

INSTRUCTIONS FOR W. B. FORM 612-14

Section A.—TAKING THE OBSERVATIONS

1. *Reading the Thermometers.* First read the minimum thermometer at the right-hand end of the index. Next, slowly lower the maximum thermometer to the vertical position and read the value at the top of the mercury column. Then whirl the maximum thermometer until its reading is the same as that at the top of the alcohol column of the minimum thermometer and again read the maximum thermometer and record the temperature "at observation." Now reset the minimum thermometer by tipping until the index slides to the top of the alcohol column. Both thermometers should then be returned to the nearly horizontal position. *Note.*—If the temperature of the reset maximum thermometer in the vertical position is more than one degree different from that of the reset minimum, please make a note in "Remarks."

You may read your thermometers as many times a day as you wish but they must not be reset except at the time you have written at the heading of your form. Similarly, you may measure the precipitation as frequently as you wish but the rain gage must not be emptied except at your regular time of measurement.

2. *Measuring Liquid Precipitation.* Insert the measuring stick in the measuring tube and withdraw after 2 or 3 seconds. Read at the top of the wet area to obtain the amount of precipitation. *Note.*—If the measuring tube is full or has overflowed it contains just 2.00 inches. After carefully emptying the tube, pour some or all of the water from the overflow can into the tube and measure that amount. The total for the day will be the sum of the individual measurements. Both the overflow can and measuring tube should be empty when the measurement has been completed.

3. *Measuring Frozen Precipitation.* When snow, sleet, or hail is likely to occur, remove the funnel and measuring tube from the overflow can. Melt the snow, sleet, or hail by pouring a measured amount of warm water into the can. Measure the total amount of water in the can. Subtract from this total the amount of warm water added to obtain the precipitation (melted) for the day.

a. To measure "snow, sleet, and hail," take measurements of the *new snow* in several places and average the measurements.

b. To measure "At Obsn., Snow, Sleet, Hail, Ice on gnd.," average several measurements of the total snow, etc., in an area where the snow has not drifted.

Section B.—ENTERING THE DATA

1. Please fill in the blanks at the top of the form including the time of observation. If temperature and precipitation are recorded at different times of the day, both times should be given. Enter the appropriate time zone: Example—"Central." If daylight saving time is used, enter a "D" after the name of the time zone: Example—"Central D."

2. *Entering Temperatures and Precipitation Values.* All measurements should be entered on the dates on which they are made. Maximum and minimum temperatures and the values for rain, snowfall, etc., are for the full 24 hours ending at observation time.

a. *Temperature.* The maximum and minimum temperatures are read according to Paragraph A-1. These values are entered in the first two columns. Below-zero readings are preceded by a minus (-) sign. Temperatures "at observation" time are read from the maximum thermometer after whirling but while still in the vertical position. They may also be read from the reset minimum thermometer.

b. *Duration of Precipitation Blot.* Please enter the hours of precipitation even though you may not always know them exactly. Enter the precipitation time by drawing a straight line (——) through the hours of occurrence. Quite often the time of precipitation is uncertain to you, especially at night or when you are away from home. In that case, please draw a wavy line (~~~~) through the hours when precipitation probably occurred. Precipitation times are shown for the calendar days on which precipitation actually occurred.

Section C.—COMPLETING THE FORM

1. As soon as the last weather entry for the month is completed, please enter in the lower right-hand portion of the form information as to supplies needed. We would also appreciate your entering the observer's name, the post office address, the station name, and the month and year at the bottom of the form. Even though some of this information is found at the top, it is very helpful to us if it is also entered at the bottom. There is *no need* to enter sums, averages, extremes, or "greatest" since these values are entered at the processing center.

2. REMEMBER that your original record is a very important document that will be preserved for a long time. Either the original or a microfilm of it will be referred to repeatedly during the years ahead.

