



GISLab Agreement for Data Submission and Access (14-Jan-02)

GISLab has established a spatial data warehouse to provide a central repository/clearinghouse for spatial data at Los Alamos National Laboratory (LANL). This agreement documents that data providers and users of the GISLab data warehouse agree to abide by the GISLab policy for data submission and access, as specified below. Data are defined as tabular, spatial, or numerically derived information in digital form. Data providers are defined as the stewards of particular data, and are responsible for the creation and update of their own data.

A. Data Submission to the GISLab Spatial Data Warehouse

Data providers agree to the following:

1. Data providers will deliver digital spatial data to GISLab using a standard GIS format, compatible with the Environmental System Research Institute (ESRI) formats.
2. Data providers will deliver metadata to GISLab along with all spatial data, with the metadata prepared to meet GISLab metadata requirements specified at the GISLab website (http://www.gislab.lanl.gov/policies/gislab_metadata.html) or available by inquiry via e-mail to gislab@lanl.gov. Note that Federal Geographic Data Committee (FGDC) compliant metadata are required of all U.S. government agencies.
3. When available, data providers will deliver associated spatial data quality and completeness reports, QA/QC and data collection methods, and other relevant reports that are not already part of the metadata, for spatial data that is submitted to GISLab.
4. In cases where data providers require that data access be limited, data providers will provide an access policy that specifies the nature of the access restrictions and a process for obtaining access permission.
5. Data providers will specify whether data can be released to external (non-LANL) users.
6. Data providers agree that the metadata and data provided GISLab are the official version of metadata/data. Timely updates to data and associated metadata should be submitted.

GISLab will place data and metadata in the spatial data warehouse in a timely manner after checking data format and metadata completeness. GISLab will offer guidance in preparation of data and metadata for submission, but is not responsible for the actual preparation, except in cases where an explicit written agreement provides for these services. GISLab will maintain the spatial data warehouse in a manner that ensures 1) that spatial data and metadata are available to authenticated users via the internal LANL network, 2) that all data are backed up on a regular

basis, and 3) that limited-access data are only available to data users approved by the appropriate data provider. Metadata for limited-access data will be openly available.

B. Data Access from the GISLab Spatial Data Warehouse

The following policy for access to data in the GISLab spatial data warehouse applies to internal data users (LANL employees and subcontractors who have access to the internal LANL "yellow" network), and to external data users (non-LANL personnel) who have received written permission from GISLab to use particular data. Individual user access to the GISLab spatial data warehouse will be reviewed on an annual basis. Users of the GISLab spatial data warehouse will adhere to the following rules:

1. Internal data users will submit a data access form (attached) for access data via the "yellow" network. External data users should contact GISLab (gislab@lanl.gov).
2. Data users agree not to redistribute the digital data from GISLab spatial data warehouse to others without GISLab's written consent.
3. Data users of limited-access data agree to follow the procedure for obtaining access specified in the access policy by the data provider, and to honor all conditions placed by the data provider, including all usage limitations and change control procedures.
4. Data users agree to receive the associated metadata along with the spatial data extracted from GISLab spatial data warehouse.
5. Data users agree to submit back to the data provider any changes they make to spatial data received from the GISLab data warehouse, along with any updates to metadata. GISLab is available to facilitate the process.
6. Data users agree to cite the source of data obtained from the GISLab spatial data warehouse, where appropriate for reports, maps, graphics, presentations, and publications.
7. Data users agree to make GISLab aware of any problems with spatial data layers and provide solutions where applicable.
8. Data users agree to adhere to all policies and procedures that GISLab has established for data delivered to GISLab and data received from GISLab.
9. **Disclaimer:** Data users agree not to hold GISLab, LANL, or the University of California liable or at fault for the accuracy, correctness, or completeness of data stored in or served from the GISLab spatial data warehouse.
10. Any data user who fails to abide by these rules will forfeit access to GISLab resources. Failure of an internal user to abide by these rules may result in termination of the user's spatial data warehouse access account.

11. This agreement supercedes any earlier version of the "GISLab Agreement for Data Submission and Access".

I hereby agree to abide by the GISLab spatial data warehouse rules stated above.

Signature: _____ Date: _____

Printed Name: _____



*Earth & Environmental Sciences Division
Environmental Dynamics & Spatial Analysis Group, EES-10
GISLab*

GISLab Data Access Form (rev. 14-Jan-02)

Date: _____

Contact:

Last Name: _____ First Name & MI: _____

Z#: _____ Group: _____ Organization: _____

Telephone: _____ FAX: _____ E-Mail: _____

Mailstop: _____

Based on the above information, you will be assigned a GISLab account for SDE and network downloads. You will receive instructions via e-mail for how to activate your account. For questions or changes contact sde_support@vega.lanl.gov.