

# Data Hub Data Release Procedure

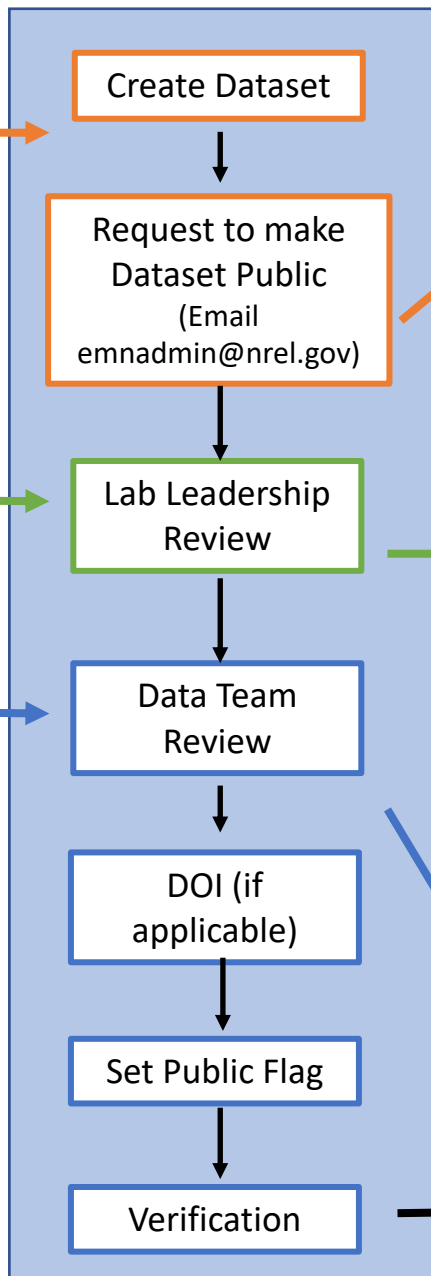
PI/Project Team  
(including Industry/Univ partners)

Steering Committee  
or Lab Leadership

Data Team

*NOTE: Data is made public either during the project or at the close of a project, upon PI request/approval. Refer to the Project Closeout Procedure for details.*

*Specific review criteria will be sent via email for each request.*



## PI or Project Team Member: Dataset Preparation

- Ensure the data release is in accordance with the EMN project-specific agreement(s).
- The dataset should include all files required for an analyst to reproduce and verify the work.
- The data shouldn't contain proprietary information, protected CRADA information, or information otherwise requiring protection.
- The data, including the description, should not contain PII or sensitive data.
- While most data formats may be uploaded to the Data Hub, the data should be reusable and structured in a manner that supports the conclusions reached in the project.

## Leadership Review

Review the title and description of the dataset:

- Do the dataset title and description make sense to the public?
- Is it understandable based on the description, what the data means, and how to interpret it?

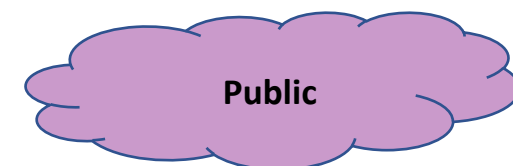
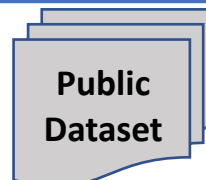
Review the resources/files in the dataset:

- Do the resource or file names make sense?
- Are the data/file formats easy to understand and use?
- Is there enough explanation on each resource/file to explain how to use the data?
- Verify the dataset title, description, and ALL contents (files and links) contain NO PII, sensitive data, proprietary data, unintended contact information, etc.

**The steering committee/leadership will report out the decision of whether or not to make this dataset public, to the Data Team lead.**

## Data Team Review

The Data Team will review the dataset to ensure there are no errors, that the links work, and the files can be downloaded. Also, ensure data tools (if applicable) are working on the files.



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