

NATIONAL WEATHER SERVICE MANUAL 10-1313

May 27, 2013

Operations and Services

Surface Observing Program (Land), NWSPD 10-13

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: This Manual replaces National Weather Service Manual 10-1313 Cooperative Station Service Accountability (CSSA) dated March 18, 2005. A number of minor grammatical and format issues have been made, as well as replacement of many figures (screenshots). Major changes include: removal of former Appendix G from this document to be located on OCWWS intranet for monthly updates (references to it are now “CSSA Lookup Tables), with corresponding URL added to Table of Contents, to make tracking and changing CSSA tables easier; CSSA version noted in the Introduction has been made current; all changes to COOP station metadata now entered within 30 days of effective date, down from 60 days for some previous, non-critical changes; Section 4 better clarifies and details user roles for the CSSA, now including NWS Regions and standing requirement to have a RCPM; numerous updated screenshots added; Table B-14 Summary of Workflow Process redone; numerous clarifications and updates made to Tables in Appendixes C, D, and E to reflect information and options available in current CSSA and COOP program and station management. Made language changes to sections regarding paid observers (Sec 4.6 and 4.7), per Office of General Counsel instructions.

_____/Signed/_____5/13/13_____
Christopher S. Strager Date
Director (Acting), Office of Climate,
Water and Weather Services

Cooperative Station Service Accountability (CSSA)

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Associated Documents:

CSSA Lookup Tablesat <https://ocwws.weather.gov/coop/index.html>

1. Introduction. This manual was developed to support the modernized Cooperative Station Service Accountability (CSSA) version 3.0. The CSSA system provides station information and metadata, observer pay (CD-404), station inspection information, and reports for stations within the Cooperative Observer Program (COOP) managed by the National Oceanic and Atmospheric Administration’s (NOAA) National Weather Service (NWS). The manual is written and maintained by the NWS Observing Services Division (OS7) within the Office of Climate, Water and Weather Services (OCWWS). It includes six appendices (A-F) covering system overview, the quality control workflow process, data entry, observer pay, station inspections, reports, and lookup tables. There is one associated document, the CSSA Lookup Tables, located on the OCWWS Intranet for all NOAA employees to find. The instructions in this manual are to be adhered to by all users of this system. Questions regarding the use of the CSSA system should

be referred to the Regional Cooperative Program Managers (RCPM; see below).

2. Purpose. The CSSA is an Internet-based system with enhanced quality control, increased performance standards, consistency, and near real-time availability of metadata. The importance of the CSSA data quality and its timely receipt by the user is paramount to understanding observational data.

3. History. The NWS means of documenting COOP station metadata has progressed from hand-typed forms to the DOS based computer generated forms to the Internet based system used today. Ready access to COOP station metadata and parameters provides highly valuable management tools. Previous renditions of the metadata database had a number of limitations including consistency of data across the system, programming deficits, and suffered from a lack of electronic transfer capabilities.

4. CSSA Instruction. The Meteorologist-in-Charge (MIC) is responsible for the quality control, approval, and timeliness of CSSA data provided by Weather Forecast Offices (WFO). The MIC is authorized to delegate the quality control duties, but responsibility to assure the quality and timeliness of the submitted data remains with the MIC.

- a. The CSSA system has an Oracle workflow software process used to approve or reject each form. Metadata are marked as draft pending final approval by the National Climatic Data Center (NCDC). Draft metadata are authorized for informational purposes, however, metadata are not official until the workflow approval process is completed.
- b. The CSSA provides enhanced data entry quality control. While data quality control has been automated for many entries, all entries have to be checked for accuracy by the WFO. The MIC or designee approves all data entries submitted to the regional headquarters level. Appendix B explains the workflow process.
- c. The MIC is responsible for ensuring the metadata for a cooperative observing station is entered into the CSSA in a timely manner in accordance with the following requirements:
 - (1) The cooperative station metadata is entered into the CSSA workflow within 30 days of the effective date for all changes to a COOP station. Examples include, but are not limited to:
 - (a) The station being established.
 - (b) The station being closed.
 - (c) The station being reestablished.
 - (d) The station being relocated.

- (e) The station being inactivated.
 - (f) The station being reactivated.
 - (g) The station's publication status changing.
 - (h) The station's observer information.
- (2) If the B-44 has not been updated in the past 5 years, the B-44 will be updated with **5-year update** entered in remarks.

4.1 Responsibilities of National Weather Service Headquarters (NWSH). NWSH establishes National policy and provides guidelines for program management common to NWS Regions and manages and maintains the CSSA program. NWSH establishes and tracks performance standards and procedures for inspecting and maintaining COOP stations. The NWSH develops program related procedures and manuals that document equipment standards, observing procedures, policies, etc. NWSH determines accuracy and resolution of observational measurements, the frequency with which they should be reported and the density/spacing of observing sites.

4.2 Responsibilities of the National Cooperative Program Manager (NCPM). The NCPM establishes program activity and procedures required to maintain the integrity of COOP program networks and to assure the networks meet the data requirements.

4.3 Responsibilities of National Weather Service Regions. Each Region provides regional-level guidance for the administration of the CSSA to WFOs and River Forecast Centers (RFC) within their area of responsibility. At each NWS Regional Headquarters there will be one Regional Cooperative Manager designated for regional-level management and quality control of the CSSA.

4.4 Responsibilities of Regional Cooperative Manager (RCPM). The RCPMs implement national policies and procedures and may add additional requirements unique to that Region. The RCPM provides regional-level quality control and limited metadata edits of all the CSSA data submissions in the RCPM's Region.

4.5 Responsibilities of Local NWS Representatives (NWSREP). The NWSREPs are MIC-designated staff. They have been trained to administer, manage, and/or maintain the WFO Cooperative Program. They are the only individuals authorized to enter data into the CSSA system at the local level. NWSREPs may include assigned Hydrometeorological Technicians (HMT), the Data Acquisition Program Manager (DAPM), Observing Program Leader (OPL), and MIC-designated NWS staff.

4.6 Responsibilities of COOP Observers. Observers provide observations or other services related to the COOP program. Observers serve on an unpaid basis, unless they are Federal employees subject to a reimbursable contract or a private observer whose pay has not yet been discontinued.

4.7 Responsibilities of National Oceanic and Atmospheric Administration (NOAA) Support.

The following agencies within NOAA support the COOP Program:

- a. National Climatic Data Center (NCDC). The NCDC maintains its own archive of the CSSA transaction tables received from the centralized database. The NCDC provides the national-level quality control and is the final authority for approval or rejection of a submission. Upon approval, the NCDC makes the metadata available to users on NCDC web sites and through other requests.
- b. Regional (Administrative) Centers. Regional Centers provide financial, budgeting, and accounting support to the COOP Program. The Regional Centers disperse quarterly payments to paid observers pursuant to contracts as authorized by NWS Regions.

APPENDIX A – SYSTEM OVERVIEW

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1. Introduction. This appendix describes the CSSA hardware and software version to be used in the CSSA database and the beginning process to enter the system.

2. Cooperative Station Service Accountability (CSSA). The CSSA is a collection of COOP station information residing in a database on a centralized server at NWSH. The CSSA is designed to provide for metadata entry and manipulation, observer payroll, reporting and other tasks associated with the NWS Cooperative Program. The CSSA does not include observational data. The CSSA system is used to support over 10,000 stations in the Cooperative network and provides:
 - a. a single authoritative source for COOP station information;

 - b. a means of documenting the date of the last change in equipment, location, exposure, etc., at a station as well as the nature of station closures, relocations, etc.

 - c. the metadata which are used at NCDC to create a permanent archive of station information critical to the interpretation of climate data, and which are compiled in reports and internet web sites for users.

2.1 CSSA Software. Adobe Acrobat Reader software 4.05 or higher is required to display reports from the CSSA. Access to the CSSA is accomplished using the Microsoft Internet Explorer 5.0 (IE5.0) or higher browser. No other software is required to enter data into the CSSA system. Oracle Discoverer is an online query tool which may be used to directly query the database. In coordination with the RCPMs, the Observing Services Division at NWSH provides direct support of specific requests for reports and queries of the database. Appendix F provides information on reports. The current CSSA software uses versions of Oracle's relational data base system (RDBMS), Oracle's Application Server (OAS), Oracle's Workflow cartridge, and Oracle's Report Server cartridge. The Oracle software resides on a server at NWSH. A NOAA email (e.g., John.Smith@noaa.gov) is required to access the CSSA.

2.2 CSSA Hardware. The modernized CSSA version 3.0 software resides on computer systems located at NWSH in Silver Spring, MD. The servers are attended and maintained from 8 AM until 4 PM Eastern Time during Federal Government business days. Data entry and access is available 7 days a week, 24 hours a day, 365 days a year. Routine and unscheduled maintenance and other events may result in periodic unavailability to the server. The system is designed around a combination of Internet servers operating on the NOAA administration network.

2.3 CSSA Hardware Requirements for NWS Data Entry. A Pentium-II personal computer or equivalent is required for entering CSSA data. This computer has to have connectivity to the Internet and be equipped with IE5.0 or higher and Adobe Acrobat Reader 4.05 or higher.

2.4 CSSA Database. One centralized CSSA database is maintained at NWSH. There are no regional or local CSSA databases.

2.5 CSSA Access. Access will be authorized with the issuance of a username and password and restricted to authorized NOAA offices and NOAA contractors. Every individual user has been assigned a username and password. There are five categories associated with username/password logons. The first category is the local NWSREP. Category two is the MIC/Approving Official. The third category is the NWS Regional headquarters approver. The fourth category is for NCDC. The final category is for NWSH administrative use.

2.6 CSSA Data Entry and Quality Control. Data entry is only allowed by category one and three users, as defined in Section 2.5. Quality control is performed by all categories defined in Section 2.5.

2.7 CSSA Enhancements. The CSSA system may be enhanced to address additional requirements and refinements as recommended by the users. The RCPMs evaluate and, as needed, forward these recommendations to the NCPM.

2.8 CSSA Training. Users designated to enter data will be provided NWS CSSA training. Available training is:

- a. provided as on-the-job training at the local level,

- b. through NWS Training Center (NWSTC) classes, when offered.

2.9 CSSA Workflow. Until the approval chain has been completed, the CSSA submission is considered a draft and authorized only for NOAA distribution. The workflow is described in detail in Appendix B.

3. Getting Started.

- a. Start Internet Explorer 5.0 (or greater). The minimum screen resolution for the display is 1024 x 768 pixels, with small font.
- b. Log onto the website at:

<https://cssamain.nws.noaa.gov/>

- c. When the logon screen is displayed (Figure A-1), enter the assigned username and password. Then select *login*.
- d. The CSSA Main **Menu** is displayed (Figure A-2). A user's actual menu choices depend on their role (see Appendix B).

