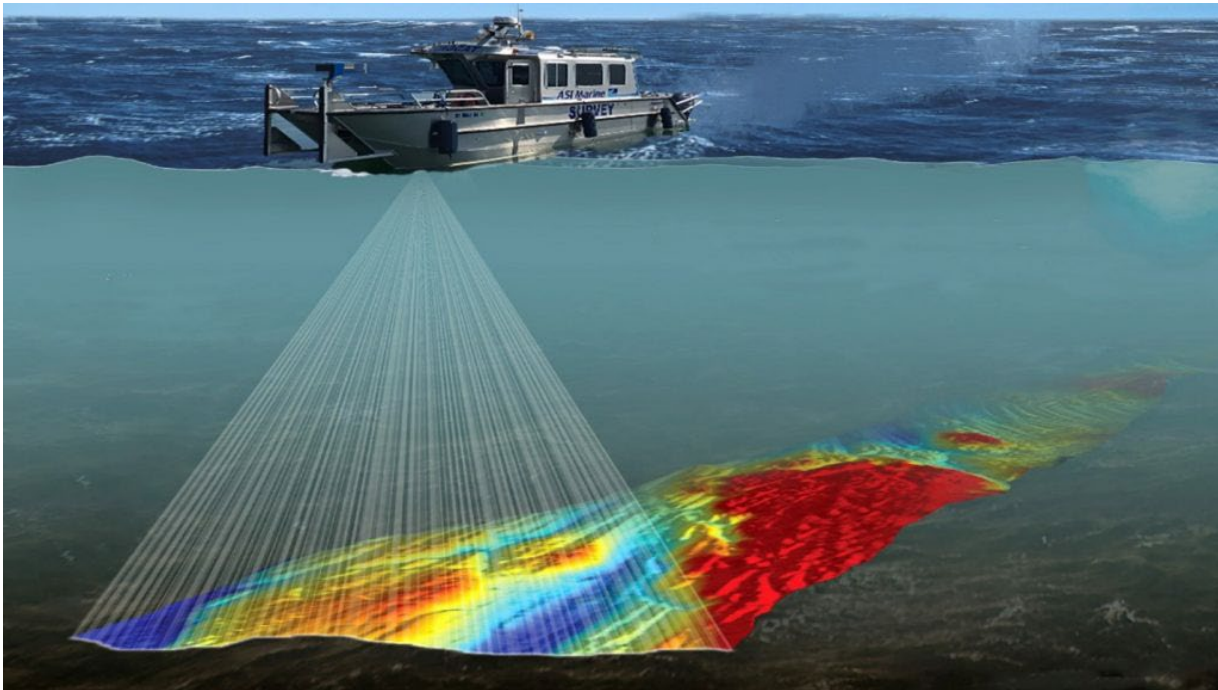




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RECLAMATION

Open Data Pilot for Integrating BOR River and Reservoir Topographic and Sediment Data Into RISE

Science and Technology Program
Research and Development Office
Final Report No. ST-2023-20077-01



REPORT DOCUMENTATION PAGE			Form Approved OMB No. 0704-0188		
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>					
1. REPORT DATE (DD-MM-YYYY) 31-10-2023		2. REPORT TYPE Research		3. DATES COVERED (From - To) 2020-2023	
4. TITLE AND SUBTITLE Open Data Pilot for Integrating BOR River and Reservoir Topographic and Sediment Data Into RISE			5a. CONTRACT NUMBER F189A		
			5b. GRANT NUMBER		
			5c. PROGRAM ELEMENT NUMBER 1541 (S&T)		
6. AUTHOR(S) Steven Hollenback, Physical Scientist Brianna Herner, Environmental Scientist Allison Odell, Open Water Data Coordinator			5d. PROJECT NUMBER Final Report ST-2023-20077-01		
			5e. TASK NUMBER		
			5f. WORK UNIT NUMBER		
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Technical Service Center Bureau of Reclamation U.S. Department of the Interior Denver Federal Center PO Box 25007, Denver, CO 80225-0007			8. PERFORMING ORGANIZATION REPORT NUMBER		
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) Science and Technology Program Research and Development Office Bureau of Reclamation U.S. Department of the Interior Denver Federal Center PO Box 25007, Denver, CO 80225-0007			10. SPONSOR/MONITOR'S ACRONYM(S) Reclamation		
			11. SPONSOR/MONITOR'S REPORT NUMBER(S) Final Report ST-2023-20077-01		
12. DISTRIBUTION/AVAILABILITY STATEMENT Final Report may be downloaded from https://www.usbr.gov/research/projects/index.html					
13. SUPPLEMENTARY NOTES					
14. ABSTRACT The Bureau of Reclamation (Reclamation) conducts sedimentation surveys of reservoirs for various purposes. Typically, the survey effort results in a final report, one or more area-capacity (ACAP) tables, and geospatial data (e.g., a final surface, points, contour lines, or a digital elevation model [DEM]). This project allowed for the inclusion of sedimentation survey data from 95 reservoirs in the Reclamation Information Sharing Environment (RISE). It also created a guidance document, <i>RISE Reference for Reservoir Sedimentation Survey Reports, ACAP Tables, and Geospatial Data</i> , that specifies the steps for publishing Reclamation reservoir sedimentation survey reports and data in RISE.					
15. SUBJECT TERMS RISE, open data, reservoir sedimentation, sedimentation survey					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES 40	19a. NAME OF RESPONSIBLE PERSON Allison Odell
a. REPORT U	b. ABSTRACT U	THIS PAGE U			19b. TELEPHONE NUMBER (Include area code) 303-445-2126

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prepared by

**Technical Service Center and Research and Development Office
Steven Hollenback, Physical Scientist
Brianna Herner, Environmental Scientist
Allison Odell, Open Water Data Coordinator**

Mission Statements

The U.S. Department of the Interior protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated Island Communities.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

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Acknowledgements

The Science and Technology Program, Bureau of Reclamation, sponsored this research.

Peer Review

Bureau of Reclamation
Research and Development Office
Science and Technology Program

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Open Data Pilot for Integrating BOR River and Reservoir Topographic and Sediment Data Into RISE

Prepared by: Brianna Herner
Environmental Scientist, Technical Service Center

Peer Review by: Allison Odell
Open Water Data Coordinator, Research and Development Office

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Acronyms and Abbreviations

ACAP	area-capacity
DEM	digital elevation model
Reclamation	Bureau of Reclamation
RISE	Reclamation Information Sharing Environment

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Executive Summary

The Bureau of Reclamation (Reclamation) conducts sedimentation surveys of reservoirs for various purposes. Typically, the survey effort results in a final report, one or more area-capacity (ACAP) tables, and geospatial data (e.g., a final surface, points, contour lines, or a digital elevation model [DEM]). This project allowed for the inclusion of sedimentation survey data from 95 reservoirs in the Reclamation Information Sharing Environment (RISE). It also created a guidance document, *RISE Reference for Reservoir Sedimentation Survey Reports, ACAP Tables, and Geospatial Data*, that specifies the steps for publishing Reclamation reservoir sedimentation survey reports and data in RISE.

