LiDAR Naming Protocol

On your computer workstation, review the lidar data using Windows Explorer and ArcGIS. All raster data must be stored in TIF format. Vector data may be stored in either shapefile or geodatabase format. Metadata and report documents may be stored in various formats while PDF is preferred.

Save ZIP folders for the different data types under the project folder, labeling them as follows:

```
ProjectNameYear_FileType.zip
```

Examples:
```
AmericanFalls2017_LAS.zip
AmericanFalls2017_CalibratedLAS.zip
AmericanFalls2017_be.zip
AmericanFalls2017_hh.zip
AmericanFalls2017_int.zip
```

Notes:

No individual file is allowed to exceed 0.5 TB in size. This may occur with LAS files. This limitation is being imposed for user convenience only. If a ZIP file exceeds this size, it should be split into two or more ZIP files using a systematic approach (e.g., tile numbering). This approach needs to be documented in a README.txt file that also needs to be uploaded to the server.

Anything considered vector data (i.e., shapefiles, geodatabase feature classes, etc.) will be put into one ZIP folder labeled `ProjectNameYear_Vectors.zip`.

All reports, including final reports, addendums, etc., are put into one ZIP folder labeled `ProjectNameYear_Reports.zip`.

All metadata are put into one zip folder labeled `ProjectNameYear_Metadata.zip`.

Preparing to Copy these Data to the Lidar Spatial Library Server

Identify if the LiDAR data is *raw* or *processed* and navigate to appropriate folder using WinSCP or similar utility.

Determine which region the LiDAR project falls into (Eastern, Northern, or Western)

Navigate to the appropriate sub-folder location on the server. Create a folder for the project using the following naming convention:

```
ProjectNameYear
Ex. AmericanFalls2017
```

Copy the files to the server. Complete a byte-check and if all files were successfully uploaded, delete these file from the workstation.

The following ZIP files are to be copied to the appropriate project raw sub-folder: *LAS, *Vectors, *Reports, and *Metadata. The following ZIP files are to be copied to the appropriate processed sub-folder: *be, *hh, *int, *Reports, and *Metadata.