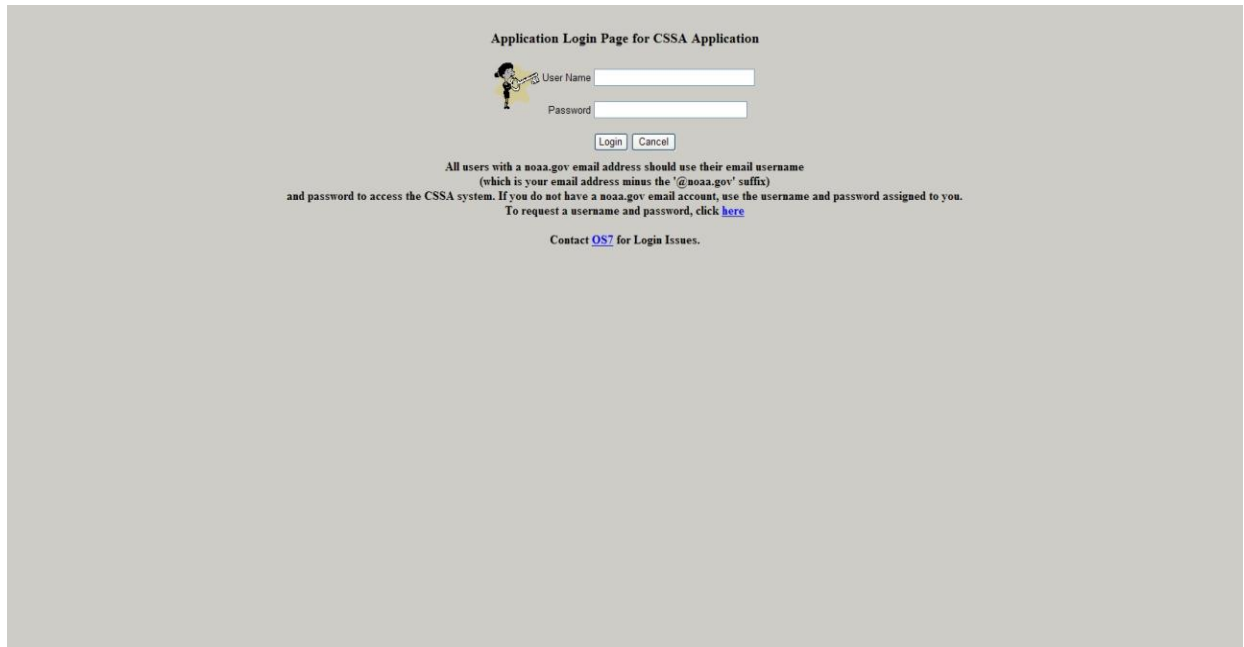


Figure A-1 Logon

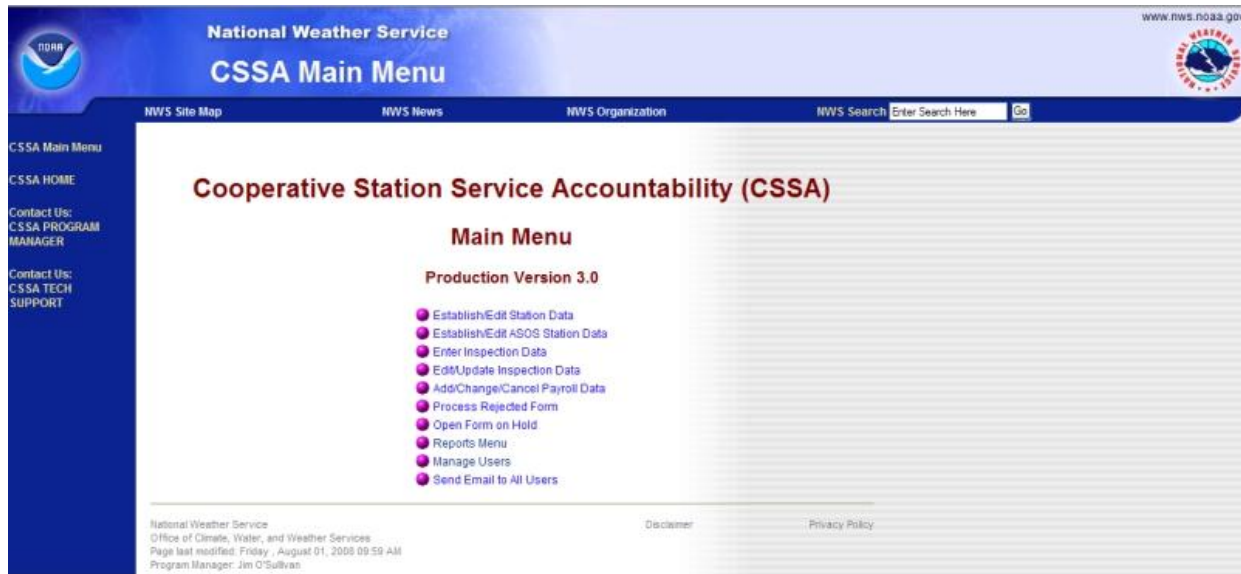


Figure A-2 CSSA Main Menu

- (1) Appendices C through E describe metadata entry rules and navigation actions to be followed from the CSSA Main Menu selection.
- (2) The NWSREP and those in the workflow approval process should carefully **check all entries** to ensure high quality of the station metadata.

APPENDIX B – THE WORKFLOW PROCESS

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1. Introduction. This appendix describes the workflow prior to the data entry chapter in this manual to ensure all participants of the CSSA system understand the importance of this process. A summary of the workflow process can be found in Table B-14.

2. General. The Oracle workflow software is integrated into the CSSA system to ensure quality control review and accountability for approval of the CSSA metadata at all categories of NWS and NCDC. The station metadata and observer metadata provided on the WS Form B-44 (B-44) are reviewed in the workflow. Form CD-404 has an abbreviated workflow process. The inspection data are not reviewed for quality in the workflow. The workflow process automatically generates an email to the next user category when the metadata for a particular station is submitted and approved. An email is automatically transmitted to the NWSREP and MIC/Approver if a form is rejected at any level and to the RCPM, MIC/Approver, and NWSREP if NCDC rejects the form. An email is also automatically transmitted when the submission has been approved by the NCDC. Additional email notifications may be added to the workflow through consultation with the RCPMs. This appendix describes the workflow at each category of the system and depicts the screens. A summary table is provided at the end of this appendix.

Each approving category is reminded every five calendar days by email that there is a pending submission that has not been processed. If a document is not processed within 15 calendar days of receipt, it is automatically approved to the next category for review.

3. NWSREP Category. This is the primary data entry level of the CSSA system. Appendix C describes data entry rules and navigation. After data entry is completed and the B-44 has been submitted the workflow process begins.

- a. The B-44 remains designated as draft until it has been quality controlled and approved through the workflow in the following order:
 - (1) MIC/Approving Official, NWS Regional headquarters, and NCDC categories.
 - (2) The NWSREP receives email notification through the workflow process if the submission is rejected at any step of the process, in the format displayed in Figure B-1.

Subject: Action Required: REJECTED - Document OHX90903590 (BYRDSTOWN - 40-1310) was Rejected

From: Workflow Mailer <Workflow.Mailer@noaa.gov >

Reply To: Workflow.Mailer@noaa.gov

Date: 7/9/2009 10:23 AM

To: John.Doe@noaa.gov

Workflow Mailer wrote:

Please do not reply to this message. If you have questions or comments regarding this rejection, please address them to the person(s) indicated by the Rejected By Item below.

Document OHX90903590, BYRDSTOWN has been Rejected.

Station Number: 40-1310

Rejected By: CSSASR

Note From Rejector: The Observer Service Date changed when you changed POC for the Institution. This date should be the date the first observations were taken by the Institution and should not change when the POC changes.

Mike

To view document, go to the CSSA Main Menu and click on Process Rejected Form. Click on the rejected document number. You may then make corrections to the document and resubmit, or Cancel the submission.

Thank You,
Workflow Administrator

Figure B-1 Email Notification to the NWSREP

- b. When a submission is rejected, the NWSREP may either submit a corrected B-44 with the same rendition number or, if necessary, cancel the B-44 and take no further action. **CAUTION:** If the B-44 is canceled the updated data is purged from the database. A correction to a rejected B-44 is to be submitted within 30 days of receiving the rejection notice.
- c. Upon receiving a rejection notification, the NWSREP logs in to the system in accordance with Appendix A paragraph 3 and select *Process Rejected Forms*.

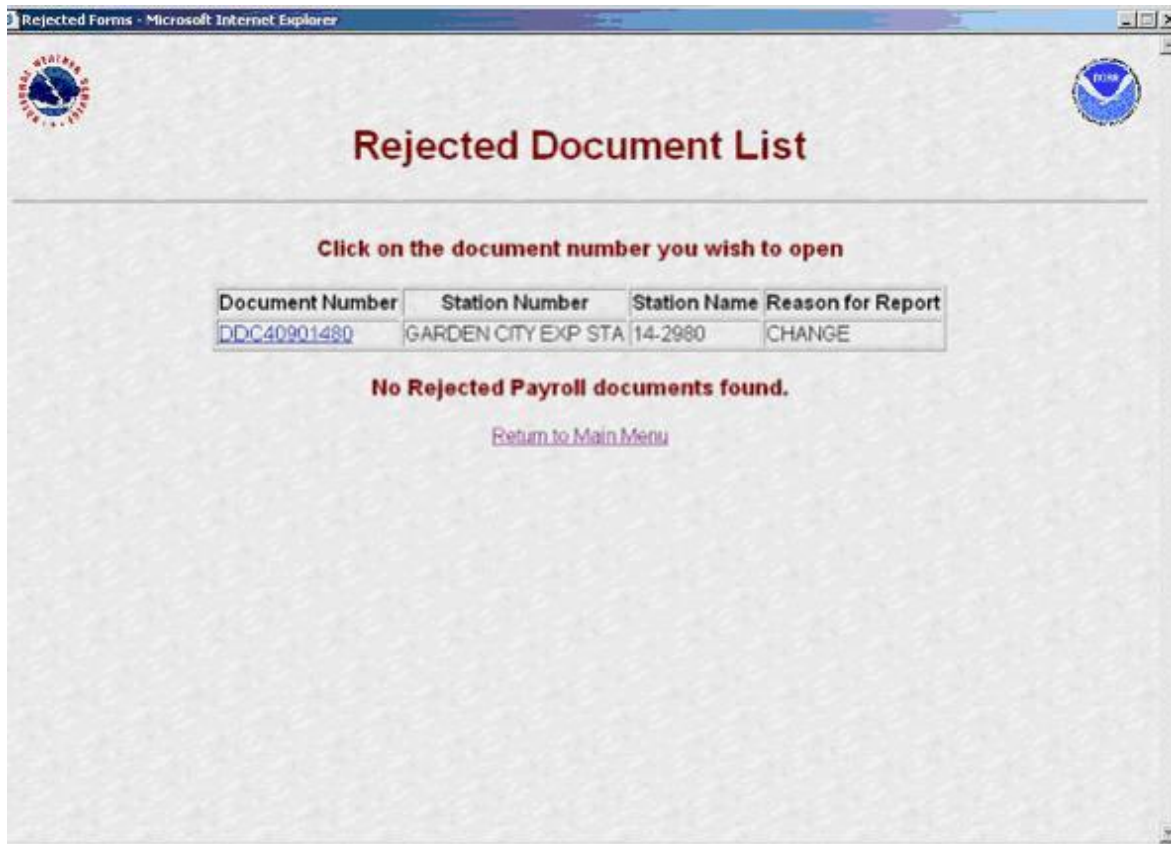


Figure B-2 Rejected Document List.

- d. Selecting *Process Rejected Forms* the NWSREP sees the Rejected Document List screen. Figure B-2 depicts the Rejected Document List screen.
- e. The NWSREP may select the desired B-44 from the review list. Figure B-3 depicts the Rejected Forms screen.

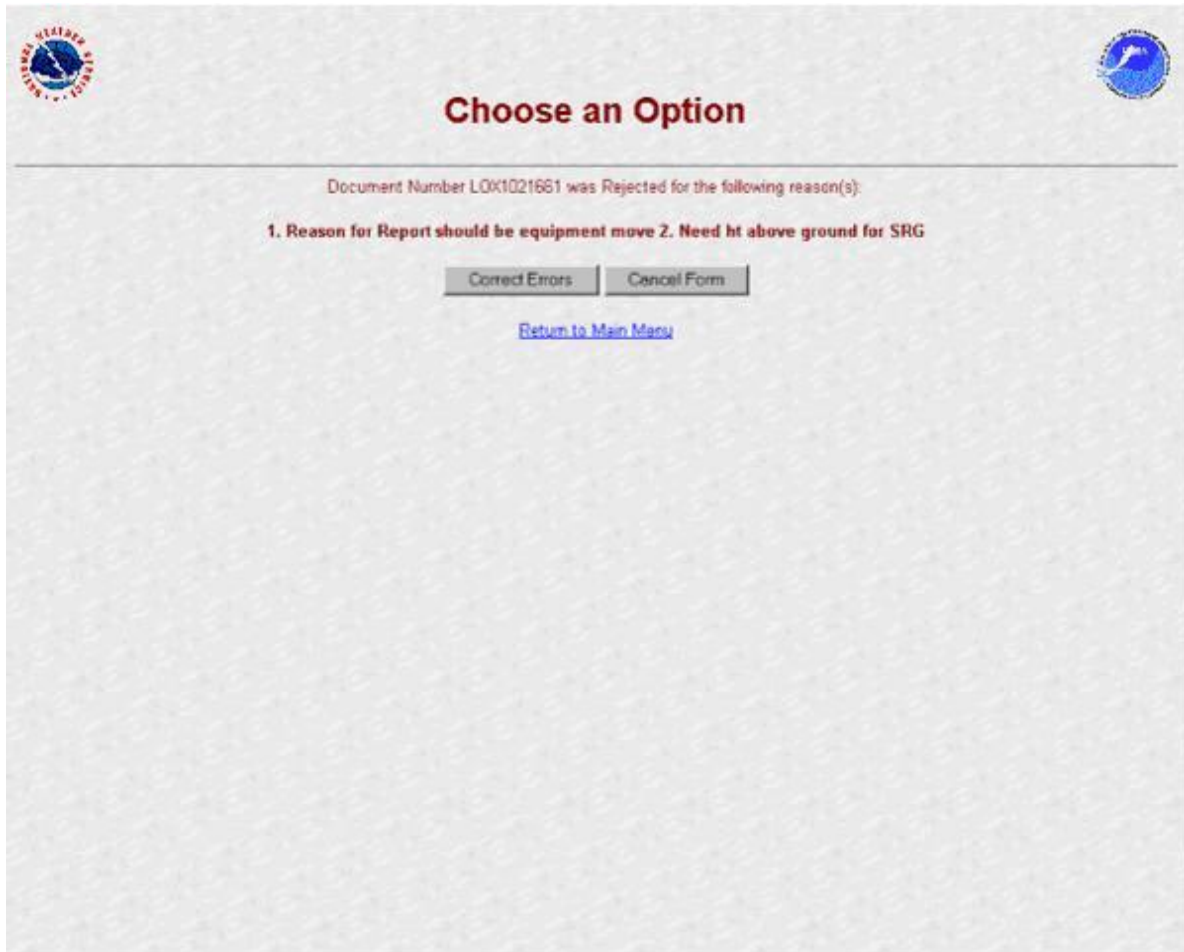


Figure B-3 Rejected forms

- f. The NWSREP should then select from the three options on the Rejected Form screen:
- (1) Selecting *Correct Form* activates the edit mode of the CSSA and allows the NWSREP to correct the transaction. The data entry rules in Appendix C, paragraph 2.4, are then followed in processing the rejected submitted document.
 - (2) If the *Cancel Form* selection is made:
 - (a) For a newly-established station, the submitted document is **PERMANENTLY PURGED FROM THE DATABASE. ALL INFORMATION PREVIOUSLY ENTERED, INCLUDING THE STATION NUMBER IS REMOVED.**

- (b) For an existing station, the *Cancel Form* selection cancels all changes made to the draft B-44. **ALL INFORMATION REVERTS TO THE PREVIOUSLY-APPROVED B-44.**
- (3) Selecting *Return to Main Menu* returns the NWSREP to the CSSA Main Menu with no further action taken.
- g. Once all corrections are made to the rejected document, it should be submitted in accordance with the rules in Appendix C, paragraph 2.4. This does not cause a new rendition number to be generated.
- h. When the rejected document has been corrected and is resubmitted, the workflow process begins over again.

