

**MINETA SAN JOSE INTERNATIONAL AIRPORT  
METADATA SUBMITTAL SPECIFICATIONS**

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## 1.0 INTRODUCTION

### 1.1 Scope

This document details submission requirements and standards for metadata developed in support of new capital improvement projects, other new data submitted by contractors, other public agencies, or data developed by internal departments at Mineta San José International Airport (SJC). Metadata submittals form a critical component that will support the airport's infrastructure throughout its lifecycle beginning with design and construction and extending through operations and maintenance through to the eventual demolition and remediation of the site.

### 1.2 Purpose

To provide basic submittal instructions for all metadata produced and submitted to SJC. These deliverables will support and be integrated into the spatial and attribute data needed to design, build, operate and maintain SJC infrastructure. Metadata definitions and standards are described in the Metadata Standards module (SJC-ACM-AIMS-2600).

Metadata is "data about data". It defines and describes the characteristics of the data that is being submitted and will become available to the user community. Once the metadata has been incorporated into the overall spatial data repository it will assist in quickly querying for and reviewing data sets that meet a set of criteria that may be quite specific. The metadata submittals provided would also be utilized as attributes (or descriptive data) of the data sets that are to be integrated into the spatial data repository.

### 1.3 Contact Information

This document was prepared by the Carter & Burgess (C&B) Team. If you have any questions, please call Lysée Moyaert at (408) 501-7712, or David Tamir or Behzad Mohammadi of the C&B Consulting Team at (818) 784-7585.

## 2.0 SUBMISSION REQUIREMENTS

All drawings, documents, and data sets as required by the agreements with SJC, that are submitted shall be accompanied by data submittal forms. There shall be one data submittal form populated for each individual drawing sheet, document, or electronic data (spatial or tabular) provided to SJC per contract submittal milestone requirements. SJC will check that the number of documents submitted is equal to the number of submittal sheets submitted. If the numbers do not equal SJC will contact the submitting agency either through e-mail or telephone to determine the inconsistency between the document count and the submittal form count. If more submittal sheets are needed then the submitting agency will be required to deliver these before final acceptance is given. An electronic metadata form is available by request.

The metadata that is required can be determined by the document type that is being submitted. For a list of required meta data fields that are to be filled out for each individual drawing sheet, document or data submittal refer to Document SJC-ACM-AIMS-2600 (Metadata Standards). For large submittals, it is recognized that this may take many forms. However there will be many fields that are common throughout.



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### 3.0 MEDIA AND COMPRESSION

All forms must be filled out and included with the full drawing, document or data submittals which are to be written to a Recordable Compact Disc (CD-R). Files are to be placed on CD uncompressed, and delivered in a standard jewel case. Both the CD and case must be labeled appropriately. Alternatively arrangements can be made to receive the files via e-mail or FTP as long as the receiving party (i.e. the SJC Project Manager and the AIMS Manager) has been contacted and agreed to receive the files in that manner.