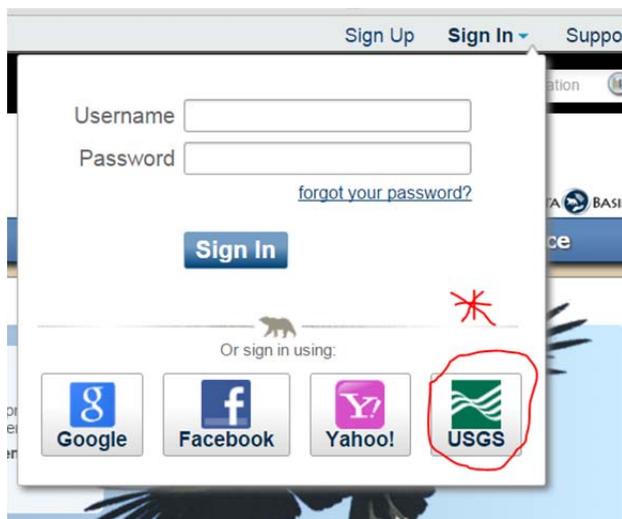


Exercise 6 Narrative: Working with SENSITIVE or Secure data in Data Basin (10 Minutes)

Goals:

1. Users access and understand how secure or SENSITIVE data can be used in Data Basin
2. Users understand the workflow for uploading secure or SENSITIVE data in ScienceBase for use inside Data Basin

To access secure web map services in Data Basin, **always** have any federal or non-federal user login to Data Basin using their existing or assigned active directory credentials using the USGS logo (this is their non-PIV login name and password). See below:



For non-federal users, **USGS Administrators** (sciencebase@usgs.gov) must create a new account with credentials for reading or authoring data inside ScienceBase. A federal organization or employee must “sponsor” those non-federal individuals. As an example, this step would be necessary, if you were developing an interagency collaborative sharing environment in ScienceBase where sensitive or draft non-public data needs to be shared.

Workflow Steps for Creating Secure Web Map Services:

1. As a rule, **DO NOT** directly host secure or sensitive data inside Data Basin. Maintain all sensitive or secure data inside ScienceBase which is a secure federal data repository. Data Basin readers who must access sensitive or secure ScienceBase data must securely login to Data Basin to access secure web map services that are directly hosted inside ScienceBase.
2. Know your roles: There are four possible user roles inside ScienceBase:

A. **USGS Administrators** (sciencebase@usgs.gov) - this is USGS superusers who can establish communities, establish secure web map services, and establish new groups. They are “all powerful” in the ScienceBase realm.

B. **Community Managers** - A community is a designated project space in ScienceBase. Examples would be a landscape design project, research project, or a species conservation effort. A community manager controls the folder structure, group names, and individual and group access within this community. To create a ScienceBase community, please send an e-mail to sciencebase@usgs.gov. Visit this link for more info on creating a ScienceBase Community: <https://www.sciencebase.gov/about/content/create-sciencebase-community>. There should be at least one individual assigned the role of Community Manager to manage and control content and access.

C. **Editor or Author** - This is individuals or groups that can add and edit data/metadata and other content within ScienceBase folders. Editors or authors can work directly with USGS to create secure web map services.

D. **Reader** - This is individuals or groups that can READ data and content hosted inside ScienceBase. No edit or change privileges are permissible with these individuals, so you will not be able to create secure web map services as a reader.

3. In ArcMap on your desktop, create a service definition (.SD) file - see Exercise 3.
4. Login to ScienceBase (<https://www.sciencebase.gov/catalog/>), navigate to your SENSITIVE folder location within ScienceBase where you will be adding or managing sensitive or draft data. Upload the .SD file to this secure ScienceBase folder. See steps 6, 7, and 8 below for managing security in ScienceBase.
5. Starting a secure web map service in ScienceBase: Contact Lei Ann Wilson (wilsonl@usgs.gov) or Don Brown (brownd@usgs.gov) and ask that they set up a secure web map service by providing them the item name and location of the .SD file you uploaded. The ScienceBase Administrator must initiate and start any secure web map service - unlike public web map services, you cannot create a secure web map service without USGS assistance.
6. Create group(s) and add users to group(s) to control secure web map service access in ScienceBase: You can **control who can view and who can edit** individual items or content within folders.