NOTE: CD-404 Payroll Management data is submitted directly to the Regional Headquarters category in the workflow.

4. MIC/Approving Official Category. The WFO MIC is responsible for the quality of all products disseminated from the WFO and ensures the quality of the CSSA metadata before it is submitted to the NWS Regional Headquarters. The MIC or designee should log onto the CSSA workflow submission using their user name and password and ensure accuracy of the metadata. The submission can be approved, rejected, or various reports concerning the metadata can be generated at the MIC/Approver category. If the MIC or designee determines the quality of the submission is acceptable, the document is approved and notification is sent to the regional approving official. If an error is noted in the submission, it should be rejected with comments providing the reason(s) for rejection.

- a. Timeliness of quality control by the MIC/Approver is important in providing station information. The MIC or designee receives an email through the workflow process informing the MIC/Approver category there is a submission awaiting action.
- b. If rejected, a notification is sent via email to the NWSREP. The NWSREP then follows required actions in this Appendix, paragraph 3.
- c. Fifteen days after initial notification, the document is automatically approved and forwarded to the NWS Regional Headquarters.

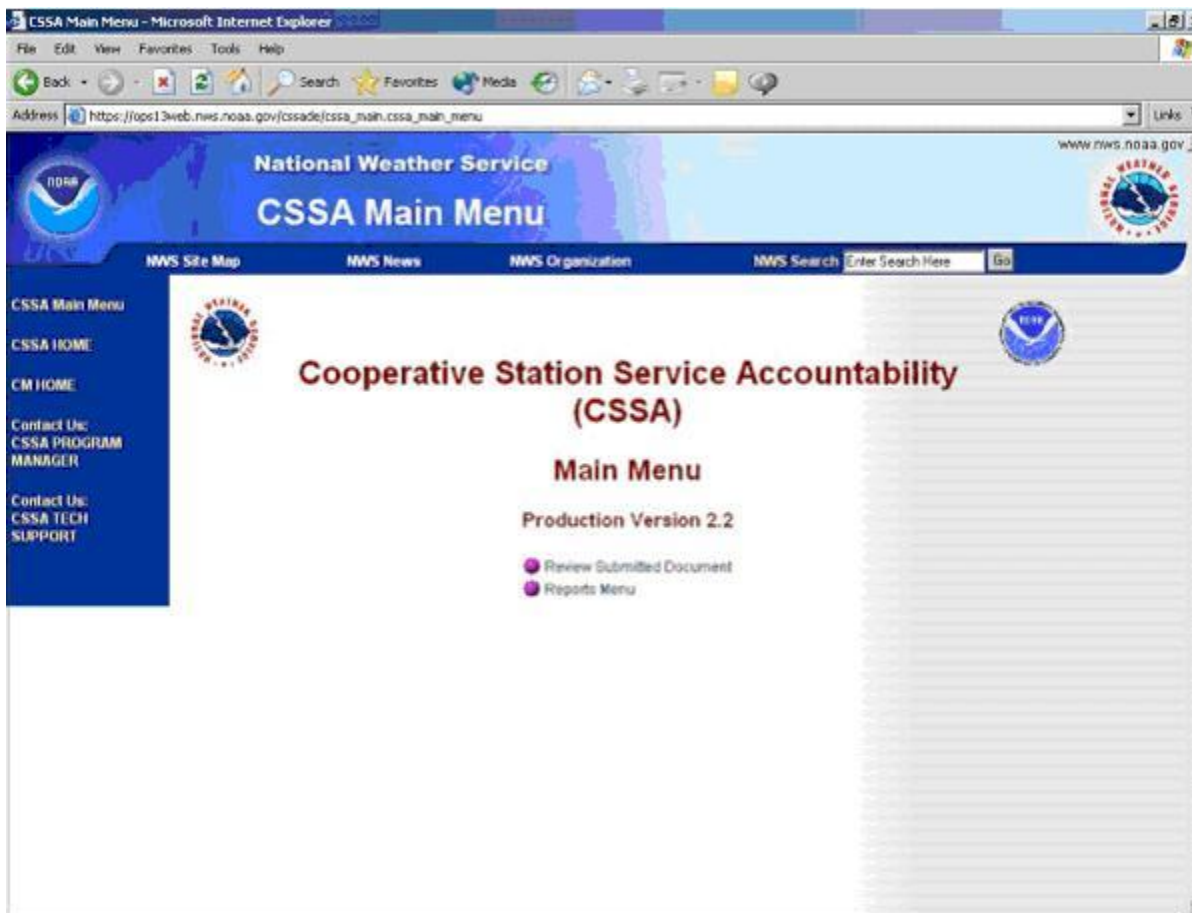


Figure B-4 CSSA Workflow Main Menu

5. MIC Review Procedures.
 - a. The MIC or designee should go to their Main Menu (Figure B-4) and select *Review Submitted Document*. The *Reports Menu* option is described in Appendix F, The Reports. Figure B-5 depicts the Review List screen.

Review List

Click on the document number you wish to review.

Station Information Forms					
Document Number	Station Number	Station Name	Reason for Report	CPA	Submit Date
BOI1101042	10-6891	PAYETTE	CHANGE	BOI	11/16/2001
BOI1101043	10-9638	WEISER	CHANGE	BOI	01/26/2002
BOI20126113	35-2415	DREWSEY	CHANGE	BOI	01/26/2002
BOI20115101	35-8029	SQUAW BUTTE EXP STATION	CHANGE	BOI	01/15/2002

[Return to Main Menu](#)

Figure B-5 Review List

- b. The MIC or designee should select a document. Figure B-6 depicts how the Station Information tab of the form is displayed pending approval.

CSSA Station Info - Microsoft Internet Explorer

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO OBSERVER DATA OB INFO OTHER EQUIP INFO OBSTRUCTIONS PUBLICATION DATA

Station Name: **GARDEN CITY EXP STA** Station Number: **14-2980** Climate Division: **07** Rendition: **36**

STATION LOCATION		Station ID: GESK1		STATION DETAIL	
Latitude	Longitude	Horiz Ref Datum	Vert Ref Datum	Zero Datum (River Sites)	Time Zone
37.993 (37.59.35N)	-100.8121 (100.48.44W)	NAD83	NAGVD29		CENTRAL
Lat/Lon Source GPS - GARMIN MODEL III PLUS		CPA Rgn CR		Station Type COOPERATIVE OBSERVER STN - 92	
County FINNEY	State KS	Elevation 2868		COOP Network COOP STATION CLIMATE - HYDRO - MET (ABC)	

STATION MGMT			STATION ADMIN				
CPA	CFA	HSA	Authorizing Doc	Authorization Date	Station Begin Date	Primary Auth	Secondary Auth
DDC	DDC	DDC	B 43	05/10/1940	05/10/1940	JOHN ORGLER, DAPM	JOHN ORGLER, DAPM
ET	RFC		Reason for Report (see Remarks)			Effective Date	M/SREP
	TUA (ABRF-C)		10	CHANGE		09/01/2004	DDC

Topography
GENTLY ROLLING HIGH PLAINS PRAIRIE. TREELESS EXCEPT ALONG STREAMS AT FARMSTEADS AND IN TOWNS.

Driving Directions
JCT OF 50/83 BYPASS & 156 (NE OF GARDEN CITY) GO 0.8 MI ENE ON HWY 156 TO MM 2.7 THEN 0.8 MI E, 0.3 MI N, AND 0.1 MI E. EQUIP IS IN FIELD JUST TO THE LEFT.

Remarks
UPDATED LAT/LONG AND ADDED DOP TO REMARKS; UPDATED EQUIP. SECTS. TO CONFORM TO CSSA. DOP: 1.2

Figure B-6 Workflow Station Information

- c. The MIC or designee evaluates all fields in each of the six tabs, shown in Figures B-6 to B-11, for quality. Fields requiring correction are to be noted and the MIC or designee should move to the next page by selecting the tab on the top of the screen. The MIC or designee selects either the *Approve Document*, *Reject Document* or *Cancel* buttons on the bottom of the final page review. These buttons are on the bottom of each page and should not be used until all tabs have been reviewed.

CSSA Observer Info - Microsoft Internet Explorer

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO
OBSERVER DATA
OB INFO
OTHER EQUIP INFO
OBSTRUCTIONS
PUBLICATION DATA

Station Name: **GARDEN CITY EXP STA** Station Number: **14-2980** Climate Division: **07** Rendition: **36** Other Observers

<p><i>Title</i> <i>Observer's Name/Focal Point</i></p> <p>MR JEFF ELLIOTT</p> <p><i>Institution Name</i></p> <p>KSU SW RESEARCH EXTENSION CENTER</p> <p><i>Mailing Address</i></p> <p>4500 E. MARY</p> <p><i>City</i></p> <p>GARDEN CITY</p> <p><i>State</i> <i>Zip Code</i></p> <p>KANSAS 67846 9132</p>	<p><i>Observer Type</i> <i>Gender</i> <i>Observer Ranking</i></p> <p>INSTITUTION MALE PRIMARY</p> <p><i>Observer Svc Date</i> <i>Family Svc Date</i> <i>Last Award Date</i></p> <p>05/01/1956</p> <p><i>Home Phone</i> <i>Office Phone</i> <i>Office Extension</i></p> <p>620-276-8286</p> <p><i>Fax Number</i> <i>Alternate Phone</i> <i>Alternate Extension</i></p> <p>-</p> <p><i>Email Address</i></p> <p>jelliott@oznet.ksu.edu</p> <p><i>Web Address</i></p> <p>-</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Observer Contact Information

OBSERVER IS IN OFFICE FROM 8A-5P MON-THU.

 1 of 1

Figure B-7 Workflow Observer Data

CSSA Observation Info - Microsoft Internet Explorer

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO
OBSERVER DATA
OB INFO
OTHER EQUIP INFO
OBSTRUCTIONS
PUBLICATION DATA

Station Name: **GARDEN CITY EXP STA** Station Number: **14-2980** Climate Division: **07** Rendition: **36** Other Obs

Observed Element: **PRECIPITATION**

EQUIPMENT									
<i>Equipment Code</i>	<i>Serial Number</i>	<i>Owner</i>	<i>Exp</i>	<i>Tel</i>	<i>Equipment Description</i>	<i>Azimuth</i>	<i>Distance</i>		
SRG		NWS		N	METAL FUNNEL, METAL TUBE.	000	0		

REPORTING/PAY									
<i>Ob Time</i>	<i>Rpt Method</i>	<i>Recipient</i>	<i>Sponsor</i>	<i>Paid</i>	<i>Data Ingest Via</i>	<i>Special Network</i>	<i>Mode</i>	<i>Relay</i>	<i>When?</i>
0800	RDP	DDC	S&E(H)	N	WEB		WXCODER	AWIPS	DAILY
0800	B92(E22)	DDC,NCDC	S&E(A)	N					

 1 of 6

Figure B-8 Workflow Observation Information

CSSA Other Equip Info - Microsoft Internet Explorer

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA				
Station Name: GARDEN CITY EXP STA		Station Number: 14-2980		Climate Division: 07	Rendition: 36				
EQUIPMENT #1	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
	MISC	CRS		NWS		N	238	7	N
Equipment Description		COTTON REGION SHELTER WITH TOWNSEND SUPPORT							
EQUIPMENT #2	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
	TEMP	MXMN		NWS		N	238	7	Y
Equipment Description		SECOND SET OF MX/MN. THERMOMETERS.							
Approve Document			Reject Document			Cancel			

Figure B-9 Workflow Other Equipment Information

CSSA OBSTRUCTIONS - Microsoft Internet Explorer

*Items in Red indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA
Station Name: GARDEN CITY EXP STA		Station Number: 14-2980		Climate Division: 07	Rendition: 36
OBSTRUCTION					
Obstruction	Azimuth/True Direction		Distance/Range (feet)		Angle/Elevation
LARGE ROW OF TREES	092-182-245-335		50-122-47-56		22-14-7-23
SHED	180		75		8
Approve Document			Reject Document		

Figure B-10 Workflow Obstructions

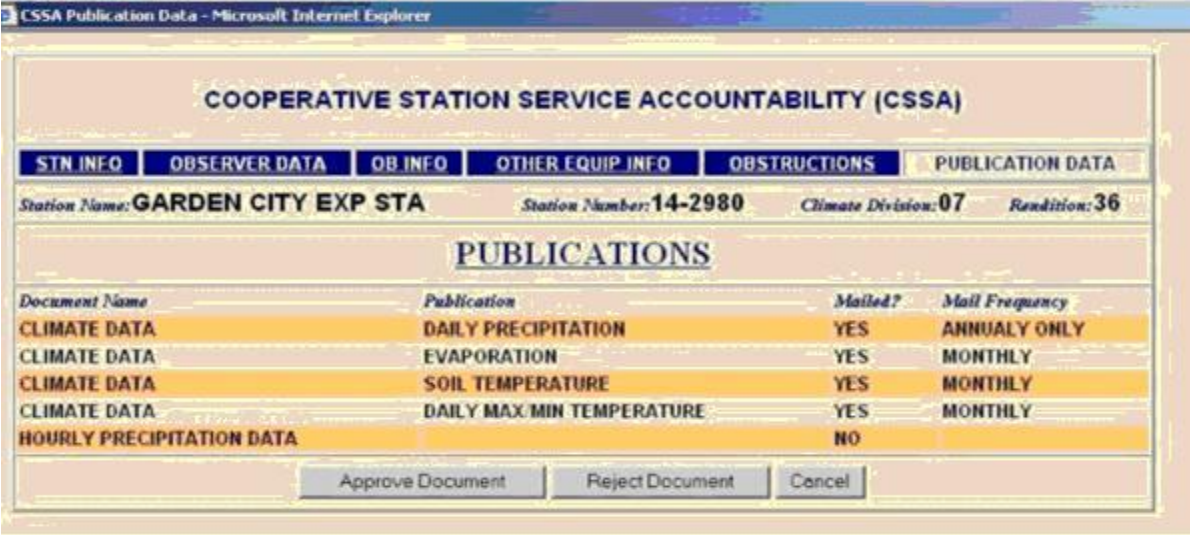


Figure B-11 Workflow Publication Data

- d. If *Cancel* is selected the screen returns to the user’s CSSA Main Menu (Figure B-4) and the submission remains in a pending review status.