1. Introduction

The Science and Technology (S&T) project *Open Data Pilot for Integrating BOR River and Reservoir Topographic and Sediment Data Into RISE* sought to develop guidelines for best practice methods to format and input Reclamation reservoir topographic and sediment data into the Reclamation Information Sharing Environment (RISE) and to test the guidelines by publishing a subset of the reservoir sedimentation survey reports and data managed by the Sedimentation and River Hydraulics Group in Reclamation's Technical Service Center in RISE..

2. Data Publication Guideline Development

Data publication guidelines were developed to describe how to publish the documentation and data necessary for someone to understand and use the results of a reservoir sedimentation survey. This includes the following:

- Final reservoir survey report,
- Area-capacity (ACAP) table(s), and
- Geospatial data (e.g., a final surface, points, contour lines, or digital elevation model [DEM]).

The guidelines were developed in coordination with staff from the TSC's Sedimentation and River Hydraulics Group. The goal of the guidelines was to standardize how reservoir sedimentation survey reports and data are described in RISE and to ensure that relevant descriptive information is included for each survey.

The guidelines detail how to fill out the catalog record, item, and location metadata for a reservoir sedimentation survey and provide guidance on how to configure the final report, ACAP table, and geospatial data for publication in RISE.

The guidelines specify that each of the documents/datasets for the reservoir survey should be published as a separate RISE item in order to meet open data requirements for publication in machine-readable formats. Although ACAP tables and other datasets such as DEMs are sometimes included as appendices to final reports (in PDF format), these datasets are not machine-readable, making them difficult to use.

The final guidelines are included in Appendix A.

3. Data Publication

The TSC manages reservoir sedimentation survey data for numerous Reclamation and non-Reclamation reservoirs. To test the RISE data publication guidelines, reservoir surveys for 95

reservoirs were added to RISE. As of the publication of this report, 51 of the 95 reservoirs have active datasets in RISE.

All data associated with this project uses the same Generation Effort in RISE: Reservoir Sedimentation Surveys. Future data additions will also use this Generation Effort. To view all data associated with Reservoir Sedimentation Surveys, filter for this Generation Effort in the Catalog Search on the RISE website (<https://data.usbr.gov/catalog?filter=generationEffortId.50>).

Within the Generation Effort are Catalog Records. One Catalog Record equals one reservoir. Under a Catalog Record are Catalog Items, which contain data for each sedimentation survey. For example, the Catalog Record “Flatiron Reservoir (Colorado) Sedimentation Survey Data” (<https://data.usbr.gov/catalog/4547>) contains the Catalog Items “Flatiron Reservoir (Colorado) Sedimentation Survey Report 2012” (<https://data.usbr.gov/catalog/4547/item/11307>) and “Flatiron Reservoir (Colorado) Sedimentation Survey ACAP Table 2012” (<https://data.usbr.gov/catalog/4547/item/11306>). The Catalog Item webpages are where users can access the data, such as the survey report, to view or download it.

4. Conclusions

The project was successful in creating a guidance document detailing how to add reservoir sedimentation survey data to RISE, and this document is in Appendix A. The project also allowed for the inclusion of sedimentation survey data from 95 reservoirs in RISE.

Appendix A

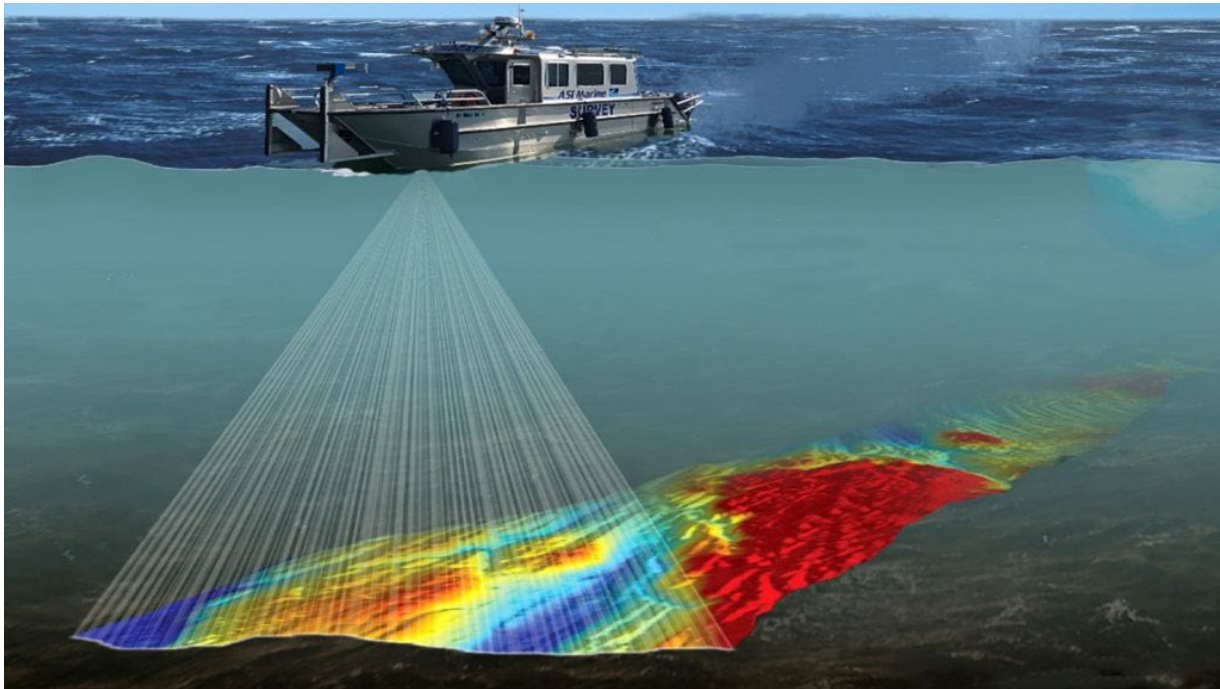
RISE Reference for Reservoir Sedimentation Survey Reports, ACAP Tables, and Geospatial Data



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RISE Reference for Reservoir Sedimentation Survey Reports, ACAP Tables, and Geospatial Data

Research and Development Office



Revision History

Date	Version	Author	Changes

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Introduction

The Bureau of Reclamation (Reclamation) conducts sedimentation surveys of reservoirs for various purposes. Typically, the survey effort results in a final report, one or more area-capacity (ACAP) tables, and geospatial data (e.g., a final surface, points, contour lines, or a digital elevation model [DEM]).

This document specifies the steps for publishing Reclamation reservoir sedimentation survey reports and data in the Reclamation Information Sharing Environment (RISE).

Contact the RISE Team at data@usbr.gov with any questions or to set up a work session for assistance.

