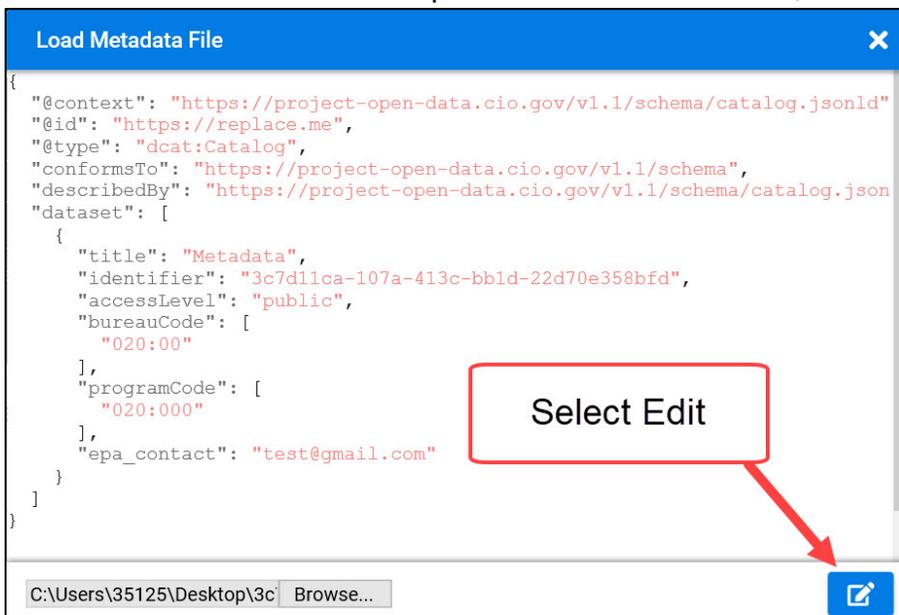
2. In the drop-down menu, select **Load**.



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.

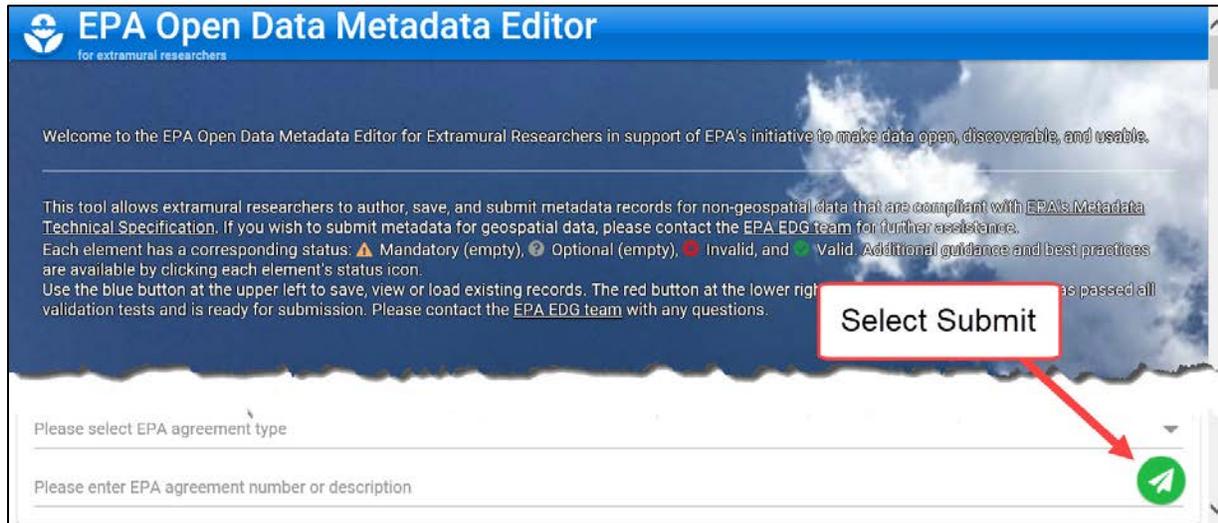


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The content from your saved file will be used to prepopulated the EPA Open Data Metadata Editor, and you can continue filling in the remaining fields.