- e. If *Approve Document* is selected, the Add Note screen is then displayed. Figure B-12 depicts the Add Note screen. An optional note may be added to approved B-44s. After adding a note the B-44 should be submitted or canceled, by selecting the appropriate *Submit* or *Cancel* button on the bottom of the screen. Submitting the document generates an automated email informing the NWS regional approver the submission has been approved and is ready for review.

Canceling the document discards the note, return the document to pending status, and display the CSSA Main Menu.



Figure B-12 Add Note (approval)

- f. When *Reject Document* is selected, the Rejection Add Note screen (Figure B-13) is displayed. The mandatory note(s), describing specific document deficiencies, is added to the rejected submission. After adding the note, the document is submitted or canceled by selecting the appropriate *Submit* or *Cancel* button on the bottom of the screen. Submitting the rejection document generates an email notification informing the NWSREP the submission has been rejected and has to be reviewed.

Canceling the rejection note discards it, and returns the document to pending status, and display the CSSA Main Menu.

- g. Upon MIC approval of a B-44, an email notification is transmitted to the NWS regional approving official.

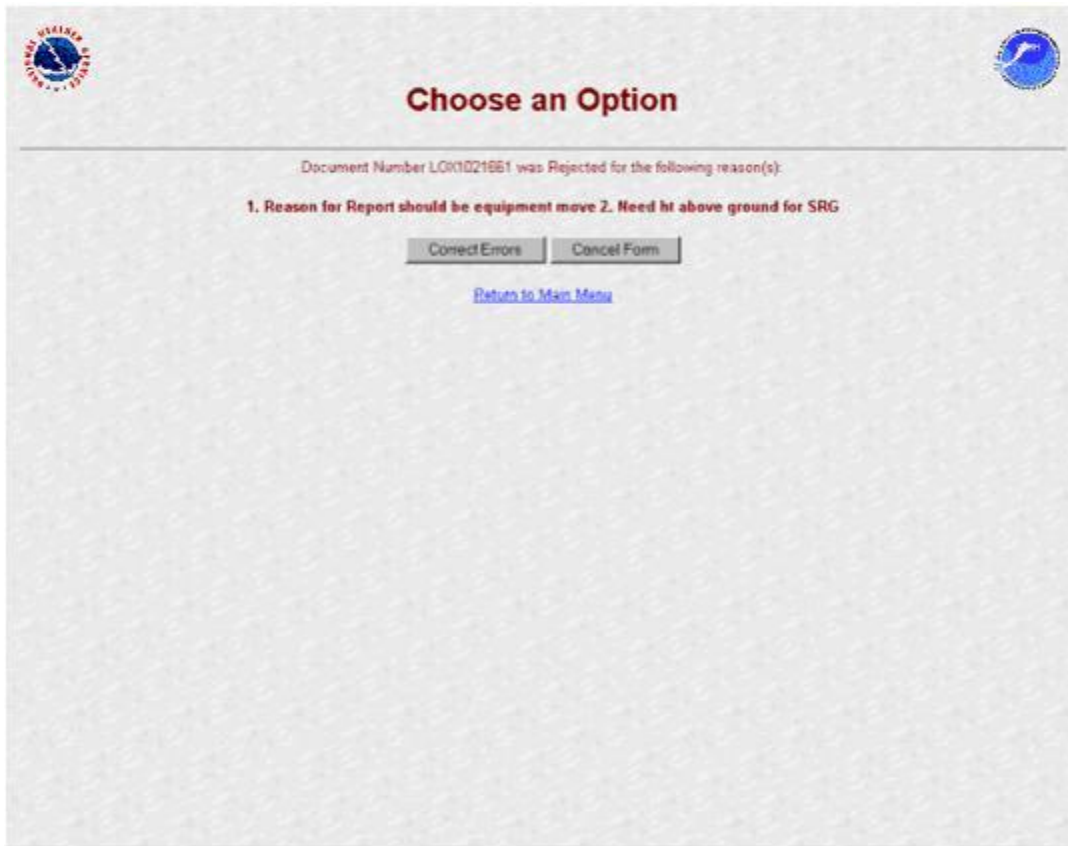


Figure B-13 Add Note (rejection)

6. Regional Headquarters Category. The RCPM is responsible for providing quality evaluation of all submitted CSSA metadata in the region. The RCPM or their designee logs onto the CSSA using their assigned username and password to review submissions. The documents can be approved, rejected, or a report of data can be generated from the regional headquarters category. If the RCPM or designee determines the quality of the submission is acceptable, the document is approved for quality review by NCDC. If an error(s) is noted in the submission, the document may be corrected or may be rejected with comments providing the reason(s) for rejection. Rejected documents return to the NWSREP category for action.

If approved, the document is submitted to the NCDC category with optional comments. If the review is canceled it remains in the regional headquarters category.

- a. Timeliness of manual quality control at regional headquarters category is important in providing station metadata. The RCPM or their designee receives an email through the workflow process informing them there is a submitted document awaiting review. The RCPM or their designee is notified every five calendar days

if the submission has not been processed.

- b. Fifteen days after initial notification, the document is automatically approved and forwarded to the NCDC category.
- c. If rejected, a notification is sent to the NWSREP with a copy to the MIC/Approver and RCPM categories. The NWSREP then follows the required actions in this Appendix B, paragraph 3.
- d. The Regional Headquarters approver is the sole approving authority for the CD-404 payroll management information in the workflow process. The RCPM or their designee evaluates the CD-404 payroll information submitted by the NWSREP. The CD-404 workflow does not go beyond the regional headquarters category. The CD-404 workflow process is detailed in Appendix D.

7. NCDC Category. NCDC provides final, national-level quality control to the CSSA submissions. NCDC users log onto the CSSA using their username and password. NCDC, using standardized evaluation techniques, determines the quality of the submission. If the document is acceptable, it is approved and becomes part of the official CSSA master database. If an error(s) is noted in the submission, it is rejected and comments provided in rejection notes with the reason(s) for rejection. The workflow directs these notes to the responsible NWSREP, MIC/Approver, and the Regional Headquarters.

The submitted document remains in the NCDC Review List until NCDC either approves or rejects the document, or the submission is automatically approved after the 15-day suspense period.

- a. Timeliness of quality control at the NCDC category is important in providing station data information. NCDC users receive an email informing them a submitted B-44 is awaiting review.
- b. Fifteen days after initial notification, the document is automatically approved and becomes part of the official CSSA master database.

8. NWS Headquarters Category. Users with NWS Headquarters administrative privileges can log onto the CSSA using their username and password. This category is not part of the workflow process, but has the capability to affect global, permanent changes to the CSSA database. These changes will be done in coordination with the RCPMs.

9. Summary Table. Table B-14 is a summary of workflow process and related notifications.

Category in workflow process	Action required	Time frames for required actions	Action taken if approved	Action taken if submission is rejected	Comments
NWSREP responsible for entering the metadata for a particular station	Enter metadata and submit document, and responsibility of the submitter to ensure accuracy and timeliness.	Refer to NWSM 10-1313, Section 4.c	None required at this category	Enter the required corrections and resubmit document or cancel submission	Workflow process begins anew when a rejected submission is corrected and resubmitted.
MIC or designee	Approve or Reject submission.	15 days after notification; afterwards the submission is auto-approved.	Document submitted to Regional Headquarters	Rejected document and reason(s) for rejections returned to NWSREP.	CD-404 submissions do not require review at this category
Regional Headquarters	Approve or Reject submissions	15 days after notification. After 15 days the submission is auto-approved.	Document submitted to NCDC.	Rejected document and reason(s) for rejections returned to NWSREP. Rejection notification copied to MIC/Approver	
NCDC	Final Approve or Reject submission.	15 days after notification. After 15 days the submission is auto-approved, and becomes part of the official CSSA master database.	Submission becomes part of the official CSSA master database and final notification provided to all categories.	Rejected document and reason(s) for rejections returned to NWSREP. Rejection notification copied to MIC/Approver and RCPM.	

Table B-14 Summary of Workflow Process

APPENDIX C – THE DATA ENTRY

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1. Introduction. This appendix is designed to cover the data entry sections of the CSSA system. Appendix C is divided into sections covering entry of COOP metadata. Screen depictions and tables of field entry details are provided to help explain the data entry requirements.

2. COOP Program Station Information and Metadata.

2.1 Purpose. The B-44 has been used to provide a complete and permanent record of a COOP station’s information and metadata. The internet-based form contains detailed information on the location, observations, equipment, observer name, etc., for each COOP station.

2.2 Reasons for Entering Metadata. The NWSREP documents in the CSSA system any changes to the observing site. The NWSREP may only enter metadata for COOP stations within the NWSREP’s COOP Program Area (CPA). Enter metadata into the system within 30 days of the effective date when there are any changes to a COOP station. Detailed explanations on the various reasons for reports are provided in CSSA Lookup Tables, Table 1.

2.3 CSSA Data Entry Area.

- a. To begin the data entry process, refer to Appendix A, paragraph 3, Getting Started. When the CSSA Main Menu is displayed, select *Establish/Edit Station*. The NWSREP is prompted to enter the station number. Enter a valid station number for a station in the NWSREP’s CPA in the required format and select *OK*. Figure C-1, depicts the Enter Station Number screen and the required format.


Station Number Entry Screen Depiction	Format
	<p>The station number, assigned by NCDC through the RCPM, can be entered in the format ss-nnnn or ssnnnn.</p> <p>ss = state number nnnn = index number</p>

Figure C-1 Enter Station Number

- b. If the station number is for a new station, the **Station Not Found in CSSA Database** screen is displayed (Figure C-2).



Figure C-2 Station Not Found in CSSA Database

- c. If the station is a current station or you are reactivating a station that has historical information in the database, enter the station number into the Station Number Entry screen. The "Station Number 'ss-nnnn' was Found in the Database" screen is displayed (Figure C-3).

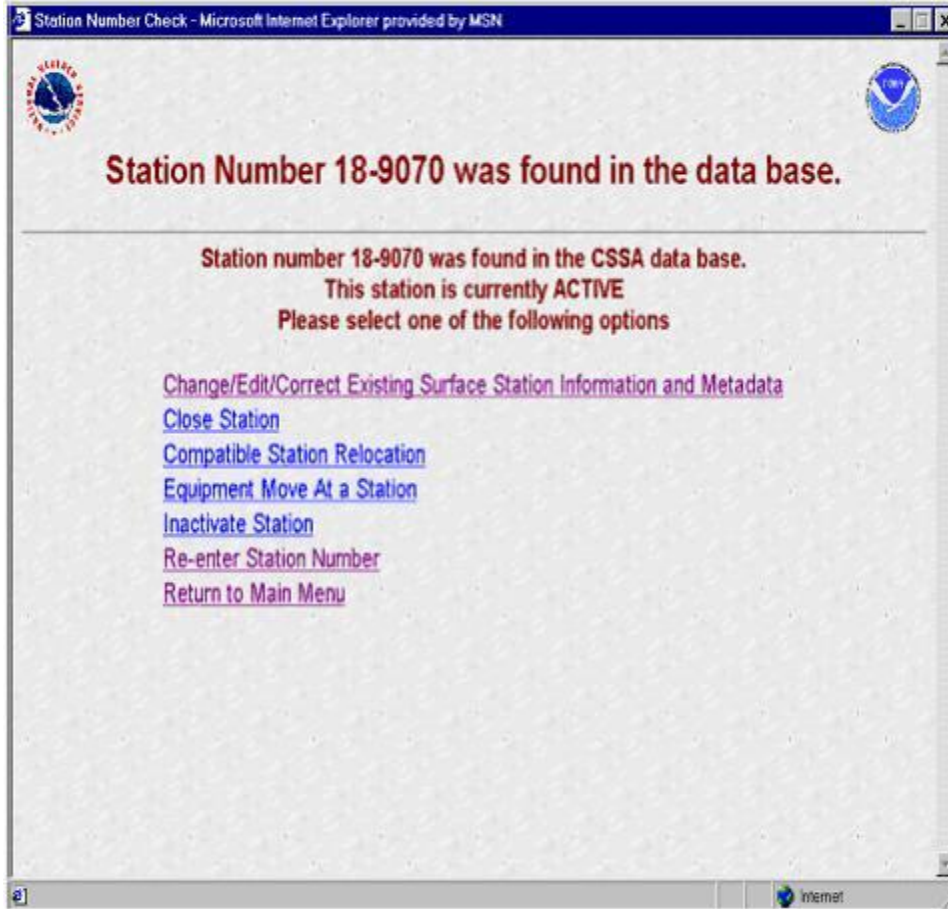


Figure C-3. Station Number 'ss-nnnn' was found in the Database.

