

Environmental Information Data Centre - Service Agreement

For more information/guidance about this document see <https://eidc.ac.uk/support/agreement>

The Agreement

As a depositor you must consent to this service agreement which establishes the terms and conditions of use of your data. This document sets out your rights and responsibilities as depositor and ours as the data distributor.

This agreement authorises the EIDC to preserve and to distribute the data under the terms specified in this document. To do so, the EIDC will store the data and, where necessary, duplicate and transform copies.

Our responsibilities:

- We will take every care to preserve the integrity of the data and protect it from loss or damage
- We will make the data publicly available, subject to any conditions specified in this Service Agreement.
- Unless otherwise requested, we will issue a Digital Object Identifier (DOI) to facilitate the proper citation of the dataset.
- We will ask users of the data to agree to an end user licence.
- We require users of the data to acknowledge and cite sources when re-using data.
- We will only process personal information in connection with long-term archiving services, in accordance with our [Privacy Notice](#)

Your responsibilities:

- You provide assurances that you are entitled to deposit the data resource in the EIDC and that the agreement of all parties who may have an interest in the resource has been obtained.
- You confirm that you have sufficient knowledge of the data resource to deposit it with the EIDC, being either a named author of the data resource, or with written confirmation from the lead author of the data resource of your suitability to act as depositor.
- You confirm that the resource is not already available elsewhere.
- You agree to supply sufficient supporting information (metadata) to enable discovery, management and reuse of the data.
- You ensure that in the case of research data with human subjects that consents collected are ethically and legally appropriate and sufficient to allow deposit of the resource.
- You agree to notify the EIDC promptly of any copyright, confidentiality, privacy, data protection, defamation or similar issues pertaining to the data.
- You guarantee that nothing in the resource or supporting information contravenes the UK data protection laws or any other UK law (e.g., the Wildlife and Countryside Act 1981).
- You agree to notify the EIDC if it is subsequently found that the data resource is no longer fit for purpose (e.g. errors are found in the dataset).

Deposit reference:	EIDCHELP-sample
Data identifier:	88e9c761-32fa-4e09-7456-c4051e244815

Depositor:	Name	Joanne Bloggs
	Contact details	jb@ulife.ac.uk
For the EIDC:	Name	Han Solo
	Contact details	han@eidc.ac.uk

Document history

The most recently dated version of this document supersedes all earlier versions

Date	Changes/comments
	First draft

SAMPLE

ONE: Data identification and citation

IMPORTANT: ONCE A DOI HAS BEEN ISSUED, THE DETAILS IN THIS SECTION CANNOT BE CHANGED

Title of data resource

Soil solution chemistry measurements for three European flood plains 2016

Author(s)

- List authors below in the order in which they will appear in the citation.
- Author's names must be in the format **Family name <comma> Initial(s)**. For example, **Smith, K.P.** *not* **Kim P. Smith**
- UK law requires us to inform all individuals listed below that they are being proposed as an author. We therefore require a current, valid email address (or phone number) for all living authors - those without valid contact details are not eligible for authorship.
- Authors' details will be published in a public data catalogue and held in EIDC systems. Please see our [Privacy Notice](#) for further information

Author's name	Affiliation	Email address	ORCID id
Bloggs, J.P.	University of Life	bloggs@ulife.ac.uk	0000-1343-1234-9X77
May, C.	University of Life	may@ulife.ac.uk	
Smith, M.	Polytechnic University of Life	smith@vitalidad.edu	0000-1343-1234-9X77

TWO: Policies & legislation

All environmental data deposited into the EIDC are subject to the requirements of the [NERC Data Policy](#).

By depositing data, you confirm that the data is compliant with the provisions of UK data protection laws.

Data and supporting documentation should not contain names, addresses or other personal information relating to 'identifiable natural persons'. Discovery metadata (the catalogue record) *may* contain names and contact details of the authors of this data ([see our policy on retention and use of personal data](#)).

If other policies/legislation apply (e.g. INSPIRE), please specify:	
Funder(s) of research generating the data:	NERC

THREE: The data

Number of data files being provided	3
Name(s) of file(s) being provided <i>Filenames must not include any spaces or special characters.</i> <i>If there are a too many files to list separately, specify a naming convention</i> <i><u>NOTE:</u> filenames may be converted to lowercase when uploaded (FileName1 →filename1)</i>	soil_uk.csv soil_spain.csv soil_france.csv
Format of file(s)	csv
Uncompressed size of file(s)	300Mb
Agreed transfer method for data and supporting documents	Upload via EIDC catalogue
Related data holdings <i>Please identify any related data resources already curated by, or being deposited with, the EIDC that you wish to link your data resource to, and the nature of the relationship.</i> <i>Details of relationships we can accommodate are available at: eidc.ac.uk/metadata/relationships.</i>	Related data resource: Soil solution chemistry measurements for two European flood plains 2016 Relationship: new version of dataset with additional data
Data category <i>Applies only to NERC-funded data</i>	Environmental data / Information product

FOUR: Supporting documentation

Please provide the title and file extension of document(s) you will provide to enable re-use of the data (see <https://eidc.ac.uk/deposit/supportingDocumentation>).

