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Standard Operating Procedure
(SOP)
Digital Data Submissions Standards

Kentucky Energy and Environment Cabinet
Department for Environmental Protection
Division of Water

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Digital Data Submissions Standards

Purpose:

Currently, several Branches in the Division of Water, receive data from third parties (e.g. facility plans, permit requests/changes, etc). This data is currently received on paper. To be transcribed to the Division's digital data sets, both GIS based (e.g. ArcView shapefiles and coverages), and non-spatial data (e.g. TEMPO database), time must be spent to digitize/transcribe said data into the proper format. The purpose of this document is to propose the Division adopt standards for third parties, to submit their data in a digital format.

It is in the best interest of the KY DOW, and those third party agencies, to begin accepting, and encouraging, digital data submissions, whenever possible. This will save DOW time (i.e. DOW employees would no longer have to spend time digitizing paper maps, nor transcribing tabular data), and money (i.e. reduced storage costs). Third party agencies would see similar savings (i.e. not having to make paper copies of digital data, for submission to DOW).

A. Accepted File Formats:

Digital data submitted to Division of Water must be in one of the following data formats:

1) Spatial data, depicting line (e.g. pipelines) or polygon (e.g. facility plans) data:

- ArcInfo Export files (.E00 extension)
- ArcView shapefiles (.shp extension)
- AutoCAD drawing file (.DWG extension)
 - Supported file versions (12, 13, 14, 2000, 2004, 2007)
- AutoCAD ASCII Drawing Exchange File (.DXF extension)
 - Supported file versions (12, 13, 14, 2000, 2004, 2007)
- ArcInfo coverage
- Personal Geodatabase (if using ArcGIS 9.x)
- Microstation DGN (file version 5, 7 or 8)

2) Spatial data, depicting point sources (e.g. wells, water withdrawals):

- ArcInfo Export files (.E00 extension)
- ArcView shapefiles (.shp extension)
- ArcInfo coverage AutoCAD drawing file (.DWG extension)
 - Supported file versions (12, 13, 14, 2000, 2004, 2007)
- AutoCAD ASCII Drawing Exchange File (.DXF extension)
 - Supported file versions (12, 13, 14, 2000, 2004, 2007)
- Delimited ASCII text
- Dbase III or Dbase IV file (.dbf extension)



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- Microsoft Excel spreadsheet (.xls extension)
- Personal Geodatabase (if using ArcGIS 9.x)
- Microstation DGN (file version 5,7 or 8)

3) Spatial, graphic data (georeferenced aerial photography, land use data (e.g. KY Landscape Snapshot))

- ESRI GRID format
- Tagged Image File Format, or TIFF (.tif extension)
- MrSID (.sid extension)
- Personal Geodatabase (if using ArcGIS 9.x)

4) Non-Spatial, textual data:

- Adobe Acrobat (.pdf extension)
- Microsoft Word (.doc extension)
- Microsoft Excel spreadsheet (.xls extension)
- Delimited ASCII text
- Dbase III or Dbase IV file (.dbf extension)

5) Non-Spatial, graphic data (pictures, graphs, etc):

- Adobe Acrobat (.pdf extension)
- Tagged Image File Format, or TIFF (.tif extension)
- JPEG (.jpg extension)
- Microsoft Bitmap (.bmp extension)
- Microsoft PowerPoint (.ppt extension)

B. Accepted Media:

- 1) CD-Rom
- 2) DVD
- 3) USB Flash Drive

C. Electronic Delivery Means

- 1) Email (.ZIP file)
- 2) DEP Electronic Submittals website:
<https://dep.gateway.ky.gov/eportal/default.aspx>

D. Georeferencing Standards

1) Line, point, georeferenced raster and/or polygon data should be submitted using a known map projection, with the preferred map projection as follows:

- Projection: Kentucky Stateplane SingleZone
- Units of measurement: feet
- Datum: NAD 1983



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- Vertical Datum (if elevation data included): NAVD 1988
- 2) Point data: The preferred format of submitting latitude/longitude coordinate data will be in decimal degrees (AKA DD), though coordinates submitted in Degrees Minutes Seconds (AKA DMS) or degrees minutes decimal seconds will still be accepted.
 - 3) If data is submitted which uses a different map projection, the party submitting the data must provide details on the map projection (aka. coordinate system) used in the data, as well as the units of measurement and the datum.

E. Other Requirements

Digital data submissions are required to be in compliance with 201 KAR 18:104, Sections 3 and 4, as listed below:

201 KAR 18:104 Seals and signatures

Section 3. An electronic signature shall be permitted in place of an original seal, signature, and date when the following criteria are met:

- (1) It is a unique identification of a licensee;*
- (2) It is verifiable;*
- (3) It is under the licensee's direct and exclusive control;*
- (4) It is linked to the electronic document in such a manner that changes to be easily determined, and visually displayed, if any data in the electronic document file is changed subsequent to the electronic signature having been affixed to the electronic document;*
- (5) An attempt to change the electronic document after the electronic signature is affixed shall cause the electronic signature to be removed, or altered significantly enough to invalidate the electronic signature; and*
- (6) If the electronic document is to be electronically transmitted, the electronic document is converted to a read-only format.*

Section 4. (1) A licensee may electronically transmit an electronic document without affixing an electronic signature provided there is inserted the following language, in lieu of an image of a seal or stamp, signature, and date: "This shall not be considered a certified document."