- d. If the station is an **inactive station** enter the station number into the Station Number Entry screen. The “Station Number ‘ss-nnnn’ was Found in the Database” is displayed (Figure C-4).

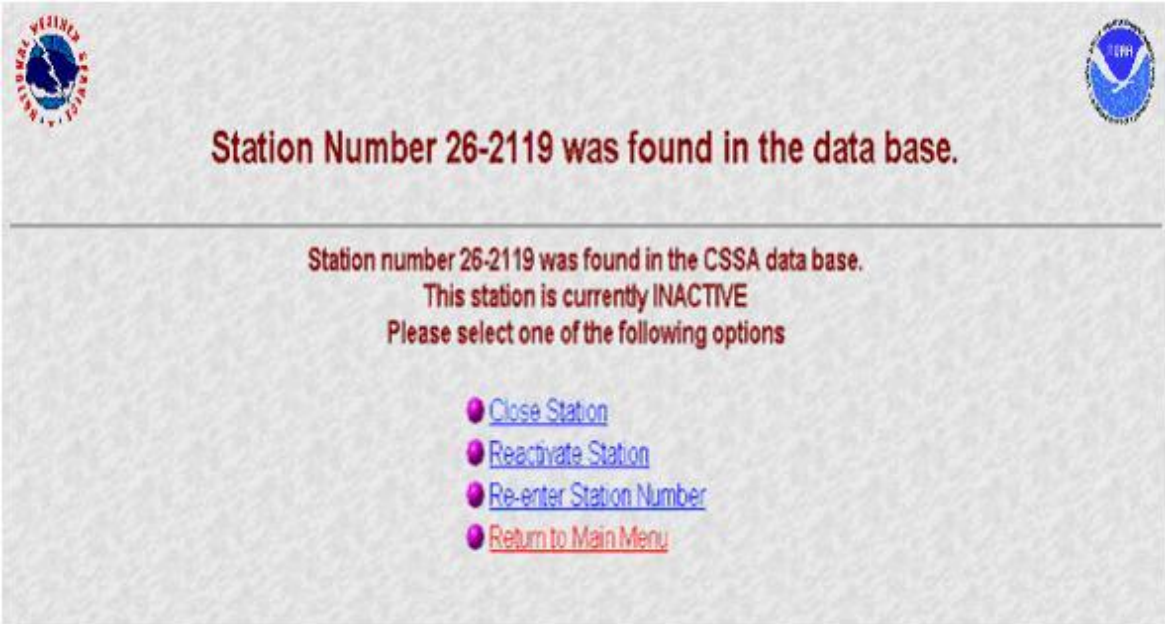


Figure C-4 Inactive Station Number ‘ss-nnnn’ was found in the Database.

- e. If the station is a closed station enter the station number into the Station Number Entry screen. The Closed Station screen is displayed (Figure C-5).

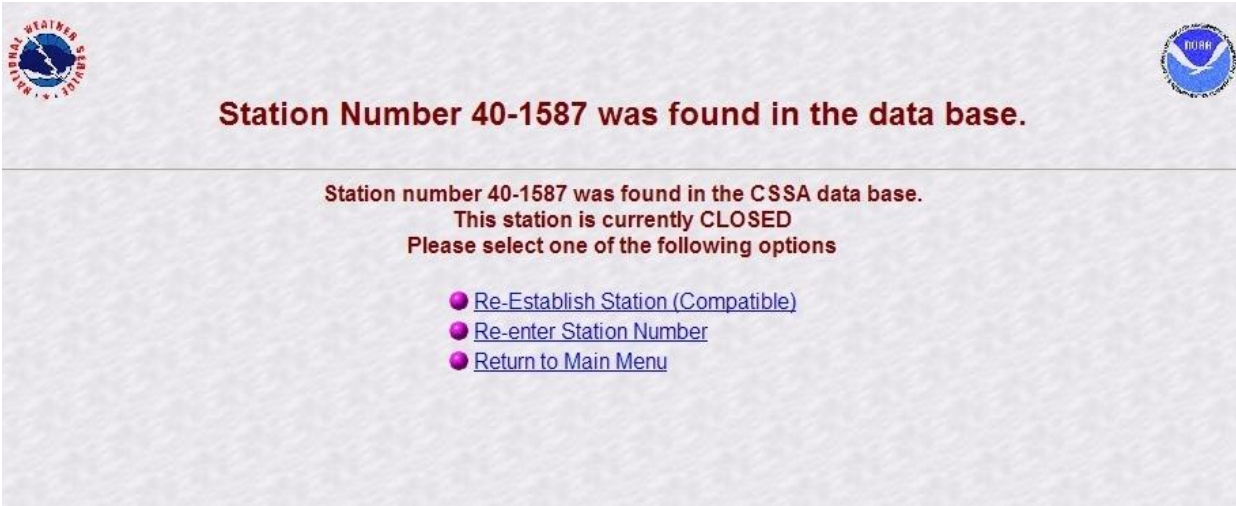


Figure C-5 Closed Station Number ‘ss-nnnn’ was found in the Database.

- f. Table C-5 provides information on the menu selections for the screen depictions in Figure C-2, Figure C-3, Figure C-4, and Figure C-5.

Menu selection Figure C-2	Action
Establish Station	Displays CSSA screen. Ready for entry of new station metadata.
Re-enter station Number (see Figure C-2, Figure C-3, and Figure C-4)	Displays Station Number Entry Screen. (Figure C-1)
Return to Main Menu (see Figure C-2, Figure C-3, and Figure C-4)	Displays CSSA Main Menu. (Figure A-2)
Menu selection Figure C-3	Ensure the proper menu selection to safeguard the correct “Reason for Report” code is generated. For all equipment and station moves, the distance and direction (using compass direction(s) and/or degrees) of the move is always documented in the remarks section.
Change/Edit/Correct Existing Station Information and data	
Close Station	
Compatible Station Relocation	
Equipment Move At a Station	
Inactivate a Station	
Menu selection Figure C-4	Same as Figure C-3 Action Column
Close Station	Close Station
Reactivate Station	For all equipment and station moves the distance and direction of the move is always documented in the remarks section. If the equipment remains at the previous location then state “no equipment move”.
Menu selection Figure C-5	Action
Re-establish Station (Compatible)	Displays CSSA screen. Ready for entry of new station metadata.
Re-enter Station Number	Displays Station Number Entry Screen. (Figure C-1)
Return to the Main Menu	Displays CSSA Main Menu. (Figure A-2)

Table C-6 Menu Selection for Figures C-2, C-3, C-4, and C-5.

- g. To begin entering new or editing existing metadata, choose the applicable menu selections in Figure C-2, Figure C-3, Figure C-4, and Figure C-5. Refer to CSSA Lookup Tables, Table 1, for explanations on choosing the proper menu choice. These are displayed on the CSSA Screen. For existing stations the previous values are in place for each field and many may be edited.
- h. **If a closed or inactivated station needs to be reestablished or reactivated and the historical information is not in the database, contact the RCPM for instructions.**

2.4 CSSA Metadata Entry. The tabbed menu bar across the top of the screen displays the tabs listed in the subparagraphs below. The CSSA Lookup Tables provides information on lookup values within the fields.

- a. To facilitate metadata entry, a station’s record is subdivided into six tabbed entry areas. Depictions of the screens are included in the description of each area. Figure C-7 depicts the Station Information Tab.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO | OBSERVER DATA | OB INFO | OTHER EQUIP INFO | OBSTRUCTIONS | PUBLICATION DATA

Station Name: **GARDEN CITY EXP STA** Station Number: **14-2980** Climate Division: **07** Rendition: **36**

STATION LOCATION				STATION ID: GESK1		STATION DETAIL	
Latitude	Longitude	Horiz Ref Datum	Vert Ref Datum	Zero Datum (River Sites)	Time Zone		
37.993 (37.59.35N)	-100.8121 (100.48.44W)	NAD83	NAGVD29		CENTRAL		
Lat/Lon Source			CPA Rgn	Station Type			
GPS - GARMIN MODEL III PLUS			CR	COOPERATIVE OBSERVER STN - 92			
County	State	Elevation	COOP Network				
FINNEY	KS	2868	COOP STATION CLIMATE - HYDRO - MET (ABC)				

STATION MGMT			STATION ADMIN				
CPA	CWA	HSA	Authorizing Doc	Authorization Date	Station Begin Date	Primary Auth	Secondary Auth
DDC	DDC	DDC	B 43	05/10/1940	05/10/1940	JOHN ORGLER, DAPM	JOHN ORGLER, DAPM
ET	RFC	Reason for Report (see Remarks)		Effective Date	NWSREP		
	TUA (ABRFC)	10	CHANGE	09/01/2004	DDC		

Topography
GENTLY ROLLING HIGH PLAINS PRAIRIE. TREELESS EXCEPT ALONG STREAMS AT FARMSTEADS AND IN TOWNS.

Driving Directions
JCT OF 50/83 BYPASS & 156 (NE OF GARDEN CITY) GO 0.8 MI ENE ON HWY 156 TO MM 2.7 THEN 0.8 MI E, 0.3 MI N, AND 0.1 MI E. EQUIP IS IN FIELD JUST TO THE LEFT.

Remarks

Topography (maximum 512 characters) 417 characters left

GENTLY ROLLING HIGH PLAINS PRAIRIE. TREELESS EXCEPT ALONG STREAMS AT FARMSTEADS AND IN TOWNS.

Driving Directions (maximum 512 characters) 357 characters left

JCT OF 50/83 BYPASS & 156 (NE OF GARDEN CITY) GO 0.8 MI ENE ON HWY 156 TO MM 2.7 THEN 0.8 MI E, 0.3 MI N, AND 0.1 MI E. EQUIP IS IN FIELD JUST TO THE LEFT.

Remarks (maximum 512 characters) 416 characters left

UPDATED LAT/LONG AND ADDED DOP TO REMARKS; UPDATED EQUIP. SECTS. TO CONFORM TO CSSA.
DOP: 1.2

Save Work in Progress Submit for Approval Clear Changes Cancel Form

Figure C-7 The Station Information Tab

- b. Moving between fields should be accomplished by using the *tab* key after entry or editing of fields. The *tab* key is the preferred method to move between fields on a page. The “Tabs” on the top of the screen and the various buttons on the screen may be selected with the left-hand mouse button or other pointer device button.
- c. Throughout Appendices C, D, and E, the various fields are explained through the use of tables following each field name. Table C-8: Table Definitions, defines the table parameters.

Field Name	The name of the field.
Method of Entering Data	<p>Methods:</p> <ol style="list-style-type: none"> 1. Auto fill - The program automatically fills in the metadata. 2. Pull Down - Select from a pull down menu in the field box. 3. Text - Enter text/number. 4. Date - Enter a date. Date format is always mm/dd/yyyy.
Mandatory Entry	“Yes” for mandatory or “No” for optional as provided in the table. (NOTE: normally these are highlighted in RED on the CSSA screens for mandatory entries and in BLUE for optional.)
Field Description	An explanation of the field specific requirements.
Field Type	<p>The choices are:</p> <ol style="list-style-type: none"> 1. Text (alphanumeric) 2. Numeric 3. Floating Point Number 4. Date (format mm/dd/yyyy)
Field Length	Maximum length of the field.
Values	Range of entries or menu selection choices. The CSSA Lookup Tables provides menu selection choices. When there are no specific values this row may be deleted.

Table C-8 Table Definitions

2.4.1 **STN INFO**. The first tab on the CSSA screen, the **STN INFO** tab (Figure C-7), provides information on station location and administration. This tab is the default screen whenever the selection is made to access the metadata entry area.

2.4.1.1 Station Name.

Field Name	Station Name
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p><i>Existing stations</i> - Official Name as it appears on the Station’s B-44 and/or B-43 form.</p> <p><i>Establishments</i> - Select a <u>Primary Name</u> that references the closest city/town or a readily identifiable geographic location from a reliable source, e.g., Google Maps. Station names are requested by the NWSREP and assigned in accordance with NWSI 10-1315 (e.g., Dodge City). For a new station being established clearly outside the city limits, suffix the <u>Primary Name</u> with both distance and direction to the station from the city center in whole miles and to 16 points of a compass (e.g., Dodge City 8NNW). If desired, a secondary name(s) may follow the <u>Primary Name</u> to provide clarification (e.g., Kansas City NWSTC).</p>
Field Type	Text
Field Length	80 characters

2.4.1.2 Station Number.

Field Name	Station Number
Method of Entering Data	Auto Fill by the program after rendition 1 is entered.
Mandatory Entry	Yes
Field Description	This number is assigned by NCDC through the RCPM to establish a new station.
Field Type	Text
Field Length	7 characters, format ss-nnnn or ssnnnn ss = state number nnnn = index number
Values	ss-nnnn (e.g., 12-1234 or 121234)

2.4.1.3 Climate Division.

Field Name	Climate Division
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	State climate divisions are assigned by NCDC with the station number but can change if stations are relocated.
Field Type	Text
Field Length	2
Values	01-10

2.4.1.4 Rendition. Rendition is controlled by the program (auto filled). Corrected/rejected B-44s do not generate a new rendition number. The rendition number cannot be changed by the NWSREP. If an error in rendition numbering is discovered coordinate the correction to the database with the RCPM.