Section D.—MAILING THE FORM

As soon as the forms are completed at the end of the month, mail the original and one carbon copy to the designated office using the postage-free envelope provided. Another carbon copy should be preserved by you for at least 2 months or until you are sure that the original has arrived safely at its destination. After that you are free to keep the carbon copy or to destroy it.

Section E.—COMPLETENESS AND ACCURACY

We know that you want to do the best possible job. Please write carefully, using a sharp pencil. Do not erase or write over an incorrect entry; draw a line through it and record the correct figure nearby or on the margin. Use new carbon paper whenever needed to make a good copy. It would be very helpful also if the following points could be checked after each day's observation is completed:

(1) For temperature stations the *maximum* temperature should be at *least* as high as the *temperature at observation time* for that date and for the date previous.

(2) The *minimum* temperature should also be at *least* as low as the *temperature at observation time* for that date and for the date previous.

(3) If any form of precipitation has fallen during the 24 hours prior to the observation, there must be a "T" or an amount in the "Rain, Melted Snow, etc." column. Whenever snowfall occurs, there must be at least two such entries, one for total precipitation and one for the snowfall.

(4) If there is snow on the ground at observation time there should be a "T" or an amount in the "At Obsn." snow column. There should also be a snowfall entry on that date or on a previous date to account for it.

Section F.—REVIEW OF INSTRUCTIONS

For more detailed instructions and information concerning your observations consult your copy of Circular B, "Instructions for Climatological Observers." Please do this frequently and especially before the beginning of the snow season. Also feel free to ask your Field Aide or Regional Substation Management Unit for information at any time.

your name
your county
your state

NAME OF CLASSICAL INSTRUMENT
TYPE OF INSTRUMENT AND DATE OF USE
NAME OF OBSERVER

DATE
TIME
LOCATION

TEMPERATURE		WIND		HUMIDITY		PRECIPITATION		CLOUDS		VISIBILITY		WEATHER		REMARKS	
Time	Temp	Dir	Spd	Rel	Act	Trace	Amount	Height	Base	Top	Dist	Cond	Time	Remarks	
1	93	61	81												
2	101	57	86												
3	97	67	82												
4	100	71	87												
5	88	63	73												
6	84	59	75												
7	81	49	72												
8	79	53	71												
9	74	47	64												
10	69	38	60												
11	63	34	55												
12	58	46	54												
13	63	50	57												
14	59	45	53												
15	54	43	45												
16	49	26	32												
17	34	15	19												
18	23	0	5												
19	8	-9	-5												
20	-4	-18	-8												
21	0	-10	0												
22	19	0	11												
23	28	8	25												
24	32	22	30												
25	44	27	41												
26	47	26	43												
27	53	34	46												
28	53	38	49												
29	52	33	35												
30	49	28	43												
31	57	42	51												
Sum															
Avg															
Ext															
Time															
Observer	your name														
Post Office	your name														
Station	your station														
Month	sample														
Year	1956														

☒ when additional sheet is used for remarks
Carbon paper, sample, & continuation sheet

Large grid area for handwritten data entry, including temperature, precipitation, and other meteorological observations.

Station BAR HARBOR County HANCOCK State MAINE
Month MARCH Year 1966
Time of observation (local time) if once daily 5:00 PM
Standard time in use EST