Best practice recommendations for developing and managing ScienceBase groups as a Community Manager:

- a. In ScienceBase, contact Lei Ann Wilson (wilsonl@usgs.gov) or a ScienceBase Administrator (sciencebase@usgs.gov) to set up one or more groups that you will use to manage access to a folder or item. If your goal is to provide only READ access to files and folders, have your ScienceBase administrator establish a “READER” group - you cannot create this group, but once the group has been established, you can add and remove users or groups and change roles for that group. Group “READERS” should include those individuals who you want to be able to view and interact with your data (including accessing a SB web map

service from inside Data Basin), but will NOT be authorized to write or change data in your SENSITIVE folder(s). An example group naming best practice for a “READER” for sensitive Nevada species occurrence data:

“SENSITIVE_NVSpeciesOccurrence_Readers”.

- b. If you are establishing an interagency collaborative group that needs to actively manage or add/change files in your SENSITIVE folder(s) location, then have ScienceBase administrators create an “AUTHORS” group. An example group naming best practice using Nevada species occurrence data: “SENSITIVE_NVSpeciesOccurrence_Authors”.
 - c. If you are going to have multiple Community Managers who will actively manage or add/change users and/or group roles in the SENSITIVE folder location, then instruct the ScienceBase administrators to establish a “MANAGER” group. An example group naming best practice using Nevada species occurrence data: “SENSITIVE_NVSpeciesOccurrence_Managers”.
 - d. Once any of these groups are established, you can add and remove users or groups and control access to your SENSITIVE items or secure web map services.
7. Manage users and group access to data (and web map services) in SENSITIVE folder(s) location: As a Community Manager, you can manage group and individual access through <https://my.usgs.gov/home/portal>. In this location, select “Manage” from the specific Community where you will be editing or adding to your existing group(s). Under “Membership by Group” select the group (e.g. “SENSITIVE_NVSpeciesOccurrence_Authors”) that you will be editing, and select “Edit Members.” Here you can add, remove, or change individuals or groups. Once user access changes are made, be sure and click on “Update Members” to save those changes.

Timesaver Tip! You can manage access in ScienceBase to enable an entire Bureau to gain access to SENSITIVE data without having to create custom groups or adding users one by one. You can do this, by navigating to the folder view of the SENSITIVE item(s). Then, in ScienceBase, select “Manage Permissions” from upper right of screen. For that item or a folder structure, you can then add the specific bureau “realm”. In the below example, you see that any FWS or NPS employee will have READ access to this specific sensitive item(s) - but you will need to be an NPS or FWS employee to be included in this group. You will also see that the item is writable or editable by only a select group of Community Managers. **Note that “databasinadmin@consbio.org” should always be assigned write access “Item Writable By” if you want the secure web map service to be accessible to users from inside Data Basin:**

Manage Permissions: SENSITIVE_data

Item Readable By:

Inherited:

Public:

ROLE:USFWS Remove

ROLE:USNPS Remove

NPS or FWS

Permissions:

ROLE: Add

USER: Add

Item Writable By:

Inherited:

USER:databasinadmin@consbio.org Remove

USER:fw8_databasin Remove

USER:pat_lineback@fws.gov Remove

Always include this group

Permissions:

ROLE: Add

USER: Add

Update data in background task (asynchronously)

Save Cancel

8. If you need to provide very limited access to individuals or small groups, then in ScienceBase, in the folder view of the SENSITIVE item, you will need to “Manage Permissions” (Upper right of screen). Here you will add individuals or groups who should have read or write access to that specific ScienceBase item(s). See above example graphic. For secure web map services that you want to make available in Data Basin, always add databasinadmin@consbio.org under “Item Writable By.” Again, see above graphic.

Now that you are done preparing your data in ScienceBase, you can use Data Basin to make your secure web map service available:

9. Making your secure ScienceBase web map services available to users in Data Basin:
 - a. Secure agency or bureau web map service: If your web map service can be made available to any employee within a specific “realm” (e.g. any FWS employee), then no further action is necessary in Data Basin. These workflow steps are described in *Exercise 5*. Special bureau groups have already been created in Data Basin for both the NPS and FWS. So, for example, if your objective is to share a secure web map service that is available to any FWS employee and you complete Step 6 above, the result is that any FWS user who

signs in to Data Basin using the USGS sign in option and their Active Directory credentials should have access to that secure web map service and related data.