Field Name	Rendition
Method of Entering Data	Auto Fill
Mandatory Entry	Yes
Field Description	Sequentially entered for every submission. A correction to a draft B-44 does not increase the rendition number.
Field Type	Numeric
Field Length	4
Values	1 to 9999

2.4.1.5 Station ID. The station identifier is assigned using the National Weather Service Location Identifier System (NWSLI). It is a unique alpha-numeric identifier that is normally five characters for cooperative stations but can be three characters in cases of aviation reporting stations.

Field Name	Station ID (SID)
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	The SID is requested from the NWSLI after the COOP Station Number is assigned. Apply for a SID when establishing a new station, per Regional directives.
Field Type	Text
Field Length	5

2.4.1.6 Latitude. This is in the station location section of the B-44. Accurate latitude for a station is of paramount importance.

Field Name	Latitude
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>The station latitude is entered to the nearest second or .0000 of a decimal degree based on the primary rain gauge, or other primary instrument if no rain gauge. Latitude may be entered in decimal degrees or Degrees.minutes.seconds.</p> <p>Format:</p> <ol style="list-style-type: none"> 1. Degrees.minutes.seconds the format is DD.mm.ss 2. Decimal format is DD.nnnn <p>The program converts DD.mm.ss entries. The Federal standard is decimal degrees.</p> <ol style="list-style-type: none"> 3. North is a positive value and south is negative.
Field Type	Text/Floating Point
Field Length	9

2.4.1.7 Longitude. This is in the station location section of the B-44. Accurate longitude of a station is of paramount importance.

Field Name	Longitude
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>The station longitude is entered to the nearest second or .0000 of a decimal degree based on the primary rain gauge, or other primary instrument if no rain gauge. Longitude may be entered in decimal degrees or Degrees.minutes.seconds.</p> <p>Format:</p> <ol style="list-style-type: none"> 1. Degrees.minutes.seconds the format is DD.mm.ss 2. Decimal format is DD.nnnn. <p>The program converts DD.mm.ss entries. The Federal standard is decimal degrees.</p> <ol style="list-style-type: none"> 3. East is a positive value and west is negative.
Field Type	Text/Floating Point
Field Length	10

2.4.1.8 Horizontal Reference Datum. Horizontal reference datum is required to be reported/changed when latitude or longitude is changed or a new station is established.

Field Name	Horizontal Reference Datum
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the horizontal reference datum used to determine the spatial fix of the Station. Refer to map legend or setup options in your GPS receiver. Set all GPS receivers to a horizontal reference datum of NAD83. Every effort should be made to determine the proper datum, select “UNKNOWN” when in doubt.
Field Type	Text
Field Length	16
Values	CSSA Lookup Tables, Table 2

2.4.1.9 Vertical Reference Datum. Vertical reference datum is required to be reported/changed when elevation is changed or for a new station.

Field Name	Vertical Reference Datum
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the vertical reference datum used to determine the elevation of the station. Do not use unconfirmed GPS elevations. Refer to legend/notes on maps or software used to determine station’s elevation and note vertical datum used. Every effort should be made to determine the proper datum, select “UNKNOWN” when in doubt.
Field Type	Text
Field Length	16
Values	CSSA Lookup Tables, Table 3

2.4.1.10 Lat/Lon Source. Latitude and longitude source is required to be reported/changed for changes to lat/lon information or for new stations.

Field Name	Lat/Lon Source
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the source of latitude and longitude data. If the GPS receiver used is not listed, contact your RCPM to have it added to the CSSA drop down selection list.
Field Type	Numeric
Field Length	3
Values	CSSA Lookup Tables, Table 4

2.4.1.11 CPA Region.

Field Name	CPA Region - COOP Program Area Region
Method of Entering Data	Auto Fill
Mandatory Entry	Yes
Field Description	NWS Region the station is located in.
Field Type	Text
Field Length	5
Values	AR, CR, ER, PR, SR, or WR

2.4.1.12 County.

Field Name	County
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	The county (or equivalent) the station is located in.
Field Type	Text
Field Length	30
Values	CSSA Lookup Tables, Table 26

2.4.1.13 State.

Field Name	State
Method of Entering Data	Auto Fill
Mandatory Entry	Yes
Field Description	The state the station is located in.
Field Type	Text
Field Length	2
Values	CSSA Lookup Tables, Table 27

2.4.1.14 Elevation.

Field Name	Elevation
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Enter the elevation of the station to the nearest whole foot. <u>DO NOT USE UNVERIFIED GPS ELEVATIONS.</u> The elevation of the station is the average elevation of the ground in a 20-meter (60ft) circle around the primary rain gauge. Elevations below sea-level are preceded by a minus.</p> <p>Tower/Rooftops - This ground elevation also applies to gauges located on towers and/or rooftops. In addition, the distance from the ground to the gauge orifice is entered in the gauge's equipment description entered on the OB INFO tab.</p> <p>River Stage/Lake Level Only - At stations with no rain gauge, the elevation entered is the ZERO DATUM of the gauge.</p> <p>1st & 2nd Order Stations - The elevation of the official pressure sensor for the station is entered for elevation.</p>
Field Type	Numeric
Field Length	6

2.4.1.15 Zero Datum.

Field Name	Zero Datum
Method of Entering Data	Text
Mandatory Entry	Mandatory only if hydrology data such as river or lake levels are reported by the station.
Field Description	Enter the agreed/published standard elevation of the primary river gauge to the nearest hundredth of a foot. Negative values are allowed. Leave blank if no river or lake hydrology data are reported.
Field Type	Floating Point
Field Length	9.2
Values	0.00 to 999999.99

2.4.1.16 Time Zone.

Field Name	Time Zone
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	The time zone the station is in.
Field Type	Numeric
Field Length	2
Values	CSSA Lookup Tables, Table 7

2.4.1.17 Station Type.

Field Name	Station Type
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the appropriate station type from the drop down list. Cooperative Weather stations are normally type "92", ASOS are type "06". If more than one type applies, enter the lowest numeric value.
Field Type	Text
Field Length	2
Values	CSSA Lookup Tables, Table 6

2.4.1.18 COOP Network. If a station is in the "a" network, it is a climatological station and is published in NCDC's Climatological Data (CD) publication (PCN and TMP).

- Each "a" station has to have at least one piece of temperature and one piece of precipitation equipment;
- Stations in the "b" network support hydrologic programs; and
- Stations in the "c" network support meteorological and public service programs.

Field Name	COOP Network
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the network as shown on an existing B-44 or approved B-43 for the station. Network definitions appear in NWSI 10-1315.
Field Type	Text
Field Length	16
Values	CSSA Lookup Tables, Table 5

2.4.1.19 CPA. The program sets the CPA as a default value based on the username login at initial entry.

Field Name	CPA - COOP Program Area
Method of Entering Data	Auto Fill
Mandatory Entry	Yes
Field Description	The SID of the NWS office responsible for the management of the station.
Field Type	Text
Field Length	5
Values	NWSLI Table

2.4.1.20 CWA. The NWSREP selects the appropriate CWA.

Field Name	CWA - County Warning Area
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the SID of the WFO with the assigned warning responsibility for the location of the station.
Field Type	Text
Field Length	5
Values	NWSLI Table

2.4.1.21 HSA. The NWSREP selects the appropriate HSA.

Field Name	HSA - Hydrologic Service Area
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the SID of the WFO responsible for hydrology services/support.
Field Type	Text
Field Length	5
Values	NWSLI Table

2.4.1.22 ET. The NWSREP may select an ET if appropriate. This field is left blank when there is no equipment maintained by an NWS Electronic Technician.

Field Name	ET - Electronic Technician's WFO SID
Method of Entering Data	Pull Down
Mandatory Entry	Yes, if equipment is maintained by Electronic Technician
Field Description	Select the SID of the electronics technician's office responsible for maintenance of any equipment at the station. Leave blank when no equipment is maintained by an NWS Electronic Technician.
Field Type	Text
Field Length	5
Values	EMRS Table

2.4.1.23 RFC. The NWSREP selects the appropriate River Forecast Center (RFC).

Field Name	RFC - River Forecast Center
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the SID of the RFC responsible for the station's location.
Field Type	Text
Field Length	5
Values	NWSLI Table

2.4.1.24 Authorizing Doc.

Field Name	Authorizing Document
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Indicate the latest document authorizing a change in station equipment, location, network or etc. Normally a WS Form B-43, some stations may have other authorizing documents.
Field Type	Text
Field Length	16

2.4.1.25 Authorization Date. This is in the station administration section of the B-44.

Field Name	Authorization Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	The date the authorizing document was approved. Normally the date the authorizing B-43 was approved by Regional Headquarters. The date is always provided if known; otherwise enter "UNKNOWN."
Field Type	Date (format mm/dd/yyyy)
Field Length	Fixed

2.4.1.26 Station Begin Date.

Field Name	Station Begin Date
Method of Entering Data	Hard-coded after rendition 1.
Mandatory Entry	Yes
Field Description	Enter the date the station was established based on Rendition 1 of the station's B-44. Normally refers to the first date the station began reporting data. This is not the observer's date of service as several observers may have provided service since the station began (Rendition #1). Use the format <i>mm/dd/yyyy</i> .
Field Type	Date
Field Length	Fixed

2.4.1.27 Primary Auth.

Field Name	Primary Auth - Primary Authority
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Used to indicate the title and name or initials of the person responsible for the management of the network (e.g., DAPM/OPL John Doe or MIC John Doe).
Field Type	Text
Field Length	32

2.4.1.28 Secondary Auth.

Field Name	Secondary Authority
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Used to indicate the title and name or initials of the person responsible for maintaining the station (e.g., HMT/INTERN John Doe or DAPM/OPL John Doe).
Field Type	Text
Field Length	32

2.4.1.29 Effective Date. Effective date changes every time a draft B-44 is submitted (except for processing rejected records). The effective date of a new rendition cannot be earlier than the effective date of any previous rendition record. All future effective dates and past effective dates exceeding 30 days of the submission date should include a comment(s) in the Remarks section.

Field Name	Effective Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the effective date that the change(s) relative to this B-44 submission take effect. Use the format mm/dd/yyyy. For a new station , effective date refers to the date the first observation is taken/reported from the station. It is not the date of the B-43 authorizing the establishment. Station Begin Date (SBD) and Effective Date (EFFDATE) should be the same for station establishments. For changes to an existing station , the effective date refers to the date the change(s) take effect. For example, a new observer is recruited and trained. The effective date of this change is the date the new observer takes their first observation. Another example would be when an MMTS is installed at the station, the effective date is the date the data from the MMTS is first reported. .
Field Type	Date
Field Length	Fixed

2.4.1.30 NWSREP.

Field Name	NWSREP - National Weather Service Representative
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	The initials of the individual responsible for the entries on the displayed B-44 (e.g., JOS).
Field Type	Text
Field Length	5

2.4.1.31 Topography. Topography describes the type of terrain/vegetation in the vicinity of the station. Accurate description of local topography and land use for a station is important and significant geographic features (e.g., bodies of water, hills, mountains, etc.) are documented.

Field Name	Topography
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Describe the topography and land use within the vicinity of this station. This is a scrolling 512 character free form field with word wrap.
Field Type	Text
Field Length	512

2.4.1.32 Driving Directions. It is recommended that cardinal directions (e.g., north, southeast, NW) be included when available or known. Where more than one access route to the station is known, these may also be documented.

Field Name	Driving Directions
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter driving directions to the station, referencing a logical starting point such as highway intersections, permanent landmarks or mile markers. Driving distances should be entered to the nearest 10 th of a mile. This is a scrolling 512 character, free form field.
Field Type	Text
Field Length	512

2.4.1.33 **Remarks.** All significant changes to previous renditions (including all changes listed in Section 4.c.(1)) are verified with comments in this section. Remarks may not contain Personally Identifiable Information (PII). The Remarks area should also be used to document metadata that would not otherwise be included, such as the NESDIS ID and GOES Channel. This portion of the remarks would be considered permanent and carried forward with each update.

Field Name	Remarks
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Available for any additional information relative to this station which does not appear elsewhere on the submission. Remove remarks which pertain to previous renditions that are no longer appropriate.</p> <p>Remarks contains information such as:</p> <ol style="list-style-type: none"> 1. Clarify the reason the transaction is being submitted (e.g., change observer telephone number). 2. May affect the safety of future visitors (e.g., dangerous dog, hazardous bridge, etc.). 3. Might restrict or provide access (e.g., gate locked at 5 PM. Key in vehicle glove box). 4. Limited hours available for visitations (e.g., hours of operation are 7 AM-4 PM Mon-Fri only). 5. Use this area to continue describing other fields' overflow (e.g., topography, obstructions). 6. Distance and direction of station and/or equipment relocations.
Field Type	Text
Field Length	512

2.4.1.34 Reason for Report. Refer to CSSA Lookup Tables, Table 1, for additional information.

Field Name	Reason for Report
Method of Entering Data	Hard-coded after selecting from database screen. Table C-3.
Mandatory Entry	Yes
Field Description	System generated based on Table C-2, Table C-3, Table C-4, and Table C-5 menu selections. Additional comments are required in the remarks section (see CSSA Lookup Tables, Table 1)
Field Type	Numeric
Field Length	2

2.4.1.35 Navigation Buttons. There are four navigation buttons at the bottom of the Station Info screen.

Button	Function/Result
Save Work in Progress	Places the submission on hold for further action. It is recommended to save work in progress after every tab.
Submit for Approval	Submits draft B-44 to workflow process. All entries should be verified before submitting to the next category of approval. If programmatic quality control finds an error, the cursor goes to the first field found containing an error. A prompt is displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current tab.
Cancel Form ***EXCERSIZE CAUTION WITH THIS SELECTION***	For a station newly established by the B-44, it is PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, IS LOST. For a previously established station, ALL INFORMATION CHANGED IS PURGED FROM THE DATABASE.