Date	TEMPERATURE °F		PRECIPITATION												WEATHER (CALENDAR DAY)		Important weather conditions not included in "Weather" block; remarks, etc.												
	24 hrs. ending at observation	At obs.	Draw a straight line (—) through hours precipitation was observed, and a wavy line (~~~~) through hours precipitation was probably observed.												Mark 'X' for all types occurring each day	Time of Obs. if different from the above	Fog	Sleet	Glaze	Thunder	Hail	Damping Wind							
			Max.	Min.	1	2	3	4	5	6	7	8	9	10									11	12	Rain, Melted snow, etc. (ins. & hundredths)	Snow, Sleet, Hail (ins. & tenths)	At obs. Snow, Sleet, Hail, Ice on ground (inches)		
1	44	33	42																									Partly Cloudy	
2	45	34	41																									Partly Cloudy	
3	46	34	43																									Partly Cloudy	
4	43	25	35																									Partly Cloudy	
5	38	33	37																									Cloudy - RAINING	
6	45	35	38																									Cloudy	
7	40	33	35																									Clear	
8	38	24	32																									Clear	
9	38	18	35																									Clear	
10	45	29	40																									Clear	
11	40	18	31																									Clear	
12	36	16	32																									Clear	
13	36	16	31																									Overcast	
14	43	28	36																									Clear	
15	38	17	20																									Clear	
16	40	12	39																									Clear	
17	43	20	38																									Overcast	
18	42	29	39																									Partly Cloudy	
19	50	32	41																									Clear	
20	43	34	40																									Overcast	
21	49	36	41																									Overcast	
22	48	34	41																									Overcast	
23	52	28	44																									Clear	
24	45	27	36																									Clear	
25	41	35	40																									Foggy	
26	40	29	36																									Rain & Fog	
27	37	32	32																									Clear	
28	33	18	27																									Overcast (Snow)	
29	31	14	31																									Partly Cloudy	
30	41	23	37																									Clear	
31	39	35	37																									Cloudy	
Sum	1259	529																										Overcast	
Avg	41.6	26.7																										Check ☐ when additional sheet is used for remarks	
Ex- treme																												List forms or supplies needed	
Station																												Month	19

Graph area for plotting temperature and precipitation data. Includes handwritten notes and data points.

Station Bar Harbor County Hancock State Maine
Time of observation (local time) if once daily 5:00 PM
Standard time April 1966
If at different times, temperature precipitation

TEMPERATURE °F		PRECIPITATION		WEATHER (CALENDAR DAY)		Important weather conditions not included in "Weather" block; remarks, etc.	
24 hrs. ending at observation		Draw a straight line (—) through hours precipitation was observed, and a wavy line (~~~~) through hours precip. probably occurred unobserved.		Mark 'X' for all types occurring each day		If different from the above	
At obs.		A.M. P.M.		24-hr. amounts		Al obs.	
Max. Min.		1 2 3 4 5 6 7 8 9 10 11 12		Rain, melted snow, etc. (ins. & hundredths)		Snow, Sleet, Hail, Ice on and melted (inches)	
1	48 34 40						
2	40 24 36						
3	44 34 45						
4	48 32 42						
5	46 31 45						
6	52 39 46						
7	52 32 49						
8	49 34 37						
9	39 32 35						
10	40 32 40						
11	45 32 38						
12	46 32 42						
13	44 34 40						
14	47 34 42						
15	52 27 50						
16	51 26 41						
17	54 33 48						
18	50 29 44						
19	54 29 48						
20	55 29 52						
21	50 35 45						
22	63 44 51						
23	63 39 47						
24	47 38 40						
25	46 37 58						
26	55 34 43						
27	47 25 46						
28	47 29 40						
29	42 34 39						
30	56 33 53						
31							
Sum	1499 758						
Avg.	50.0 31.9						
Ex-tem.							

Large grid area for handwritten data entry, including station name BAR HARBOR, HANCOCK, MAINE, and date MAY 1966.

Station BAR HARBOR
County HANCOCK
State MAINE
Month MAY
Standard time in use EDT

Table with columns for Date, Temperature (Max, Min, Avg), Precipitation (24-hr amounts), and Weather (Calendar Day). Includes a summary row at the bottom with totals for 31 days.

Graph area for plotting temperature and precipitation data. Includes handwritten notes and data points.