Quick Reference

- RISE Website: <https://data.usbr.gov/>
- RISE Data Administration User Interface: <https://rise.bor.doi.net/> (must be on VPN or on the DOI network)
- [RISE Data Publication Microsoft Team](#)
- [RISE Data Publication Process Documents](#)
 - [Manual](#) (In-depth background and instructions for data publication in RISE)
 - [Process Overview Diagram](#) (1-page general overview of publication process)
 - [Form 1 Release Recommendation and Approval and RISE Data Publication Agreement](#) (Required)
 - [Worksheet 1 Data Publication Plan](#) (Optional)
 - [Worksheet 2 Dataset Screening](#) (Optional)
 - [RISE Catalog Info Manual Entry Spreadsheet](#)

Determining Which Data to Publish

You should publish all documentation and data necessary for someone to understand and use the results of the reservoir survey. This includes the following:

- Final reservoir survey report,
- ACAP table(s), and
- Geospatial data (e.g., a final surface, points, contour lines, or DEM).

Note that although ACAP tables and other datasets such as DEMs are sometimes included as appendices to final reports, these datasets should also be published as separate datasets in RISE. This enables the datasets to meet open data requirements for publication in machine-readable formats.

How to Publish Reservoir Sedimentation Survey Reports and Data in RISE

To publish reservoir sedimentation survey reports and data in RISE, you must follow the RISE Data Publication Process. Generic detailed guidance on the process is contained in the RISE Data Publication Manual, and specific step-by-step instructions for publishing reservoir sedimentation survey reports and data in RISE according to the RISE Data Publication Process are included below.

RISE Data Structures and Organization

RISE organizes data into Catalog Records, which are groupings of related data defined by a shared Location and Generation Effort. A Location is the geographical location that the report or data is applicable to. Detailed guidance on Locations for reservoir survey reports and data is available in Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data. The Generation Effort is the identifier for the project or ongoing effort that produced the report/data. For Reclamation reservoir sedimentation surveys, the Generation Effort is “Reservoir Sedimentation Surveys.”

Within each Catalog Record, one or more Catalog Items describe individual data products that are published in RISE. RISE offers three data structure options for Catalog Items: Time Series, Geospatial, and File Uploads. File Uploads and Geospatial Item structures are used for reservoir sedimentation survey reports and data, and they are described briefly below. See Appendices C through E for specific item guidance for reservoir sedimentation surveys.

Geospatial Items

A Geospatial Item consists of one or more geospatial layers published together. The layers may include one or more features and associated attributes. Geospatial features may or may not be associated with a specific point in time. Geospatial data associated with a RISE Geospatial Item is published in ArcGIS Online and linked to RISE. See the [RISE Data Publication Manual](#) for further details.

File Upload Items

A File Upload Item consists of any data that can be uploaded to RISE as a file. Currently, RISE supports File Upload data with the following file extensions: .jpg, .jpeg, .gif, .png, .txt, .xls, .pdf, .ods, .xlsx, .wmv, .mov, .mp4, .zip, .7z, .csv, .gz, .tar, and .tar.gz. To the extent possible, data published as File Upload Items should be published in standard, non-proprietary file formats with emphasis on machine readability and interoperability. Files associated with RISE File Upload Items are uploaded directly to RISE after they have been configured according to the RISE guidance. See the [RISE Data Publication Manual](#) for further details.

Special Situations

Sensitive Information/Controlled Unclassified Information

Although sensitive information is not commonly associated with reservoir sedimentation surveys, as part of the RISE Data Publication Process, you must use the RISE screening process (see Step 2 in section Step-by-Step Instructions for Publishing Reservoir Sedimentation Survey Reports and Data in RISE) to determine if there are any restrictions or limitations to publication of the data in RISE. If sensitive information is present or there is another restriction to release of the data, perform mitigation actions to allow it to be published in RISE. If you believe that mitigation actions are not possible, contact the RISE Team to discuss your options.

Data Published in Another Location

Data resulting from a reservoir sedimentation survey may be published in another platform. If the platform is a collaborating agency’s data portal, you do not need to re-publish the data in RISE. However, you still need to publish the reservoir sedimentation survey report in RISE, and you should link to or reference the location where the data is published both in the report itself and in the RISE Catalog Record and Item descriptions for the report.

Additionally, reservoir sedimentation survey reports and data that are published in the Reservoir Sedimentation Information (RSI) Database per [FAC 02-01](#) also need to be published in RISE because the RSI Database is not publicly available.

Data Owned by Others

Only data that is owned by Reclamation may be published in RISE. Ownership by Reclamation means that Reclamation performed the collection or generation of the data, or the collection or generation of the data was done on behalf of Reclamation (e.g., by a consultant, contractor, or collaborating organization) and Reclamation is responsible for managing, maintaining, and distributing the data.

If a dataset owned by another agency or organization is used in the development of a reservoir sedimentation survey, that dataset should not be published in RISE. Instead, you should acknowledge the use of the dataset in the final report and include appropriate citations and references.

Step-by-Step Instructions for Publishing Reservoir Sedimentation Survey Reports and Data in RISE

1. Plan which data will be published

For each reservoir sedimentation survey (identified by the survey date), identify which products from the survey will be published in RISE (final report, ACAP table(s), and geospatial dataset(s)), then complete steps 2 through 8 for each reservoir survey.

Tools/Resources

- [Worksheet 1 Data Publication Plan](#): An optional tool to help you plan for publishing your data.
- [RISE Data Publication Manual](#): Step 1: Plan for Data Publication.
- [RISE Catalog Info Manual Entry Spreadsheet](#): A spreadsheet tool for gathering and organizing the metadata needed for RISE Catalog Records, Items, locations, and parameters prior to entry into the Data Administration User Interface.

2. Complete dataset screening

a) **Evaluate the data to be published** and determine whether there are any constraints or limitations relative to the following areas that would prohibit or limit publication of the data:

- Information Quality
- Information Security/Operations Security
- Privacy
- Cybersecurity
- Sensitive Intellectual Property
- Public Affairs
- Accessibility
- Open Data

- b) Complete mitigation actions**, if needed, to mitigate the constraints or limitations (e.g., improving information on quality assurance, redacting information not appropriate for disclosure, generalizing detailed information to a level that is appropriate for release, or making the report and/or data Section 508 compliant).

Tools/Resources

- [RISE Data Publication Manual](#): Step 2a: Dataset Screening.
- [Worksheet 2 Dataset Screening](#): A worksheet tool for performing screening. Filling out the worksheet is optional and the worksheet does not need to be submitted. However, you are responsible for ensuring that the data being published does not have any restrictions to release in any of the screening areas. At minimum, it is recommended that you read through the worksheet to familiarize yourself with the types of questions that should be considered when performing dataset screening.

3. Log in to the RISE Data Administration User Interface

<https://rise.bor.doi.net/> (must be on VPN or on the DOI network)

Click the Login button to login with your Reclamation Active Directory credentials (single-sign-on).

4. Determine if a new location is needed and add a location if necessary

- a)** Review the list of available locations (Data Admin>Locations) to determine whether you can use an existing location or need to create a new location. See Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data for more information about RISE Locations for reservoir sedimentation surveys.
 - b)** If you need to create a new location, click on Data Admin>Locations>Add a Location and fill out the form. See Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data for specific guidance on RISE Locations for reservoir sedimentation surveys.