Document(s) <i>(delete/add more lines if necessary)</i>		
	File name <i>Must not include spaces or any non-standard characters (e.g., *@^E\$)</i>	Content included
1	european_soils.docx	<ul style="list-style-type: none"> • Collection/generation methods • Nature and Units of recorded values • Quality control • Details of data structure • Experimental design/Sampling regime • Fieldwork and laboratory instrumentation • Calibration steps and values • Analytical methods

The depositor may also wish to provide an image to accompany the dataset which may subsequently be used to advertise its availability on social media. If no image is provided, the EIDC may source a suitable picture.

FIVE: Data retention

Data given a DOI will be kept in perpetuity.

For data not given a DOI, the period for which the EIDC guarantees to curate data is ten years, after which it will be periodically reviewed and may be discarded. Please note below any exceptions to this policy.

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SIX: Availability and access

Depositors may request that access to the data be restricted for an agreed period (embargoed).

Approving embargoes and the negotiation of the duration of an embargo period are subject to funder requirements. For NERC-funded research, a reasonable embargo period is considered to be a maximum of two years from the end of data collection.

If the EIDC receives a request for access to data during the embargo period, it is treated as a request under the Environmental Information Regulations (EIR) and follows the designated NERC procedure for such requests.

Availability of data resource	Make available ASAP Make available, following agreed embargo period, on 01/04/2024
Specific requirements for online access to dataset <i>(if required)</i>	
Other services required	

SEVEN: Licensing and IPR

The EIDC recommends that the depositor seeks guidance from their own institution and/or funding agency as to the appropriate licence.

End user licence	Open Government Licence other (please specify)
Rights holder <i>This is usually the organisation to which the grant is awarded and will be specified on the grant/funding conditions. If none is specified, IPR rests with the funder.</i>	University of Life
Additional use constraints	

EIGHT: Superseding existing data *(if applicable)*

If the data is intended to supersede an existing dataset held by the EIDC, the depositor should explain why it is to be replaced, including details of any errors found.

Metadata ID of the dataset to be replaced	
Reason for superseding the dataset	

NINE: Miscellaneous

If there is any other information you wish to provide, please include it below.

TEN: Discovery metadata

Data resources deposited with the EIDC have an entry in the [EIDC data catalogue](#), enabling users to find and access them. Please provide the following information to help complete the catalogue record. Further details on discovery metadata are available from our [website](#).

Please note, this information is not fixed and may be subject to change and improvement over time.

<p>Description</p> <p><i>The description is an 'executive summary' that allows the reader to determine the relevance and usefulness of the resource.</i></p> <p><i>Describe the data itself <u>not</u> the project/hypothesis etc.</i></p> <p><i>It should be concise but should contain sufficient detail to allow the reader to determine the scope and limitations of the resource.</i></p> <p>See further guidance</p>	<p>This dataset includes a range of determinands present in soil water in three floodplains in Europe - Severn catchment (UK), Vilaine (France) and Cidacos (Spain). Soil water was collected at three depths in the soil profile - 5cm, 10cm and 20cm.</p> <p>Variables measured include pH, conductivity, alkalinity, total nitrogen and phosphate phosphorus. Data were collected between January and November 2016 at weekly intervals.</p>
<p>Lineage</p> <p><i>The lineage should describe how the data came into existence and the stages it has passed through before being provided to the data centre</i></p> <p><i>Briefly describe how the data were generated and any QA steps</i></p> <p>See further guidance</p>	<p>Soil solution was sampled by 10 cm x 20 cm polyethylene zero tension lysimeters, installed in each of the sites. Two lysimeters were installed at each site and samples were bulked at each sampling interval (daily) to give a representative sample for the site.</p> <p>Samples were transported to the laboratory within 4 hours of sampling. The samples were filtered through a 45 micrometer cellulose nitrate filter and stored at 4 degrees C before analysis.</p> <p>Chemical analysis was carried out in UKAS accredited labs. pH was measured on a Metrohm 888 Titrande fitted with a 20ml burette and 815 Robotic USB Sample Processor XL (Metrohm, Switzerland). Nitrate was determined using Dionex DX100 chemically suppressed ion chromatograph</p>
<p>Keywords</p> <p><i>A list of words/phrases that will help users to find your data.</i></p> <p><i>These may be discipline-specific but can also be geographical (e.g. 'hydrology', 'soil chemistry', 'Hampshire')</i></p>	<p>Severn, Vilaine, Cidacos, soil water chemistry, pH, phosphate phosphorus (PO4-P), total dissolved nitrogen</p>
<p>Area of study (if relevant)</p> <p><i>If national, please state (for example), 'UK', 'Scotland', 'India', etc. Otherwise please provide latitude and longitude coordinates defining a bounding box that encompasses the location of study</i></p>	<p>UK, France and Spain</p>