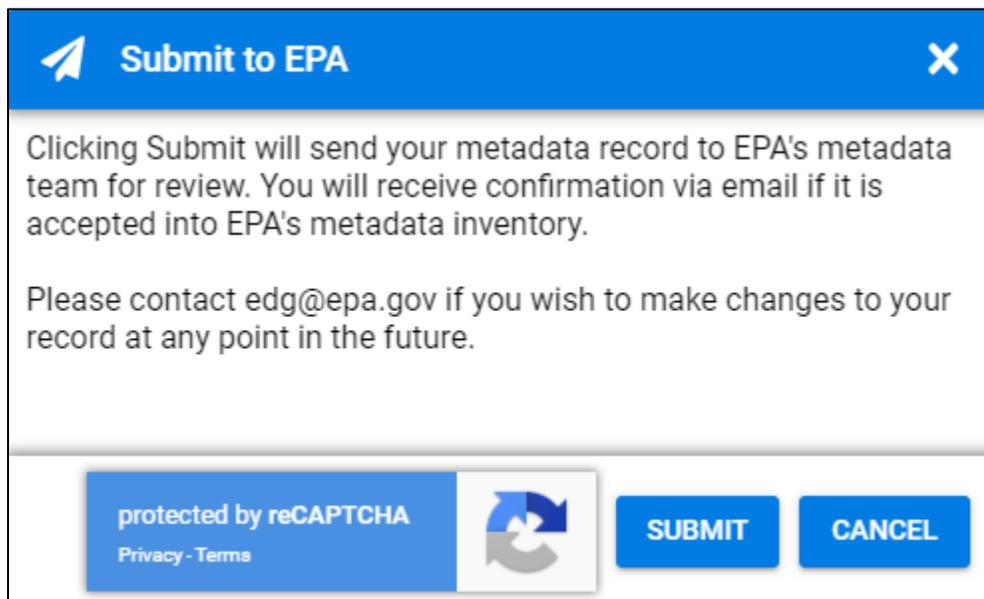
### Submitting Your Form

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



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:



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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 [EPA EDG team](#) with details on what file needs to be edited and what the edits should be.

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### Appendix A: Sample of a Completed Form

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



# EPA Open Data Metadata Editor

for extramural researchers

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 [EPA's 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: Mandatory (empty), Optional (empty), Invalid, and Valid. Additional guidance and best practices are available by clicking each element's status icon.

Use the blue button at the upper left to save, view or load existing records. The red button at the lower right will turn green when a record has passed all validation tests and is ready for submission. Please contact the [EPA EDG team](#) with any questions.

## EPA Agreement

Grant

Please enter EPA agreement number or description

1234-5678-90000

## EPA 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

## Description

Please enter a description for the dataset

This data documents "Controls on [nitrous oxide](#) production and consumption in reservoirs of the Ohio River Basin" and includes dissolved oxygen, dissolved [nitrous oxide](#), and water temperature in reservoirs. This [dataset](#) is associated with the following publication: [Brody, J., C. Nutch](#), and J. Wise. Source or sink: Insight on controls of [nitrous oxide biogeochemistry](#) from a 20 reservoir survey. [Journal of Biophysical Research - Biogeosciences](#). American Geophysical Union, Washington, DC, USA, 120(10): 1995-2010, (2015).

## Place Keywords

Ohio × West Virginia × Indiana × Kentucky ×

## ISO Keywords

Inland waters ×

## EPA Keywords

Water × Surface Water × Monitoring × Ecology ×

## General Keywords

epilimnion × hypolimnion × nitrous oxide saturation × greenhouse gas emissions ×

## Publishing Organization

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

+ ADD A DISTRIBUTION ENTRY

### ✓ Identifier

Please enter a DOI for the dataset or leave empty to use: e03fed09-b11e-420f-a4e5-2ef02af20eaf

<https://doi.org/10.1002/2015JG002941>

### ✓ Access Level

public

### ? Rights

Restrictions on the dataset

### ✓ Data License

URL of the license for the dataset

<https://creativecommons.org/publicdomain/zero/1.0/>

### ✓ Temporal Extent

Start: 2015-01-30

End: 2016-02-25

### ✓ Last Update

2017-05-04

### ✓ Update Frequency

number

### ✓ Release Date

 Language

English 

 Data Quality

Does the dataset meet your organization's Information Quality Guidelines?

 Conforms To

Please provide a URL

 Described By

Please provide a URL

Please select the type of file pointed by the above URL 

 Landing Page

Please provide a URL

 References

Please provide a URL