Tools/Resources

- Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data.
- [RISE Data Publication Manual](#): Step 2b: Create Catalog Entries.

5. Create a new Catalog Record for the reservoir survey by filling out the Catalog Record Add Form (Data Admin>Catalog Records>Add a Catalog Record). See Appendix B: Catalog Record Guidance for Reservoir Sedimentation Surveys for more guidance on what to put in the fields.

Tools/Resources

- Appendix B: Catalog Record Guidance for Reservoir Sedimentation Surveys.
- [RISE Data Publication Manual](#): Step 2b: Create Catalog Entries.

6. Create a new Catalog Item for the reservoir sedimentation survey report. The item will be associated with the Catalog Record you just created in Step 5. Fill out the Catalog Item Add form

and configure the item as described in Appendix C: Catalog Item Guidance for Reservoir Sedimentation Survey Reports.

Tools/Resources

- Appendix C: Catalog Item Guidance for Reservoir Sedimentation Survey Reports.
- [RISE Data Publication Manual](#): Step 2b: Create Catalog Entries and Step 2c: Configure and Upload/Link Data.

7. **Create a new Catalog Item for the ACAP table.** The item will be associated with the Catalog Record you just created in Step 5. Fill out the Catalog Item Add form and configure the item as described in Appendix D: Catalog Item Guidance for Reservoir Sedimentation Survey ACAP Tables.

Tools/Resources

- Appendix D: Catalog Item Guidance for Reservoir Sedimentation Survey ACAP Tables
- [RISE Data Publication Manual](#): Step 2b: Create Catalog Entries and Step 2c: Configure and Upload/Link Data.

8. **Create a new Catalog Item for the geospatial dataset.** The item will be associated with the Catalog Record you just created in Step 5. Fill out the Catalog Item Add form as described in Appendix E: Catalog Item Guidance for Reservoir Sedimentation Survey Geospatial Data and follow the instructions in Step 2c (Geo) of the RISE Data Publication Manual to configure the dataset and link it to RISE.

Tools/Resources

- Appendix E: Catalog Item Guidance for Reservoir Sedimentation Survey Geospatial Data
- [RISE Data Publication Manual](#): Step 2b: Create Catalog Entries and Step 2c: Configure and Upload/Link Data.

9. **Complete and submit the Release Recommendation and Approval and RISE Data Publication Agreement (Form 1)**

- a) **Fill out Form 1** and obtain Data Contact, Manager, and Owner signatures. The people listed as the Data Contact, Manager, and Owner on Form 1 should match the people listed in those roles in your RISE Catalog Record(s). If you are publishing multiple reservoir sedimentation surveys that have the same Data Contact, Manager, and Owner, the items may be listed on the same form. If you are publishing multiple reservoir sedimentation surveys that have a different Data Contact, Manager, and/or Owner, you must submit a separate Form 1 for each.
- b) **Submit Form 1 to the RISE Team** for signature (email to data@usbr.gov).
The RISE Team will review your Catalog Record(s) and Item(s) and provide feedback if necessary. Once all feedback has been addressed, the RISE Team will countersign Form 1 and activate your Catalog Record(s) and Item(s). At this time, your report and other data will become available through RISE! The RISE Team will email you to notify that your report and data have been activated and will provide the publicly accessible link(s) to the report and data.

Tools/Resources

- [Form 1 Release Recommendation and Approval and RISE Data Publication Agreement](#)

Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data

Use the following guidance to define the locations for publishing reservoir sedimentation survey reports and data. See the [RISE Data Publication Manual](#) for more information about defining locations.

RISE locations describe either the specific or generalized geographical location where the report or data applies or was collected.

For reservoir sedimentation surveys, use an existing Lake/Reservoir RISE location or create a new Lake/Reservoir RISE location that describes the reservoir and its associated dam, plus other facilities, if applicable.

If you are using an existing location, do not modify the values of any fields in the Location form. If any fields contain values that are not appropriate for the reservoir survey data, contact the RISE Team at data@usbr.gov to discuss how to proceed.

Use the table below as a reference for how to fill in the location form in the RISE Data Admin UI.

Table A-1. Location form field guidance

Location Form Field	Guidance	Example	Notes
Location Name	Naming Convention: [Name of Lake or Reservoir] [Name of Dam] and [Name of Powerplant]	Harry Strunk Lake and Medicine Creek Dam Lake Powell and Glen Canyon Dam and Powerplant Folsom Reservoir, Dam, and Powerplant	If water operations data for the reservoir is published in RISE, the location used for a reservoir survey should be the same as the location used for the water operations monitoring data. Powerplant name is only required if there is a powerplant at the location.
Location Description	Describe the location, including details about the location, related features, and directions/distances from reference points, and characteristics of the feature/facility or its use.	Harry Strunk Lake and Medicine Creek Dam are located in the high plains area of southwestern Nebraska. It is part of the Frenchman-Cambridge Division of the Pick-Sloan Missouri Basin Program, which provides storage to irrigate 66,090 acres of project lands, flood control, fish and wildlife conservation, and recreation along the Republican River and its three tributaries, the Frenchman River, and Red Willow and Medicine Creeks.	None

Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data

Location Form Field	Guidance	Example	Notes
Location Type	Select "Lake/Reservoir."	Lake/Reservoir	None
Location Geometry	Select "Point."	Point	None
Point Coordinates (Lat/Long fields and map)	<p>Input the latitude and longitude in decimal degrees into the coordinate fields or use the map to draw the point.</p> <p>If you enter coordinates into the coordinate fields, the point will appear on the map.</p> <p>If you use the map to draw a point, the coordinates of the point will appear in the coordinate fields.</p>	<p>Lat: 40.448713 Long: -108.7687</p>	<p>To use the map to draw a point, click the "pin" button on the map, then click the location on the map to place the point.</p> <p>To edit a point using the coordinate fields, edit the coordinate values in the fields.</p> <p>To edit a point using the map, click the "edit" button on the map, then drag the point to a new location.</p>
Point Location Metadata (only displayed if Point is selected for Location Geometry)			
Location Timezone	Select the timezone of the point location.	PT	None
Location Horizontal Datum	Select WGS 84.	WGS 84	All location coordinates must be in World Geodetic System 1984 (WGS 84) horizontal datum. If you are entering coordinates provided from another source, confirm the horizontal datum of the coordinates and convert if necessary.
Location Vertical Datum	Select the vertical datum of the point location elevation.	NAVD88	<p>If the datum of the elevation is not available, click the "Add New Vertical Datum" link to define a new vertical datum.</p> <p>If you do not know the elevation of the point, select NAVD88 for the vertical datum and use the use the USGS Elevation Point Query Service to obtain the elevation as described below.</p>

Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data

Location Form Field	Guidance	Example	Notes
Location Elevation	Enter the location elevation in feet above the vertical datum.	1863.4	If you do not know the elevation of the point, use the USGS Elevation Point Query Service . Input the longitude of the point as the x value and the latitude of the point as the y value.
Additional Location Metadata			
Location Tag(s)	Enter at least one tag for the location. Start typing the tag you want, then select it from the list.	For "Harry Strunk Lake and Medicine Creek Dam," location tags might include Harry Strunk Lake, Medicine Creek Dam, and Missouri River Basin.	Tags could include related features, river basin names, alternate names, or other descriptive information that is helpful in identifying a location.
Location Project(s)	If a location is a real property asset of Reclamation, select the Reclamation Authorized Project that the location is part of.	For the "Lake Mead Hoover Dam and Powerplant" location, the Project is Boulder Canyon Project.	If a location is within a Project boundary, but is not a Reclamation asset, do not select a Project.
Location Reclamation Region(s)	Select the Reclamation Region(s) that contain the location.	Pacific Northwest	These are the regions used prior to 2019. They are maintained in RISE for reference and compatibility with legacy information and datasets.
Location Unified Region(s)	Select the DOI Unified Region(s) that contain the location.	Columbia-Pacific Northwest	These are the DOI Unified Regions used starting in 2019.
Location States	Select the US State(s) that contain the location.	Oregon	None
Parent Location	Leave blank.	N/A	The Lake/Reservoir location used for a reservoir survey may be designated as a parent of another location on the other location's form.
Related Locations	If there is a close relationship between the location being created and another location, select the related location of the location being created.	For the "Hoover Power Plant Unit A9" location, a related location would be "Hoover Power Plant Unit A7."	Related locations are only necessary if a relationship to other locations exists and if both locations will be used for data publication in RISE. If the desired related location has not yet been created, save the location as "Work in Progress," create the related location, then return to the "Work in Progress" location to enter the related location.

Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data

Location Form Field	Guidance	Example	Notes
Location Administration Status	<p>Select "Work in Progress" to save a draft.</p> <p>Select "Pending – Needs Admin Review" when you are ready for the location to be reviewed by a RISE Admin.</p>	N/A	<p>Selecting "Pending – Needs Admin Review" will automatically send an email to the RISE Admins letting them know the record is ready for review. Do not select this option until you are ready for review.</p> <p>Note: In general, the RISE Team will briefly review a location that is submitted as "Pending – Needs Admin Review" but will only provide immediate feedback if there are major issues or questions about the location. Otherwise, it will be reviewed in detail after submission of Form 1 and feedback may be provided at that time.</p>

Appendix B: Catalog Record Guidance for Reservoir Sedimentation Surveys

Catalog Record Form Field Guidance

Use the table below as a reference for how to fill in the Catalog Record form in the RISE Data Admin UI for a reservoir sedimentation survey.

Table B-1. Catalog record form field guidance

Record Form Field	Guidance	Example	Notes
Catalog Record Location	Select the RISE Lake/Reservoir location that corresponds to the location of the reservoir sedimentation survey.	N/A	See Appendix A: Location Guidance for Reservoir Sedimentation Survey Reports and Data for more information.
Catalog Record Generation Effort	Select "Reservoir Sedimentation Surveys."	Reservoir Sedimentation Surveys	All reservoir sedimentation surveys use the same Generation Effort.
Catalog Record Catalog Theme(s)	Select "Infrastructure and Assets."	Infrastructure and Assets	None
Catalog Record Sub Theme	Select "Sediment and Sedimentation."	Sediment and Sedimentation	None
Catalog Record Title	[Reservoir Name] ([State Name]) Sedimentation Survey Data	Bighorn Lake (Wyoming) Sedimentation Survey Data	State names should be spelled out instead of using abbreviations.
Catalog Record Description	Use the following template: [Reservoir Name] Sedimentation Survey Data. The primary purpose of this type of survey is to determine the present storage-elevation relationship of the reservoir and possible change in storage due to sedimentation. [Reservoir Name] Reservoir (Asset Management ID #[ID Number]) is associated with [Dam Name] Dam. Reservoir sedimentation surveys typically contain a survey report, area-capacity (ACAP) table, and geospatial data.	Tom Steed Reservoir Sedimentation Survey Data. The primary purpose of this type of survey is to determine the present storage-elevation relationship and possible change in storage due to sedimentation. Tom Steed Reservoir (Asset Management ID #03-0827-00003) is associated with Mountain Park Dam. Reservoir sedimentation surveys typically contain a survey report, area-capacity (ACAP) table, and geospatial data.	None

Appendix B: Catalog Record Guidance for Reservoir Sedimentation Surveys

Record Form Field	Guidance	Example	Notes
Catalog Tags	Use the following tags: Reservoir Sedimentation, Area Capacity, Reservoir Survey	Reservoir Sedimentation, Area Capacity, Reservoir Survey	None
Catalog Record Program(s)	Leave blank.	N/A	None
Catalog Record Owner	Use a current manager in the office that manages the reservoir.	Lauren M. Manager	The Catalog Record Owner should typically be someone who is familiar with the reservoir and how the reservoir survey information is used. If the Catalog Record Owner is not found when typing in their name, click "Add New Entity" to add their contact information.
Catalog Record Manager	Use a current technical staff member in the office that manages the reservoir.	Enzo S. Engineer	The Catalog Record Manager should typically be someone who has detailed technical knowledge of the reservoir and how the reservoir survey information is used. If the Catalog Record Manager is not found when typing in their name, click "Add New Entity" to add their contact information.
Catalog Record Contact	Use one of the following options: <ul style="list-style-type: none"> The lead author of the reservoir survey report. A secondary author of the reservoir survey report (if the lead author is no longer a Reclamation employee). The current group manager of the Technical Service Center Sedimentation and River Hydraulics Group (if none of the authors are current Reclamation employees). 	Sean L. Scientist	If the Catalog Record Contact is not found when typing in their name, click "Add New Entity" to add their contact information.
Metadata File	No upload needed.	N/A	RISE will auto-generate an ISO-formatted metadata file.
Catalog Record Metadata Standard	Select the default value, "ISO."	ISO	RISE will auto-generate an ISO-formatted metadata file.

Appendix B: Catalog Record Guidance for Reservoir Sedimentation Surveys

Record Form Field	Guidance	Example	Notes
Catalog Record Administration Status	<p>Select "Work in Progress" to save a draft.</p> <p>Select "Pending – Needs Admin Review" when you are ready for the Catalog Record to be reviewed by a RISE Admin.</p>	N/A	<p>Selecting "Pending – Needs Admin Review" will automatically send an email to the RISE Admins letting them know the record is ready for review. Do not select this option until you are ready for review.</p> <p>In general, the RISE Team will briefly review a record that is submitted as "Pending – Needs Admin Review" but will only provide immediate feedback if there are major issues or questions about the record. Otherwise, it will be reviewed in detail after submission of Form 1 and feedback may be provided at that time.</p>

Appendix C: Catalog Item Guidance for Reservoir Sedimentation Survey Reports

Use the table below as a reference for how to fill out the Add Item form for a reservoir sedimentation survey report. For guidance on creating RISE Items for ACAP tables and geospatial datasets, refer to the following:

- ACAP tables → See Appendix D: Catalog Item Guidance for Reservoir Sedimentation Survey ACAP Tables
- Geospatial datasets → See Appendix E: Catalog Item Guidance for Reservoir Sedimentation Survey Geospatial Data

Table C-1. Catalog Item field guidance for reservoir sedimentation survey reports

Item Form Field	Guidance	Example	Notes
Catalog Item Structure	For a reservoir survey report, select "Uploaded file(s)."	Uploaded file(s)	None
Publication Information			
Catalog Item Publication Author	List the Author(s) from the report documentation page. Use commas to separate multiple authors.	Sean L. Scientist, Chloe Collaborator, Erin R. Engineer	None
Catalog Item Publication Editor	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication Publisher	Use "Bureau of Reclamation."	Bureau of Reclamation	None
Catalog Item Publication Publisher Location	Use the location of the Reclamation office that produced the report.	Denver, CO, USA	None
Catalog Item First Publication Date	Use the date from the report cover page or report documentation page.	09/01/2021	<p>If exact date is not known, select the first day of the month.</p> <p>If the date on the cover page differs from the date on the report documentation page, use the most recent date.</p> <p>If the date on the cover page or report documentation page differs from the date on the signature page, use the most recent date from the cover page or report documentation page.</p>

Appendix C: Catalog Item Guidance for Reservoir Sedimentation Survey Reports

Item Form Field	Guidance	Example	Notes
Catalog Item Publication Periodical Name	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication Serial Number	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication DOI	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication Volume	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication Issue	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication Section	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication Start Page	Leave blank for reservoir sedimentation survey reports.	N/A	None
Catalog Item Publication End Page	Leave blank for reservoir sedimentation survey reports.	N/A	None
Fields for All Item Structures			
Catalog Item Title	Use “[Reservoir Name] ([State Name]) Sedimentation Survey Report YYYY”	Tom Steed Reservoir (Oklahoma) Sedimentation Survey Report 2009	Please spell out the state name instead of using an abbreviation.
Catalog Item Description	Use “The Bureau of Reclamation conducted a survey at [reservoir name] Reservoir in [month] [year]. Survey data were used to update reservoir topography and compute the present storage-elevation relationship of the reservoir as an area-capacity (ACAP) table. This document is a survey report that details the methods used to collect data and compute elevation-area-capacity relations for [Reservoir Name]. The report also discusses survey analysis and findings.”	The Bureau of Reclamation conducted a survey at Tom Steed Reservoir in June 2009. Survey data were used to update reservoir topography and compute the present storage-elevation relationship of the reservoir as an area-capacity (ACAP) table. This document is a survey report that details the methods used to collect data and compute elevation-area-capacity relations for Tom Steed Reservoir. The report also discusses survey analysis and findings.	The Catalog Item description may be modified to add additional detail or specific information if desired.

Appendix C: Catalog Item Guidance for Reservoir Sedimentation Survey Reports

Item Form Field	Guidance	Example	Notes
Catalog Item Matrix	Select "N/A."	N/A	None
Catalog Item Update Frequency	Select "Not Planned."	Not Planned	None
Catalog Item Type	Select "Report."	Report	None
Catalog Item Status	Select "Final."	Final	None
Upload Metadata File	Leave blank; do not upload a file	N/A	RISE will auto-generate an ISO-formatted metadata file.
Upload File	Upload the 508-compliant PDF of the reservoir survey report.	N/A	None
Catalog Item Disclaimer	Use the "No Warranty" disclaimer: "No warranty is expressed or implied regarding the usefulness or completeness of the information contained in this report. References to commercial products do not imply endorsement by the Bureau of Reclamation and may not be used for advertising or promotional purposes."	N/A	None
Access Constraint	Use the results of dataset screening to identify the appropriate access constraint.	N/A	Although "BOR" can be selected, there is currently no internal-only version of RISE.
Catalog Item Administration Status	Select "Work in Progress" to save a draft. Select "Pending – Needs Admin Review" when you are ready for the Catalog Item to be reviewed by a RISE Admin.	N/A	Selecting "Pending – Needs Admin Review" will automatically send an email to the RISE Admins letting them know the item is ready for review. Do not select this option until you are ready for review. In general, the RISE Team will briefly review an item that is submitted as "Pending – Needs Admin Review" but will only provide immediate feedback if there are major issues or questions about the item. Otherwise, it will be reviewed in detail after submission of Form 1 and feedback may be provided at that time.

Appendix D: Catalog Item Guidance for Reservoir Sedimentation Survey ACAP Tables

Follow the step-by-step instructions below to publish an ACAP table associated with a reservoir sedimentation survey. For additional details, please see Step 2c (File Upload) in the [RISE Data Publication Manual](#).

Step-By-Step Instructions for Creating File Upload Items for ACAP Tables

1. Format the ACAP table as a .csv file that conforms to the template below. This is the recommended format to align with the RSI Database ([FAC 02-01](#)). If another format is used, please edit the description accordingly.

```

####METADATA###
#Author:      Author 1, Author 2, Author 3...
#Publisher:   Bureau of Reclamation
#Date of
Publication:  MM/DD/YYYY
#Link to
RISE Catalog https://data.usbr.gov/catalog/RRRR/item/IIIII
Item:        where RRRR is the RISE Catalog Record ID and IIIII is the
              RISE Catalog Item ID
#Column
Header       The elevations are in [insert datum, such as RPVD or NAVD88
              vertical datum]. Area Capacity Spreadsheet Column Heading
Description:  Description: NUMBER = row number corresponding to the area
              and capacity at a given elevation, BASE = reservoir
              elevation (feet), V = storage capacity (acre-feet), A =
              surface area (acres), C = coefficient for nonlinear rate of
              increase in storage capacity, M = exponent of nonlinearity
              in the increase in storage capacity.

####Data###
NUMBER      BASE          V          A          C          M
    
```

Figure 1. ACAP table CSV template

2. Create a new item in the RISE Data Admin UI associated with the “Reservoir Sedimentation Surveys” record for the reservoir. Use the guidance in the table below to fill out the form fields.

