

SOP 17: NODC Data Submission (OC_F Creation) version 2

Summary

At the end of each season, once the OC_D database updates and the OC_M quality assessment have been certified, the year's data are submitted to the NODC (<http://www.nodc.noaa.gov/>) for archiving and dissemination. The format of these submissions is straight comma-separated value.

All tasks are performed by the Data Manager.

Detailed steps

1. Open a new submission
 1. Use the Update Submission Log web tool on the NPS network at http://sean-dm.glba.nps.gov/0_submission_update.aspx.
 2. Complete Submission_Log details up through the Submission_Date column.
 3. Create a new directory in the staging area at [\\sean.glba.nps.gov\data\SEAN_Data\Staging\OC\OC_F](http://sean.glba.nps.gov/data/SEAN_Data/Staging/OC/OC_F)\NNNN where NNNN is the submission number.
2. Generate the data file in the staging directory using the database browser tool in the Integration website.
 1. Be sure the integration website has both OC_D and OC_M certified for the most recent year.
 2. Use the integration OC_MAIN.ASPX page, Original Source Data tab, Database Query and Download link.
 3. Select *all* years.
 4. Check box for "Include comments."
 5. Don't limit the selection filters in any way—all data must be downloaded.
 6. Press the button for "Save Results to..." Specify the staging directory and use the filename SEAN_OC_1993-YYYY.CSV, where YYYY is the most recent year covered in the data.
 7. Open the file with Excel or other software and verify the file was populated properly. Do not attempt to edit or save this file—NODC expects it to be pristine.
3. Revise the NODC Electronic Data Description form, our current medium of metadata reporting.
 1. Locate the EDDF.PDF form in the staging area that corresponds to the most recent submission and copy it to the new staging directory with a name that reflects the years covered (e.g., SEAN_EDDF_1993-2013.pdf).
 2. Edit in significant changes, typically the data series ending date.
 3. In the event the EDDF is no longer available, one may be created from scratch using the template at http://www.nodc.noaa.gov/General/NODC-Submit/dirsuubmit_eddf.html.
4. Create a zip package for the NODC product.
 1. Create any other documentation that would help users understand the data.
 2. Package the data and metadata files within one compressed zip file in the staging area.
 3. Be sure to include all files you specified in the EDDF.PDF form.

5. Submit the package to NODC.
 1. Note that the latest documentation on this process may be found at <http://www.nodc.noaa.gov/submit/index.html>.
 2. Browse to <http://www.nodc.noaa.gov/>.
 3. Click on the “Submit Data” hyperlink for FTP data submission instructions.
 4. Upload data file and metadata file via FTP:
 1. Open an FTP communications program.
 2. Connect to “[ftp.nodc.noaa.gov](ftp://ftp.nodc.noaa.gov)”
 3. When prompted for name, enter “anonymous” (use lower case).
 4. When prompted for password, enter your email address.
 5. When logged on, change directory to “incoming” by entering:
“cd pub/incoming”
 6. Verify the correct directory (pub/incoming) by entering the command “pwd” (print working directory).
 7. Make sure the transfer type is binary by entering “bin”
 8. Use “put filename” where “filename” is the full path and name of the ZIP file.
 9. After completion of file transmission, enter “ls” to obtain a list of files that were sent (both by SEAN and other recent data submitters).
 10. Enter “bye” to log off.
 5. Send an email message to NODC.DataOfficer@noaa.gov to let them know that data was submitted. Describe the exact submission procedures and anything else they should know about the data.
 6. When the NODC acknowledges the submission:
 1. Update the submission log marking the submission status as Certified and provide the certification date.
 2. Update the OC_F column of the deliverable tracking sheet in the Development environment AUXREP and propagate it to Staging/Integration and Production.