

# NODC Electronic Data Documentation Form

NOAA FORM 24-13  
(Revised 9/2001)

U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
NATIONAL ENVIRONMENTAL SATELLITE, DATA AND INFORMATION SERVICE  
NATIONAL OCEANOGRAPHIC DATA CENTER  
SSMC-3 FOURTH FLOOR, 1315 EAST WEST HWY  
SILVER SPRING MD 20910-3282

FORM APPROVAL PENDING

This form should accompany all data submissions to the National Oceanographic Data Center. Section 1, Contributor Identification, must be completed when the data are submitted. It is highly desirable for NODC to also receive the remaining pertinent descriptive information about the submitted data at that time. Please include any relevant reports, publications, or other supporting documentation that assist in describing data collection, analysis, and format specifics.

## SECTION 1. CONTRIBUTOR IDENTIFICATION

(PLEASE COMPLETE INFORMATION ABOUT WHO IS SENDING THE DATA TO NODC.)

1. Name of contributor	5. Telephone
2. Organization/Institution name	6. Email
3. Mailing address	7. FAX
4. City State/Province Zip/Postal Code Country	8. Other contact methods/information

## SECTION 2. DATA COLLECTOR IDENTIFICATION

(PLEASE COMPLETE INFORMATION ABOUT WHO COLLECTED THESE DATA.)

1. Name of data collector	5. Telephone
2. Organization/Institution name	6. Email
3. Mailing address	7. FAX
4. City State/Province Zip/Postal Code Country	8. Other contact methods/information

**SECTION 3. GENERAL DATASET DESCRIPTION**  
**(PLEASE COMPLETE GENERAL INFORMATION ABOUT THESE DATA.)**

1. Dataset Title (if applicable) (may be sent in an included ASCII text file named "abcTITLE.TXT" where abc are your initials)

2. Dataset Abstract (please provide a brief description of the contents of the dataset) (may be sent in an included ASCII text file named "abcABSTRACT.TXT" where abc are your initials)

3. Dataset Purpose (please provide a brief statement about the purpose for collecting these data) (may be sent in an included ASCII text file named "abcPURPOSE.TXT" where abc are your initials)

4. Dataset collection dates

First day of data collection

Last day of data collection

5 Dataset location

Northernmost Latitude

Southernmost Latitude

Easternmost Longitude

Westernmost Longitude

Ocean/sea area names

6. Platform(s) used to collect these data

Platform name(s) and type(s)

7. Instruments used to collect these data

Instrument(s)

8. Parameters measured

Parameters

9. Project name(s)

10. Original cruise name(s)

11. Volume of data transferred (in bytes)

12. Filenames in data submission

**SECTION 4. SCIENTIFIC CONTENT OF DATASET**  
**(PLEASE COMPLETE SPECIFIC INFORMATION ABOUT THESE DATA.)**

Include enough information concerning the manner of observation, instrumentation, analysis, and data reduction techniques to make them understandable to future users. Furnish the minimum documentation considered relevant to each data type. Documentation will be retained 'as is' as a permanent part of the data and will be available for future users. Equivalent information already available may be substituted for this section of this form (i.e., publications, reports, and README files containing descriptions of observational and analytical methods).

NAME OF MEASURED PARAMETER	UNIT OF MEASURE USED FOR PARAMETER	OBSERVATION METHOD AND INSTRUMENT USED (TYPE & MODEL	ANALYTICAL METHOD AND LABORATORY PROCEDURES USED (INCLUDING MODIFICATIONS)	DATA PROCESSING TECHNIQUES (WITH FILTERING AND AVERAGING)

## SECTION 5. DATA FORMAT OF DATASET

**(PLEASE COMPLETE SPECIFIC INFORMATION ABOUT THE FORMAT OF THESE DATA.)**

Include enough information concerning the format of these data to make them understandable to future users. Furnish at least the minimum documentation considered relevant for your data. Documentation will be retained ‘as is’ as a permanent part of the data and will be available for future users. Equivalent information already available may be substituted for this section of this form (i.e., publications, reports, and README files containing descriptions of the data format). At a minimum, please include the following information:

1. Media type on which data were submitted (e.g., FTP, exabyte tape, etc.)
2. Name of included file that contains specific record layout, if applicable, including:  
FIELD NAME, POSITION FROM 0 MEASURED IN (BITS, BYTES, ETC.), LENGTH (NUMBER, UNITS), ATTRIBUTES, USE AND MEANING
3. Brief description of file organization
4. Record type(s)
5. Data format information contact person  
Name  
Email  
Telephone  
Address

## SECTION 6. INSTRUMENT CALIBRATION

(PLEASE COMPLETE SPECIFIC CALIBRATION INFORMATION ABOUT INSTRUMENTS USED TO COLLECT THESE DATA.)

Include enough information about instrument calibration to make it understandable to future users. Furnish the minimum documentation considered relevant for each instrument. Documentation will be retained 'as is' as a permanent part of the data and will be available for future users. Equivalent information already available may be substituted for this section of this form (i.e., publications, reports, and README files containing descriptions of observational and analytical methods).

1. Name of included file that contains specific calibration details, if applicable, including:  
INSTRUMENT TYPE (MFR., MODEL#), DATE OF LAST CALIBRATION, LAST CALIBRATED BY (NAME, ORGANIZATION),  
INSTRUMENT CALIBRATED AT (FIXED INTERVALS/BEFORE USE/AFTER USE/BEFORE AND AFTER USE/ONLY AFTER  
REPAIR/ONLY WHEN NEW/OTHER (SPECIFY)/INSTRUMENT NOT CALIBRATED