2.4.2 Observer Data. The second tab on the CSSA screen is the “OBSERVER DATA” tab. This tab provides general information about the COOP station’s observer(s). Table C-8, depicts the Observer Data screen. Field descriptions can be found in 2.4.2.1 through 2.4.2.22.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO | **OBSERVER DATA** | OB INFO | OTHER EQUIP INFO | OBSTRUCTIONS | PUBLICATION DATA

Station Name: **GARDEN CITY EXP STA** Station Number: **14-2980** Climate Division: **07** Rendition: **36** Other Observers

**Items in Red indicate required fields*

Title	Observer's Name/Focal Point	Observer Type	Gender	Observer Ranking
MR	JEFF ELLIOTT	INSTITUTION	MALE	PRIMARY
Institution Name		Observer Svc Date	Family Svc Date	Last Award Date
KSU SW RESEARCH EXTENSION CENTER		05/01/1956		
Mailing Address		Home Phone	Office Phone	Office Extension
4500 E. MARY			620-276-8286	
City		Fax Number	Alternate Phone	Alternate Extension
GARDEN CITY				
State	Zip Code	Email Address		
KANSAS	67846-9132	jelliott@oznet.ksu.edu		
		Web Address		

Observer Contact Information (maximum 512 characters) 471 characters left

Observer is in office from 8a-5p Mon-Thu.

Add Observer Previous Observer 1 of 1 Next Observer Delete Observer

Save Work in Progress Submit for Approval Clear Changes Cancel Form

Table C-8 The Observer Data

- a. One primary observer/focal point is required and up to 8 alternate observers (for a total of 9) may be entered for each station.
- b. Even if the primary observer is declared to be an institution, a primary observer/focal point is provided.

2.4.2.1 Title.

Field Name	Title
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the title of the observer or focal point from pull down list. If there is no title select “ NO TITLE ”
Field Type	Text
Field Length	Variable
Values	CSSA Lookup Tables, Table 9

2.4.2.2 Observer’s Name/Focal Point.

Field Name	Observers Name/Focal Point – this entry has to be a person’s first and last name.
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the full name of the observer or focal point. Nicknames or adopted names should be avoided as much as possible, e.g., enter Charles instead of adopted Chuck. For Institutions or Government the name of a focal point is provided.
Field Type	Text
Field Length	40

2.4.2.3 Observer Type.

Field Name	Observer Type
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	INDIVIDUAL - Individuals or private residences where individual awards are to be presented based on 5 year increments, after completing the first 10 years. INSTITUTION - Businesses or local government and LOS awards are to be provided on 25 year increments, e.g., water treatment plant, radio station, etc. GOVERNMENT - Federal or state government agencies are eligible for Institution LOS awards.
Field Type	Text
Field Length	1
Values	Individual, Institute or Government

2.4.2.4 Observer Ranking.

Field Name	Observer Ranking
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the primary official observer/focal point at the site or select secondary/supplemental for backup observers.
Field Type	Numeric
Field Length	2
Values	CSSA Lookup Tables, Table 8

2.4.2.5 Institution Name.

Field Name	Institution Name
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the name of the institution or government agency, e.g., ANYTOWN WATER TREATMENT PLANT, USDA SOIL CONSERVATION OFFICE Leave blank for individuals.
Field Type	Text
Field Length	40

2.4.2.6 Observer Service Date.

Field Name	Observer Service Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	For Institutions, this refers to the date the Institution took the first observation. For Individuals, this is the date the observer took the first observation. Use mm/dd/yyyy format.
Field Type	Date
Field Length	Fixed

2.4.2.7 Family Service Date.

Field Name	Family Service Date
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the date the first member of the family began service in the COOP Program. Use mm/dd/yyyy format.
Field Type	Date
Field Length	Fixed

2.4.2.8 Last Award Date.

Field Name	Last Award Date
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the date the last award was presented to the observer/station. If the observer has not received their first longevity award, leave blank. Use mm/dd/yyyy format. The type of award presented should be indicated in the Observer Contact field.
Field Type	Date
Field Length	Fixed

2.4.2.9 Mailing Address.

Field Name	Mailing Address
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the mailing address of the observer or institution. Do not use abbreviations. DO NOT enter the observer's <i>name, institution name, city, state, or zip code</i> in this field. Enter "none" when no address exists.
Field Type	Text
Field Length	40 per line

2.4.2.10 City.

Field Name	City
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the complete city name for the observer/station's mailing address. DO NOT ENTER THE STATE.
Field Type	Text
Field Length	25

2.4.2.11 State.

Field Name	State
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the state as applies to the observer/station's mailing address.
Field Type	Text
Field Length	2

2.4.2.12 Zip Code.

Field Name	Zip Code
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the zip code of the observer's/station's mailing address. Use format: 12345 or 12345-6789. Four-digit zip code extensions may be found at: https://tools.usps.com/go/ZipLookupAction_input
Field Type	Text
Field Length	10

2.4.2.13 Home Phone.

Field Name	Home Phone
Method of Entering Data	Text
Mandatory Entry	<i>Mandatory only if Individual</i>
Field Description	Enter the complete home phone number, including area code, of individual observers. Leave blank if no home phone. Format is 888 888-8888
Field Type	Text
Field Length	12

2.4.2.14 Office Phone.

Field Name	Office Phone
Method of Entering Data	Text
Mandatory Entry	<i>Mandatory Only if Institution or Government</i>
Field Description	Enter the complete office phone number, including area code, of the observer or station. May be left blank if the station type is Individual. Format is 888 888-8888
Field Type	Text
Field Length	12

2.4.2.15 Office Extension.

Field Name	Office Extension
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter if available.
Field Type	Text
Field Length	8

2.4.2.16 Fax Number.

Field Name	Fax Number
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter if available. Format is 888 888-8888
Field Type	Text
Field Length	12

2.4.2.17 Alternate Phone.

Field Name	Alternate Phone
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter if available. Format is 888 888-8888
Field Type	Text
Field Length	12

2.4.2.18 Alternate Extension.

Field Name	Alternate Extension
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter if available.
Field Type	Text
Field Length	8

2.4.2.19 Email Address.

Field Name	Email Address
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter email address if known.
Field Type	Text
Field Length	256

2.4.2.20 Web Address.

Field Name	Web Address
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter URL of observer or institution web site.
Field Type	Text
Field Length	128

2.4.2.21 Observer Contact Information.

Field Name	Observer Contact Information
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter any supplemental information that may be beneficial in contacting the observer/focal point, e.g., focal point's office is on the 2 nd floor of the water plant in room 119. Physical address of observer if different from mailing address.
Field Type	Text
Field Length	512

2.4.2.22 Navigation Buttons. There are eight navigation buttons at the bottom and one in the upper right of the Observer Data screen.

Button	Function/Result
Add Observer	Add a new observer, and then enter all information.
Previous Observer	Goes to the previous observer screen.
Next Observer	Goes to the next observer screen. Can go directly to any observer by typing in their assigned number and pressing the tab key.
Delete Observer	Delete the observer and associated information.
Save Work in Progress	Saves document to CSSA database on hold without submitting the information. It is recommended to save work in progress after every tab.
Submit for Approval	Submits preliminary document to workflow process. All entries should be verified before submitting to the next level of approval. If quality control finds an error at this point the program goes to the field with the error. A prompt is displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Other Observers - located in upper right corner of tab	Allows user to view the list of observers not on the current screen by clicking on the button.
Cancel Form ***EXCERSIZE CAUTION WITH THIS SELECTION***	For a station newly established by the document, the document is PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, IS REMOVED. For a previously established station, ALL INFORMATION CHANGED IS BE PURGED FROM THE DATABASE.

2.4.3 **OB INFO.** The third tab on the CSSA screen is the “OB INFO” tab. Table C-9, depicts the Ob Info screen. Each field is described for the Ob Info screen. **NOTE:** To delete the equipment entry select the “delete element” navigation button and to delete an observation select the “del” option under the Ob Time column.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO | OBSERVER DATA | **OB INFO** | OTHER EQUIP INFO | OBSTRUCTIONS | PUBLICATION DATA

Station Name: **GARDEN CITY EXP STA** Station Number: **14-2980** Climate Division: **07** Rendition: **36** Other Obs

Observed Element: **PRECIPITATION**

EQUIPMENT

Equipment Code: SRG Serial Number: [] Owner: NWS Exp: [] Tel: N Equipment Description: METAL FUNNEL, METAL TUBE Azimuth: 000 Distance: 0

REPORTING/PAY

Ob Time	Rept Method	Recipient	Sponsor	Paid	Data Ingest Via	Special Network	Mode	Relay	When?
0800	RDP	DDC	S&E(H)	N	WEB		AWCODER	AWIPS	DAILY
0800	B92(E22)	DDC,NCDC	S&E(A)	N					
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

** To delete an observation detail record, set the Ob Time to 'DEL'.

Add Element Previous Element 1 of 6 Next Element Delete Element

Save Work in Progress Submit for Approval Clear Changes Cancel Form

Table C-9 Ob Info

- a. Each station always has at least one observation element, equipment type, and time the element is observed. The report method used (how the element is transcribed/forwarded), the recipient (who gets the data), and the sponsor (who pays for the service) are also documented.
- b. Only one primary piece of equipment can be associated with each observation element. Backup or secondary equipment is entered on the Other Equipment Info Tab.

2.4.3.1 Observed Element. Select the observed element to be reported. Additional observation elements may be selected using the next element navigation button.

Field Name	Observed Element
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the observed element from the pull down menu.
Field Type	Text
Field Length	16
Values	CSSA Lookup Tables, Table 10

2.4.3.2 Equipment Code. Only one equipment code may be selected for each observed element.

Field Name	Equipment Code
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	For the <i>observed element</i> being entered/edited, select the appropriate piece of equipment. Note: Separate element-specific pull-down equipment lists appear for different elements being entered.
Field Type	Text
Field Length	10
Values	CSSA Lookup Tables, Table 15

2.4.3.3 Serial Number. The serial number for the primary observing equipment.

Field Name	Serial Number
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Mandatory for F&P, FPR, FPU, MMTS, NIMBUS, Antenna, and Binary-Decimal Transmitter. MMTS and NIMBUS Display Units, and the sensor serial numbers are required. List sensor serial number first, before Display Unit serial number. If the serial number is unknown enter "UNKNOWN". Examples: F&P gauges serial numbers include the year and month the gauge was manufactured and the gauge number, e.g., F&P Serial number (SN) 84-115-193. List Belfort serial numbers in their entirety, e.g., 7603A2217MIOI. For Antenna, e.g., is 34. Binary-Decimal Transmitter, e.g., 6411M33. Other serial numbers, when known, should be entered.
Field Type	Text
Field Length	16

2.4.3.4 Owner. The owner of the primary observing equipment.

Field Name	Owner
Method of Entering Data	Pull Down Menu
Mandatory Entry	Yes
Field Description	Select the owner of the specified equipment from the pull down list, e.g., NWS = NWS owned OBSVR = observer owned, COE = US Army Corps of Engineers.
Field Type	Text
Field Length	8
Values	CSSA Lookup Tables, Table 16

2.4.3.5 Exposure.

Field Name	Exp - Exposure
Method of Entering Data	Pull Down
Mandatory Entry	No
Field Description	Used to indicate equipment exposure for specific equipment located on: R - Rooftop, T - Tower S - Shielded rain gauges, Combinations acceptable, e.g., RST = Rooftop, Tower, Shielded. Leave blank if not applicable.
Field Type	Text
Field Length	8
Values	CSSA Lookup Tables, Table 17

2.4.3.6 Telemetered.

Field Name	Tel. - Telemetered
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select Yes (Y) or No (N) if this specific piece of equipment is telemetered (queried remotely).
Field Type	Text
Field Length	1
Values	Y or N

2.4.3.7 Equipment Description. This field provides further information about the primary observing element equipment.

Field Name	Equipment Description
Method of Entering Data	Text
Mandatory	As provided in the field description.
Field Description	<p>Enter a detailed description of this piece of equipment. Regional policy may require additional descriptions.</p> <p>Required equipment descriptions:</p> <p>Temperature systems Hygrothermometer. Enter model or the Agency Stock Number (ASN) found in Engineering Handbook No. 1 (EHB-1), Instrumental Equipment Catalog. For example: HO-83 MMTS-1, MMTS-7 and NIMBUS - Enter the type of line protection, if any, e.g. LP1 (Line protection (Grey Box)) LP2 (line clamping unit plugged into the AC outlet) LP3 (Non Service Entrance Plan) LP4.</p> <p>F&P, FPU, FPR - Precip gauges: Punch Tape (F&P) Data Key FPU, FPR (F&PU) Format Ex: DCN/NWS Model 3/Mod 6 Gauge Type and Telemetry Status: e.g., AC or DC. DCN (Battery <i>without</i> Telemetry equipment) DCY (Battery <i>with</i> Telemetry equipment) ACN (AC Power <i>without</i> Telemetry equip) ACY (AC Power <i>with</i> Telemetry equipment) Timer: Installed on gauge, e.g., NWS Model 3 Timer. Mod #: Most current modification performed on the gauge, e.g. MOD 6 (Solar Panel & Rechargeable Battery) MOD 7 (Shaft encoder installed) MOD 8,9 (Not yet defined, describe). UNIV - Enter type of universal recording rain gauge, pen type, and chart drive gearing, e.g., 6"-12" Dual Traverse/Series 72 GLP/24 hour 2.4" Single Traverse/Capillary/192 hour Wire Weight -Enter the check bar reading to the nearest hundredth of a foot, e.g., Check Bar: 24.32. SF - Enter the Section Ranges for each section of the Staff River Gauge and mounting location, e.g., 2-6/6-10/10-14 on West Bridge Pier.</p>