Table D-1. Catalog Item form field guidance for File Upload Items for ACAP tables

Item Form Field	Guidance	Example	Notes
Catalog Item Structure	Select “Uploaded file(s).”	Uploaded file(s)	None

Appendix D: Catalog Item Guidance for Reservoir Sedimentation Survey ACAP Tables

Publication Information			
Catalog Item Publication Author	List the Author(s) of the corresponding reservoir sedimentation survey report.	Sean L. Scientist, Chloe Collaborator, Erin R. Engineer	None
Catalog Item Publication Editor	Leave blank for ACAP tables.	N/A	None
Catalog Item Publication Publisher	Use "Bureau of Reclamation."	Bureau of Reclamation	None
Catalog Item Publication Publisher Location	Use the location of the Reclamation office that produced the corresponding reservoir sedimentation survey report.	Denver, CO, USA	None
Catalog Item First Publication Date	Use the date from the report cover page or report documentation page of the corresponding reservoir sedimentation survey report.	09/01/2021	<p>If exact date is not known, select the first day of the month.</p> <p>If the date on the cover page differs from the date on the report documentation page, use the most recent date.</p> <p>If the date on the cover page or report documentation page differs from the date on the signature page, use the most recent date from the cover page or report documentation page.</p>
Catalog Item Publication Periodical Name	Leave blank for ACAP tables.	N/A	None
Catalog Item Publication Serial Number	Leave blank for ACAP tables.	N/A	None
Catalog Item Publication DOI	Leave blank for ACAP tables.	N/A	None
Catalog Item Publication Volume	Leave blank for ACAP tables.	N/A	None
Catalog Item Publication Issue	Leave blank for ACAP tables.	N/A	None
Catalog Item Publication Section	Leave blank for ACAP tables.	N/A	None
Catalog Item Publication Start Page	Leave blank for ACAP tables.	N/A	None

Appendix D: Catalog Item Guidance for Reservoir Sedimentation Survey ACAP Tables

Catalog Item Publication End Page	Leave blank for ACAP tables.	N/A	None
Fields for All Item Structures			
Item Vertical Datum needed?	Select "Yes."	Yes.	None
Item Vertical Datum	Select the correct vertical datum for the survey from the drop-down list, or, if the correct vertical datum is not in the list, add a new vertical datum.	RPVD	None
Catalog Item Title	Use "[Reservoir Name] ([State Name]) Sedimentation Survey ACAP Table YYYY"	Tom Steed Reservoir (Oklahoma) Sedimentation Survey ACAP Table 2009	Please spell out the state name instead of using an abbreviation.
Catalog Item Description	Use "The Bureau of Reclamation conducted a survey at [reservoir name] Reservoir in [month] [year]. Survey data were used to update reservoir topography and compute the present storage-elevation relationship of the reservoir as an area-capacity (ACAP) table. This item is the ACAP table. See the corresponding report for more information."	The Bureau of Reclamation conducted a survey at Tom Steed Reservoir in June 2009. Survey data were used to update reservoir topography and compute the present storage-elevation relationship of the reservoir as an area-capacity (ACAP) table. This item is the ACAP table. See the corresponding report for more information.	The Catalog Item description may be modified to add additional detail or specific information if desired.
Catalog Item Matrix	Select "N/A."	N/A	None
Catalog Item Update Frequency	Select "Not Planned."	Not Planned	None
Catalog Item Type	Select "Generic."	Generic	None
Catalog Item Status	Select "Final."	Final	None
Upload Metadata File	Leave blank.	N/A	RISE will auto-generate an ISO-formatted metadata file.
Upload File	Upload the ACAP table.	N/A	Ensure the ACAP table conforms to the template provided above.
Catalog Item Disclaimer	Use the "No Warranty" disclaimer: "No warranty is expressed or implied regarding the usefulness or completeness of the information contained in this report. References to commercial products do not imply	N/A	None

Appendix D: Catalog Item Guidance for Reservoir Sedimentation Survey ACAP Tables

	endorsement by the Bureau of Reclamation and may not be used for advertising or promotional purposes.”		
Access Constraint	Use the results of dataset screening to identify the appropriate access constraint.	N/A	Although “BOR” can be selected, there is currently no internal-only version of RISE.
Catalog Item Administration Status	<p>Select “Work in Progress” to save a draft.</p> <p>Select “Pending – Needs Admin Review” when you are ready for the Catalog Item to be reviewed by a RISE Admin.</p>	N/A	<p>Selecting “Pending – Needs Admin Review” will automatically send an email to the RISE Admins letting them know the item is ready for review. Do not select this option until you are ready for review.</p> <p>In general, the RISE Team will briefly review an item that is submitted as “Pending – Needs Admin Review” but will only provide immediate feedback if there are major issues or questions about the item. Otherwise, it will be reviewed in detail after submission of Form 1 and feedback may be provided at that time.</p>

Appendix E: Catalog Item Guidance for Reservoir Sedimentation Survey Geospatial Data

Follow the step-by-step instructions below to publish geospatial datasets associated with a reservoir sedimentation survey. For additional details, please see Step 2c (Geo) in the [RISE Data Publication Manual](#).

Note: The maximum data set size for geospatial datasets published through ArcGIS Online is 500 GB. However, display and loading of the data in the RISE map as well as the data download speed from ArcGIS Online will be affected by a user’s internet connection and should be considered when publishing geospatial data in RISE. Additionally, some types of large data, such as Lidar, may be more appropriately served by another platform.

Therefore, the RISE Team recommends limiting geospatial datasets to significantly smaller than 500 GB. If you need to publish a geospatial dataset that is larger than 1 GB, please contact the RISE Team to discuss your options.

Step-By-Step Instructions for Creating Geospatial Items for Reservoir Sedimentation Surveys

1. Create an ArcGIS Online Item for the geospatial dataset that conforms to the guidance in Step 2c (Geo) of the [RISE Data Publication Manual](#).
 - a. [Login to ArcGIS Online](#) with your Reclamation account.
 - b. Navigate to the Content tab and confirm that the New Item button is available. If you do not see the button, contact the ArcGIS Online (AGOL) Administrator for your region to request to change your role in ArcGIS Online to “Viewer Plus.” A list of AGOL Administrators can be found at <https://intra.usbr.gov/borgis/agolstart.html#contacts>.
 - c. Prepare the geospatial dataset for publication. See “Preparing Geospatial Data for Publication” guidance in Step 2c (Geo) of the [RISE Data Publication Manual](#) for details.
 - d. Publish your data to ArcGIS Online. This will create an ArcGIS Online Item. See “Creating an ArcGIS Online Item for RISE” guidance in Step 2c (Geo) of the [RISE Data Publication Manual](#) for details.
 - e. Configure the ArcGIS Online Item according to the RISE guidelines. See “Guidelines for Configuring Datasets in ArcGIS Online” guidance in Step 2c (Geo) of the [RISE Data Publication Manual](#) for details.
 - f. Request membership in the [RISE Data Manager Review](#) group.
 - g. The RISE Team will add you to the RISE Data Manager Review group.
 - h. Share the ArcGIS Online Item to the RISE Data Manager Review group and notify the RISE Team via email to data@usbr.gov that the data is ready for review.
 - i. The RISE Team will review the data and provide any feedback or requested edits.
 - j. Address any comments/suggested edits to the ArcGIS Online Item. Notify the RISE Team that revisions have been completed.

2. Create a new item in the RISE Data Admin UI associated with the “Reservoir Sedimentation Surveys” record for the reservoir. Use the guidance in the table below to fill out the form fields.

ArcGIS Online Item Guidance for Reservoir Sedimentation Surveys

Use the table below as a reference for how to fill in the Catalog Item form in the RISE Data Admin UI for a geospatial item for a reservoir sedimentation survey.

