MINNESOTA IT SERVICES
GEOSPATIAL INFORMATION OFFICE

Submitting Imagery to MnGeo's WMS Service

A guide for external partners contributing imagery to the Minnesota Geospatial Image Service

OVERVIEW

MnGeo (Minnesota Geospatial Information Office) maintains a Web Map Service (WMS) that publishes aerial imagery for use in GIS systems. External partners who capture or hold imagery — such as, and not limited to, county governments, aerial survey contractors, or federal agencies — can submit that imagery to MnGeo for review, processing, and publication as a public WMS layer. This guide walks through what to send, how to send it, and what to expect once your submission is received.

HOW TO SUBMIT

1

Email your request

Send an email describing your imagery to gisinfo.mngeo@state.mn.us. Include the coverage area, capture date, and data format. The information desk will document the request and forward to a MnGeo coordinator.

2

Deliver the data

The MnGeo coordinator will contact you with options and details for imagery delivery. You will be asked to mail a physical hard drive or upload your files to the blob storage location the MnGeo coordinator will share with you.

3

Get an acknowledgment

The MnGeo coordinator will confirm receipt of your imagery and metadata. The coordinator will then provide an estimated timeline for completion based on current staffing capacity.

WHAT TO INCLUDE (SUBMISSION REQUIREMENTS)

✓ **Imagery files —** Provided in an accepted raster format (e.g., GeoTIFF, MrSID, or similar).

✓ **Metadata —** A metadata file describing the imagery must accompany your submission and must contain the information needed to catalog the dataset (coverage, dates, source, projection, etc.). A metadata XML file may be created with the Minnesota Metadata Editor standalone application. A word document template will also be provided by the MnGeo Coordinator as an alternative option for metadata submission.

✓ **Organized delivery —** Files delivered via hard drive or the blob storage location provided by the MnGeo coordinator — **not as email attachments**.

Incomplete metadata is the most common cause of processing delays — double-check this before you submit.

WHAT HAPPENS AFTER YOU SUBMIT

Once MnGeo receives your imagery and metadata, our team reviews, processes, and publishes the imagery. Here's what happens behind the scenes:

1 **Intake review**
MnGeo checks that your metadata is complete and identifies the data format for processing.

2 **Data processing**
Imagery is prepared and imported using MnGeo's standard geospatial processing tools.

3 **Validation**
MnGeo tests the new layer across common GIS platforms (Esri, QGIS, AGOL, and others) to confirm it displays correctly.

4 **Publish to the Geospatial Commons**
The imagery is published as a WMS resource on the Minnesota Geospatial Commons, with metadata attached.

6 **Website & list updates**
The new layer is added to MnGeo's public imagery layers list, with a link to the Commons resource.

7 **Notification & close-out**
MnGeo notifies you, the requesting partner, with links to the finished resources, and closes out the request.

GOOD TO KNOW

✓ **Timeline** — Processing time depends on current MnGeo staffing capacity; your coordinator will give you an estimate when your submission is acknowledged.

✓ **Communication** — You'll hear from MnGeo at two key points: when your imagery is received, and again when it's live and published.

✓ **Access** — Once published, your imagery is available through MnGeo's WMS and the Minnesota Geospatial Commons for anyone to use.

✓ **Subject to Review** — MnGeo reserves the right to remove or change the status of imagery layers based on usage, duplication, available resources, or other sustainability considerations. Layer retention decisions will be guided by the GAC Imagery Committee and the Image Service Sustainability Plan.