

SOP 17: NODC Data Submission (OC_F Creation)

Version 1

Revision History Log:

Prev. Version #	Revision Date	Author	Changes Made	New Version #
[none]	Oct. 2010	S. Danielson, W. Johnson, L. Sharman, G. Eckert, B. Moynahan	Initial version	1

Summary

At the end of each season, once the OC_D database updates have been certified, the year's data are submitted to the National Oceanographic Data Center (NODC, <http://www.nodc.noaa.gov/>) for archiving and dissemination. This same submission will also be forwarded to the NRInfo Portal.

1.0 NODC Data Submission:

1. Select data for submission.
2. Assemble metadata in an FGDC-compatible metadata file or employ the NODC Electronic Data Description Form, available at:
http://www.nodc.noaa.gov/General/NODC-Submit/dirsubmit_eddf.html.
3. Assemble the metadata and data for submission.
Compile the files within one compressed archive file (e.g., .zip, .gz).
4. Browse to <http://www.nodc.noaa.gov/>.
5. Click on the "Submit Data" hyperlink for FTP data submission instructions.
6. Upload data file and metadata file via FTP:
 - i. Open an ftp communications program.
 - ii. Enter "ftp ftp.nodc.noaa.gov"
 - iii. When prompted for name, enter "anonymous" (use lower case).
 - iv. When prompted for password, enter your e-mail address.
 - v. When logged on, change directory to "incoming" by entering:
"cd pub/incoming".
 - vi. Check that you are in the correct directory (pub/incoming) by entering the command "pwd" (print working directory)
 - vii. Make sure the transfer type is binary by entering "bin".
 - viii. Use "put filename", where "filename" is the name of your file, or for multiple files use "mput *.*" or "mput *" to transmit the data. When transferring multiple files you can turn off the prompt for each filename by typing "prompt" before you type the "mput" command.
 - ix. After completion of file transmission, enter "ls" to obtain a list of files that were sent, both by you and other recent data submitters.
 - x. Enter "bye" to log off.

- xi. Send an e-mail message to: NODC.DataOfficer@noaa.gov to let us know that data was submitted. Please describe your exact submission procedures and anything else you would like us to know about the data.