Table E-1. ArcGIS Online Item guidance for Geospatial Items for reservoir sedimentation surveys

Item Form Field	Guidance	Notes
Item Details		
Name	Use “[Reservoir Name] ([State Name]) Sedimentation Survey Geospatial Data YYYY”	The ArcGIS Online Item name should match the RISE Item title. Please spell out the state name instead of using an abbreviation.
Description	Use “The Bureau of Reclamation conducted a survey at [reservoir name] Reservoir in [month] [year]. Survey data were used to update reservoir topography and compute the present storage-elevation relationship of the reservoir as an area-capacity (ACAP) table. This item contains geospatial data representing the reservoir topography. See the corresponding report for more information.”	The ArcGIS Online Item description should match the RISE Item description. The RISE Catalog Item description may be modified to add additional detail or specific information if desired, such as a local datum that was used.
Categories	Use “Inland Waters.”	If a custom metadata file has been provided for the RISE Item, ensure that the category in the metadata file matches the category in the ArcGIS Online Item.
Terms of Use	Use “No warranty is expressed or implied regarding the usefulness or completeness of the information contained in this report. References to commercial products do not imply endorsement by the Bureau of Reclamation and may not be used for advertising or promotional purposes.”	The ArcGIS Online Item Terms of Use should match the RISE Item disclaimer. For reservoir sedimentation surveys, the RISE disclaimer is the “No Warranty” disclaimer.
Tags	Use “RISE,” “Reservoir Sedimentation,” “Reservoir Survey,” “Area Capacity”	If any additional tags are added to the Catalog Record, also include them in the ArcGIS Online Item.
Other Configuration Guidance		
Thumbnail	Set the thumbnail to display an image of the full reservoir extent with the reservoir sedimentation survey geospatial data overlaid. Please ensure the “Topographic” basemap is turned on.	None
Settings	Under General, check the box for “Prevent this item from being accidentally deleted.”	None
Symbology	Layers may be configured to use either a single symbol or symbology that varies according to a categorical or numeric attribute. Consider the intended uses of the data when choosing appropriate symbology.	None

Attribute Display Names	All attributes must have display names configured according to the guidance below: <ul style="list-style-type: none"> • Use clear, human-readable attribute display names. • Avoid abbreviations and all caps. • Include units whenever appropriate. • For example: <ul style="list-style-type: none"> ○ Correct: "Elevation (feet)" ○ Incorrect: "Elevation", "ELEV", Elev_Ft, "ElevationFeet" • Hide attributes that aren't relevant to users. 	None
Pop-Ups	Pop-ups should be enabled for all layers and should always have a title. In most cases, pop-ups should show a list of attributes (either all attributes or a subset). Custom pop-ups are also allowed.	None

Catalog Item Form Field Guidance for Geospatial Items for Reservoir Sedimentation Surveys

Use the table below as a reference for how to fill in the Catalog Item form in the RISE Data Admin UI for a geospatial item for a reservoir sedimentation survey.

Table E-2. Catalog Item form field guidance for Geospatial Items for reservoir sedimentation surveys

Item Form Field	Guidance	Example	Notes
Catalog Item Structure	Select "Geospatial."	Geospatial	None
Geospatial Information			
Catalog Item Spatial Short Description	Use "Sedimentation Survey."	Sedimentation Survey	None
Catalog Item Spatial Geometry	Select Item Spatial Geometry. The feature geometry of the item (e.g., point, raster, polygon, polyline, etc.). If the AGOL Item contains multiple layers of different geometries, select "Multiple."	raster	None
Catalog Item Spatial Resolution	Select the spatial resolution of spatial units in the item. Spatial resolution refers to the pixel size of a raster. For vector data, select "N/A".	1 meter	None
Catalog Item Spatial Transformation	Select Item Spatial Transformation. The method of aggregating, rounding, truncating, or processing data observations to create the value for each spatial unit.	sum	None
Catalog Item ArcGIS Spatial Open Data URL	Input the ArcGIS Online Item page URL.	https://usbr.maps.arcgis.com/home/item.html?id=5d762a8867ce44c5961aaf8009e39d22	The RISE Admins will update this field with the Open Data URL when the item is activated in RISE.

Appendix E: Catalog Item Guidance for Reservoir Sedimentation Survey Geospatial Data

Fields for All Item Structures			
Item Vertical Datum needed?	Select "Yes."	Yes.	None
Item Vertical Datum	Select the correct vertical datum for the survey from the drop-down list, or, if the correct vertical datum is not in the list, add a new vertical datum.	RPVD	None
Catalog Item Title	Use "[Reservoir Name] ([State Name]) Sedimentation Survey Geospatial Data YYYY"	"Lovewell Reservoir (Kansas) Sedimentation Survey Geospatial Data 2020"	The RISE Item name should match the ArcGIS Online Item title. Please spell out the state name instead of using an abbreviation.
Catalog Item Description	Use "The Bureau of Reclamation conducted a survey at [reservoir name] Reservoir in [month] [year]. Survey data were used to update reservoir topography and compute the present storage-elevation relationship of the reservoir as an area-capacity (ACAP) table. This item contains geospatial data representing the reservoir topography. See the corresponding report for more information."	The Bureau of Reclamation conducted a survey at Lovewell Reservoir in June 2020. Survey data were used to update reservoir topography and compute the present storage-elevation relationship of the reservoir as an area-capacity (ACAP) table. This item contains geospatial data representing the reservoir topography. See the corresponding report for more information.	The RISE Catalog Item description will also be used as the ArcGIS Online Item Description. The RISE Catalog Item description may be modified to add additional detail or specific information if desired, such as a local datum that was used. See Section 2c (Geo) of the RISE Data Publication Manual for details on required geospatial item configuration.
Catalog Item Matrix	Select "N/A."	N/A	None
Catalog Item Update Frequency	Select "Not Planned."	Not Planned	None
Catalog Item Type	For Geospatial items, select "Map."	Map	None
Catalog Item Status	Select "final."	final	None
Upload Metadata File	If desired, upload a custom ISO-formatted metadata file. Otherwise, leave blank and RISE will auto-generate a metadata file for you.	N/A	RISE will auto-generate an ISO-formatted metadata file.
Upload File	Do not upload a file.	N/A	N/A
Catalog Item Disclaimer	Use the "No Warranty" disclaimer: "No warranty is expressed or implied regarding the usefulness or completeness of the information"	N/A	None

Appendix E: Catalog Item Guidance for Reservoir Sedimentation Survey Geospatial Data

	contained in this report. References to commercial products do not imply endorsement by the Bureau of Reclamation and may not be used for advertising or promotional purposes.”		
Access Constraint	Use the results of dataset screening to identify the appropriate access constraint.	N/A	Although “BOR” can be selected, there is currently no internal-only version of RISE.
Catalog Item Administration Status	Select “Work in Progress” to save a draft. Select “Pending – Needs Admin Review” when you are ready for the Catalog Item to be reviewed by a RISE Admin.	N/A	Selecting “Pending – Needs Admin Review” will automatically send an email to the RISE Admins letting them know the item is ready for review. Do not select this option until you are ready for review. In general, the RISE Team will briefly review an item that is submitted as “Pending – Needs Admin Review” but will only provide immediate feedback if there are major issues or questions about the item. Otherwise, it will be reviewed in detail after submission of Form 1 and feedback may be provided at that time.

