

**AN ADDENDUM TO:  
GUIDELINES FOR DISTRIBUTING  
EMAP DATA AND INFORMATION  
VIA THE INTERNET**

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## **Preface**

The steps outlined here as draft data submittal guidelines for the Environmental Monitoring and Assessment Program Information Management (EMAP IM) system are very similar to those in the Guidelines document (Strebel and Frithsen, 1995). There has been an attempt to streamline the steps to make the process more informal. One major departure from the guidelines has been the acknowledgment that the review of the data will be more technical, than scientific, in nature. These steps also do not address the issue of data file format as addressed in the Guidelines (Chapter 5). File format is especially important to review; example data files can be transmitted electronically, if requested.

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## **Reference**

Strebel, D.E. and J.B. Frithsen. 1995. Guidelines for distributing EMAP data and information via the Internet. April 30, 1995. Prepared for U.S. Environmental Protection Agency, Environmental Monitoring and Assessment Program (EMAP), Washington, D.C. Prepared by Versar, Inc., Columbia, MD.

## DATA AND METADATA SUBMITTAL PROCEDURES FOR THE EMAP HOME PAGE

1. Group submitting files emails EMAP IM to notify about submittal
  - a. informal approval included, if necessary
  - b. information submitted about transfer method
2. Reply to email that submittal can proceed
  - a. request further information on transfer method and location, if necessary
  - b. notify submitting group of receipt
  - c. once received, files are archived during routine procedures
3. Transfer data and metadata files (options)
  - a. ftp to specific directory on AED's anonymous ftp site
  - b. mail electronically
  - c. mail on disk
4. Review for technical standards
  - a. review file for standard heading and/or format
  - b. inventory record completed for technical review, problems found, file information
5. Scientific review of data
  - a. review data files with the following questions as standards:
    1. Does the metadata adequately describe the data set?
    2. Are all the codes resolved?
  - b. the scientific review component is cursory because of the diverse nature of the data collected. Issues of quality assurance and confidentiality should have been addressed by the source group prior to submittal.
6. Post data to the internal EMAP web site for sub-organizational review
7. Sub-organization review period
  - a. Allow 1-2 weeks for review of information by the sub-organization on the internal web site
  - b. EMAP IM makes changes requested by submitting group
8. Electronic approval required from submitting group official
  - a. specify restrictions on data
  - b. data not moved to public site until approval received from sub-organization official (Division Director or designee) by email
9. Post data to EMAP public web site
  - a. Complete submission form
  - b. Move files to the public web site; update 'What's New'.

## **Data Revisions**

1. Revised data/metadata files submitted
  - a. sub-organization provides information on files to replace
  - b. files replaced on internal and public web sites
2. Track revisions
  - a. state reason for changes and revision date in Directory entry and/or metadata file
  - b. track submission in inventory

## **File Deletion**

1. Files will be deleted upon telephone request (confirmed by email) by the approving authority of the data source.

## **Submittal Tracking Form Contents**

### File inventory information:

- Inventory tracking identification number
- Sub-organization name/code number
- Theme of group of files
- File contact name(s)
- Date files received
- Total number of files expected/received
- All data submitted (Y/N)
- Review passed (Y/N)
- Review finished (Y/N)

### File information:

- File ID
- File name
- File type
- File size
- File creation date

### Approval information

- Approving official name and title
- Date files transferred to internal web site
- Date files transferred to public web site
- Restrictions on dissemination

### File review information

- Technical reviewer
- Review complete (Y/N)
- Date technical review completed
- Problems encountered (Y/N)
- Archived by routine procedures (Y/N)
- Comments

### Revision information

- Name of revised file
- Date of revision