Station Bar Harbor
County Hancock
State MAINE
Month JULY 19 66
Standard time in use EAST

TEMPERATURE °F		PRECIPITATION												WEATHER (CALENDAR DAY)		At obsn.		24-hr. amounts		At obsn.		Mark 'X' for all types occurring each day		Time of Obsn.		Important weather conditions not included in 'Weather' block; remarks, etc.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Date	24 hrs. ending at observation	Draw a straight line (—) through hours precipitation was observed, and a wavy line (~~~~) through hours precip. probably occurred unobserved.												Fog	Sleet	Glaze	Thunder	Hail	Damaging Wind	It different from the above	Check ☐ when additional sheet is used for remarks.	Station	Month	Year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
		A.M.						P.M.																	Rain, Melted snow, etc. (ins. & hundredths)	Snow, Sleet, Hail, etc. (inches)	Fog	Sleet	Glaze	Thunder	Hail	Damaging Wind																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
	Max.	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					

Graph area for plotting temperature and precipitation data. Includes axes for temperature (F and C) and precipitation (inches). A large grid is provided for data entry.

RECORD OF CLIMATOLOGICAL OBSERVATIONS
Station Haradha
County Haradha
Date March 6
Time of observation 1700 Precipitation 1340
If at different times, temperature 1700 precipitation 1340

TEMPERATURE		PRECIPITATION												WEATHER (CALENDAR DAY)		Important weather conditions not included in 'Weather' block, remarks, etc.															
Date	Time	Show a straight line (—) through hours precipitation was observed, and a wavy line (---) through hours precip. probably occurred unobserved.												Mark 'X' for all types occurring each day	If different from the above	Time of Obs.	Remarks														
		A.M.						P.M.																							
Max.	Min.	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	Fog	Glaze	Thunder	Hail	Damaging Wind		
61	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	✓					Overcast	
59	43	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57						Clear	
60	45	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56						Clear	
59	47	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55						Pt. Cloudy	
63	53	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59						Pt. Cloudy	
59	44	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49						Pt. Cloudy	
59	43	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58						Pt. Cloudy	
71	46	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65						Clear	
68	43	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67						Clear	
67	44	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58						~~Pt. Cloudy~~ Clear	
61	42	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55						Pt. Cloudy	
55	41	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50						Cloudy	
57	34	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48						Clear	
50	33	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49						Pt. Cloudy	
58	38	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53						Pt. Cloudy	
63	48	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56						Overcast	
58	48	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49						Pt. Cloudy	
49	39	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47						Clear	
49	39	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47						Cloudy	
59	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40						Cloudy	
55	39	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53						Clear	
62	36	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54						Clear	
61	47	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52						Clear	
57	46	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52						Overcast	
61	36	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52						Clear	
57	34	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51						Clear	
62	40	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59						Clear	
62	39	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57						Clear	
62	37	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47						Clear	
57	29	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33						Partly Cloudy	
44	21	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41						Partly Cloudy	
Sum	1825	1263																													Check ☐ when additional sheet is used for remarks
Avg.	58.9	40.7																													

Table with columns for Date, Time, and various weather observations including temperature, wind, and precipitation. The table is mostly empty with some handwritten notes.

Station: MALANE
County: HANCOCK
State: MAINE
Time of observation (local time) if used daily: 11:00 AM
Time of observation (local time) if used daily: 11:00 AM
Standard time is: EST
Precipitation: 0.00

Table with columns for Date, Time, and various weather observations including temperature, wind, and precipitation. The table contains handwritten data for 30 days.

RECORD OF EMPLOYMENT INFORMATION
 SOCIAL SECURITY NUMBER: 000-00-0000
 NAME: [REDACTED]
 DATE OF BIRTH: [REDACTED]
 SEX: [REDACTED]
 RACE: [REDACTED]
 MARITAL STATUS: [REDACTED]
 CURRENT ADDRESS: [REDACTED]
 PREVIOUS ADDRESSES: [REDACTED]
 EDUCATION: [REDACTED]
 EMPLOYMENT HISTORY: [REDACTED]
 REFERENCES: [REDACTED]

243193
Station Harby, Norway
Country Norway
Time of observation (local time) 5:00 P
Time of observation (GMT) 166
Standard time EST
Remarks

[illegible]

total year 44.17

PLEASE! Be sure the station name is on this form. An unidentified record is easily lost.

16-59784-3