- b. Secure web map service available to a specific group of individuals - Creating a secure web map service in Data Basin:

Instruct Conservation Biology Institute (CBI), databasin@consbio.org, to create a group in Data Basin that matches the exact name of your corresponding group name in ScienceBase. An example group name for read access for sensitive Nevada species location occurrence data:

“SENSITIVE_NVSpeciesOccurrence_Readers”. You will be setting up a group in both ScienceBase and Data Basin with this exact same name.

Because this secure group will be regulating access to your secure web map service, you must ask the staff at Conservation Biology Institute (CBI) to create this group.

CBI Contact Alternatives:

- databasin@consbio.org
- Brendan Ward (bcward@consbio.org)
- Mike Lundin (mike@consbio.org)

Provide the following information to CBI contact: a) Name of secure group - use the exact same name used in ScienceBase, and b) who in Data Basin will be the owner (e.g. in FWS Region 8, it will be *fw8_databasin*).

10. Import your ScienceBase data into Data Basin:

Public: In Data Basin using the **Import from Another Catalog** option (see exercise 5).

- a. then, add the imported data to your Gateway for discovery
- b. or, add the imported data to one or more galleries.

Secure: In Data Basin using **Create > Import a Data Set > Import from Another Catalog** Use the ScienceBase URL Address (not the ArcGIS REST endpoint, nor the WMS service) associated with the item view in ScienceBase. See Graphic below for URL to use:

Secure Address URL to Use in Databasin

The screenshot shows a web browser window with the URL <https://www.sciencebase.gov/catalog/item/56b91994e4b208d6174c5af6b>. The page header includes the USGS logo and navigation links. The breadcrumb trail is: Communities → Training Community → NCTC ScienceBase and Dat... → SENSITIVE_data → SENSITIVE_TEST-ONLY St... The main title is "SENSITIVE_TEST-ONLY Staffed Visitor Stations - USFWS, Pacific Southwest Region". Below the title are buttons for "Go to", "View", and "Manage". The "Dates" section lists "Publication Date : 2015-02-17" and "Time Period : 2015-02-17". The "Citation" section provides the full citation: "U.S. Fish and Wildlife Service, 20150217, Staffed Visitor Stations - USFWS, Pacific Southwest Region: U.S. Fish and Wildlife Service: Sacramento, CA, <http://databasin.org/datasets/8c4e310ee51d4116b41d8de277629577>". The "Summary" section states: "This dataset depicts staffed visitor stations within the Pacific Southwest Region of the U.S. Fish and Wildlife Service. Staffed visitor stations may be refuge offices that are open to the public during specified hours, or may be dedicated visitor centers. This dataset does not include kiosks or other areas which contain information for visitors but are not staffed. The locations of these stations are based on the USFWS Corporate Master Table, with additional editing and updates based on the input of field and visitor services staff." The "Contacts" section lists: "Point of Contact : Justin Epling", "Distributor : Justin Epling", and "Metadata Contact : U.S. Fish and Wildlife Service, Division of Refuge Planning". To the right, there is a "Map" section with a "Map »" link and a map of the Pacific Southwest region showing the locations of the visitor stations as small red squares. Below the map is the text "Spatial Services".

Communities → Training Community → NCTC ScienceBase and Dat... → SENSITIVE_data → SENSITIVE_TEST-ONLY St...

SENSITIVE_TEST-ONLY Staffed Visitor Stations - USFWS, Pacific Southwest Region

Go to View Manage

Dates

Publication Date : 2015-02-17
Time Period : 2015-02-17

Citation

U.S. Fish and Wildlife Service, 20150217, Staffed Visitor Stations - USFWS, Pacific Southwest Region: U.S. Fish and Wildlife Service: Sacramento, CA, <http://databasin.org/datasets/8c4e310ee51d4116b41d8de277629577>.

Summary

This dataset depicts staffed visitor stations within the Pacific Southwest Region of the U.S. Fish and Wildlife Service. Staffed visitor stations may be refuge offices that are open to the public during specified hours, or may be dedicated visitor centers. This dataset does not include kiosks or other areas which contain information for visitors but are not staffed. The locations of these stations are based on the USFWS Corporate Master Table, with additional editing and updates based on the input of field and visitor services staff.

Contacts

Point of Contact : [Justin Epling](#)
Distributor : [Justin Epling](#)
Metadata Contact : U.S. Fish and Wildlife Service, Division of Refuge Planning

Map »

Spatial Services