Field Name	Equipment Description
	<p>Evaporation Pans/Hook or Fixed Point Gauge -E.G. MONEL(H) OR MONEL(F) PALMER/FRONTIER - Enter the Probe Depth/s/Probe Cover/Soil Type/Slope Dir, e.g., 4in./Bare/Loam/2 degrees NNW. SRG - Enter the type of funnel and measuring tube, e.g., Fiberglass funnel, plastic tube. SNWSTK - Enter the length/height of the snowstake in whole feet, e.g., 10 ft. Storage Gauge - Enter the can type and length, and the orifice height For example, 42" x 8" can/orifice height - 10.2 feet Antenna - Enter the type, e.g., YAGI. Binary-Decimal Transmitter - Enter the type, e.g., 5ODBI 014A. Wind Equipment - Enter the model number or ASN, e.g., F104D.</p>
Field Type	Text
Field Length	256

2.4.3.8 Azimuth.

Field Name	Azimuth
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Using a compass, enter the azimuth from the primary rain gauge or other primary observing equipment if there is no rain gauge. Enter the azimuth in whole degrees. An object due north has an azimuth of 0°, one due east 90°, south 180°, and west 270°. Note: Enter a 3 digit azimuth from the primary gauge, e.g., SRG is primary, azimuth = 000, MMTS azimuth = 103. NOTE: Azimuth for SRG can only be 000. Rain gauge priority list: SRG standard rain gauge Recording rain gauge (F&P, HTB or AWPAG) 4 inch plastic rain gauge (Plastic) Tipping bucket rain gauge (TB)</p>
Field Type	Text
Field Length	3
Values	000-359

2.4.3.9 Distance.

Field Name	Dist - Distance
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	For each azimuth entry, enter a corresponding distance in feet to this specific piece of equipment. e.g., Primary gauge distance = 0, MMTS distance = 012. NOTE: Entry for SRG can only be 0.
Field Type	Text
Field Length	4
Values	0-9999

2.4.3.10 Ob Time.

Field Name	Ob Time - Observation Time
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the local time the element is observed using a 24 hour time convention ranging from 0001 to 2400. Recording precipitation gauges should be entered as " MID ". Manual observations taken at midnight should be entered as 2400. SR = Sunrise, SS = Sunset, VAR = Variable (nonspecific ob time).
Field Type	Text
Field Length	6
Values	CSSA Lookup Tables, Table 11

2.4.3.11 Rept Method. This entry represents how the observed data is transcribed or forwarded to the NWS.

Field Name	Report Method
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the form on which the element is recorded or the method in which reports are transmitted. Elements recorded on a form and also transmitted by the observer are documented as 2 separate elements, for example: B91 (Entered by observer on B91 form) RDP (digital report sent, e.g., RDP-IVROCS, RDP-PCROSA, RDP-WXCDR3)
Field Type	Text
Field Length	16
Values	CSSA Lookup Tables, Table 12

2.4.3.12 Recipient. Enter the SID of the WFO that receives the observation data. Forms forwarded to NCDC should have the WFO SID followed by a comma and NCDC.

Field Name	Recipient
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the SID of the WFO that is the initial recipient of this observed element, e.g., EAX . Forms forwarded to NCDC should have the WFO SID followed by a comma and NCDC, e.g., EAX, NCDC, HNL, NCDC.
Field Type	Text
Field Length	16

2.4.3.13 Sponsor. Select the sponsor corresponding to the institution or agency supporting the collection of data at the COOP station.

Field Name	Sponsor
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the corresponding sponsor code that represents the funding for taking, collection, and/or transmission of this element, e.g., S&E(H) - NWS hydrology funding. FC-6 - Flood Control Network 6, Yazoo River funded. FC-1 - NWS S&E funded Recording Rain Gauge Network.
Field Type	Text
Field Length	8
Values	CSSA Lookup Tables, Table 13

2.4.3.14 Paid.

Field Name	Paid
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Indicate “ Y ” Yes, if the observer is paid for performing this particular observation or service element. THIS IS REQUIRED TO ACCESS CD-404 APPLICATION.
Field Type	Text
Field Length	1
Values	Y or N

2.4.3.15 Data Ingest Via. Enter a telephone number, GOES transmitting frequency, or other method used to access the observed data. The field should be blank for elements not accessed by remote collection methods.

Field Name	Data Ingest Via
Method of Entering Data	Text
Mandatory Entry	Mandatory only for REP (reported manually from observer), TEL (Telemetered data), and ADP (Data reported electronically to NCDC). RDP other than RDP-WXCDR, RDP-IVROCS WEB (Entry of Internet is acceptable).
Field Description	The telephone number, radio frequency or Internet URL of the data collection system used by the observer/station, e.g., When the Rept Method is REP enter the phone number or radio frequency used by observer. e.g., 816-888-8888. When the Rept Method is TEL enter the phone number used by CADAS to call the DCP or the Radio Frequency of the GOES transmitter. e.g., 206-123-4567 or 401.9185. When the Rept Method is ADP enter the type of device used to collect the data for transmission. When the Rept Method is WEB enter the Internet URL that is used by observer to transmit the data.
Field Type	Text
Field Length	16

2.4.3.16 Spec. Network. If an observation record is in a special network, the network name or identification should be provided. Special networks have special funding or are a result of a special project.

Field Name	Special Network
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Indicate any special network in which this element is being utilized, e.g., HCN (Historical Climate Network).
Field Type	Text
Field Length	16
Values	Separate values with a comma.

2.4.3.17 Mode. Enter the method the data is initially collected for further dissemination, e.g., radio, phone, GOES, computer, Internet, etc.

Field Name	Mode
Method of Entering Data	Text
Mandatory Entry	Mandatory only for-REP, TEL, and ADP.
Field Description	Leave blank when the Rept Method is RDP-ROSA, RDP-IVROCS, or RDP-WXCDR When the Rept Method is TEL and the Data Ingest Via is a phone number enter the collection method. e.g., CADAS When the Rept Method is TEL and the Data Ingest Via is a radio frequency, enter the communication method. e.g., GOES.
Field Type	Text
Field Length	16
Values	Separate values with a Comma

2.4.3.18 Relay. The primary NWS user should be entered in the Recipient field. Any automated functions that further relay the data via radio relays or gateways may be noted.

Field Name	Relay
Method of Entering Data	Text
Mandatory Entry	Mandatory only for report methods of REP and TEL
Field Description	Means used to ingest data into NWS systems and operations, e.g., AWIPS, HADS, GOES.
Field Type	Text
Field Length	16
Values	Separate values with a comma.

2.4.3.19 When. Enter the frequency the data is collected.

Field Name	When
Method of Entering Data	Text
Mandatory Entry	Mandatory only for REP, TEL, and ADP report methods.
Field Description	How often the manually collected data are relayed to the recipient (e.g., DAILY or EVENT or CRITERIA with details) Or For automated systems (DCPs) the observation time, observation interval (TI) and the time between data elements (DI). e.g., 0045Z, TI=1H, DI=15M for a station that transmits 15 minute data on an hourly basis with the transmission time being H+45.
Field Type	Text
Field Length	64

2.4.3.20 Navigation Buttons. There are eight navigation buttons at the bottom and one in the upper right of the Ob Info screen.

Button	Function/Result
Add Element	Add a new element, then enter all information.
Previous Element	Go to the previous element screen
Next Element	Go to the next element screen
Delete Element	Delete the element and associated information. The deletion occurs at the time of B-44 approval.
Save Work in Progress	Saves B-44 to CSSA database on hold without submitting the information. It is recommended to save work in progress after every tab.
Submit for Approval	Submits preliminary B-44 to workflow process. All entries should be verified before submitting to the next level of approval. If quality control finds an error at this point the submission is returned to the originating WFO. A prompt is displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form	For a station newly established by the B-44, the B-44 is PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, IS REMOVED.
EXCERSIZE CAUTION WITH THIS SELECTION	For a previously established station, ALL INFORMATION CHANGED IS PURGED FROM THE DATABASE.
Other Obs - Located in the upper right corner of the tab	Allows user to view the list of elements not on the current screen by clicking on the button.

2.4.4 Other Equipment Info. The fourth tab on the CSSA screen is the “OTHER EQUIP INFO” tab. This tab is used to document equipment as backup or secondary equipment to support the observations. Table C-10, depicts the OTHER EQUIP INFO screen. Each field is described for the other equipment information screen.

Items in Red indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA				
Station Name: GARDEN CITY EXP STA		Station Number: 14-2980		Climate Division: 07					
Rendition: 36									
EQUIPMENT #1	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
<input type="button" value="Delete"/>	MISC	CRS		NWS		N	238	7	N
Equipment Description: COTTON REGION SHELTER WITH TOWNSEND SUPPORT									
203 characters left									
EQUIPMENT #2	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
	TEMP	ATEMP		NWS		N	238	7	Y
Equipment Description: EXTRA SET OF MX/MN THERMOMETERS.									
224 characters left									
EQUIPMENT #3	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									
EQUIPMENT #4	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									
EQUIPMENT #5	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									
EQUIPMENT #6	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									
EQUIPMENT #7	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									
EQUIPMENT #8	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									
EQUIPMENT #9	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									
EQUIPMENT #10	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
				NWS		N			
Equipment Description:									
256 characters left									

Table C-10 Other Equipment Info

2.4.4.1 Eq Cat. This is the backup or secondary equipment used for an observation or its transmission.

Field Name	EqCat - Equipment Category
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select an observation category for backup, secondary, or dissemination equipment used at this site, e.g., TEMP (CRS with MXMN as backup to an MMTS)
Field Type	Text
Field Length	10
Values	CSSA Lookup Tables, Table 14

2.4.4.2 Equip. This is the actual piece of equipment used as backup or secondary to the primary observing element(s).

Field Name	Equip - Equipment
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the actual equipment used as backup or secondary, e.g., CRS .
Field Type	Text
Field Length	10
Values	CSSA Lookup Tables, Table 15

2.4.4.3 Serial Number. This is the serial number for the equipment selected in paragraph 2.4.4.2.

Field Name	Serial Number
Method of Entering Data	Text
Mandatory Entry	Mandatory for F&P, MMTS, Antenna, and Binary-Decimal Transmitter. Display Unit serial numbers are required for MMTS and NIMBUS - list Sensor serial number first. Refer to Regional Guidelines.
Field Description	Enter the serial number for equipment. If the serial number is unknown enter "UNKNOWN". See this Appendix, paragraph 2.4.3.3, for additional instructions.
Field Type	Text
Field Length	16

2.4.4.4 Owner.

Field Name	Owner
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the owner of the equipment, e.g., OBSVR for observer owned.
Field Type	Text
Field Length	8
Values	CSSA Lookup Tables, Table 16

2.4.4.5 Exp.

Field Name	Exp - Exposure
Method of Entering Data	Pull Down
Mandatory Entry	No
Field Description	Used to indicate equipment exposure for specific equipment located on: R - Rooftop, T - Tower S - Shielded rain gauges, Combinations acceptable, e.g., RST = Rooftop, Shielded Tower. Leave blank if not applicable.
Field Type	Text
Field Length	8
Values	CSSA Lookup Tables, Table 17

2.4.4.6 Tel.

Field Name	Tel - Telemetered
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select Yes (Y) if this specific piece of equipment is telemetered.
Field Type	Text
Field Length	1
Values	Y or N

2.4.4.7 Azimuth.

Field Name	Azimuth
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Using a compass, enter the azimuth from the primary rain gauge or other primary observing equipment if there is no rain gauge. Enter the azimuth in whole degrees. An object due north has an azimuth of 0°, one due east 90°, south 180°, and west 270°. Note: Enter a 3 digit azimuth from the primary gauge, e.g., MMTS azimuth = 103. NOTE: Azimuth for SRG can only be 000.
Field Type	Text
Field Length	3
Values	000-359

2.4.4.8 Dist.

Field Name	Dist - Distance
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	For each azimuth entry, enter a corresponding distance in feet to this specific piece of equipment. e.g., MMTS distance = 012 or 12. NOTE: Range for SRG can only be 000.
Field Type	Text
Field Length	4
Values	0-9999

2.4.4.9 Backup.

Field Name	Backup
Method of Entering Data	Pull down
Mandatory	Yes
Field Description	Select "Y" if this is backup to the primary observing equipment.
Field Type	Text
Field Length	1
Value	Y or N

2.4.4.10 Equipment Description.

Field Name	Equipment Description
Method of Entering Data	Text
Mandatory	As provided in the field description.
Field Description	<p>Enter a detailed description of this piece of equipment. Regional policy may require additional descriptions.</p> <p>Required equipment descriptions:</p> <p>Temperature systems Hygrothermometer. Enter model or the Agency Stock Number (ASN) found in Engineering Handbook No. 1 (EHB-1), Instrumental Equipment Catalog. For example: HO-83 MMTS-1, MMTS-7, NIMBUS - Enter the type of lightning protection, if any, e.g. LP1 (Line protection (Grey Box) LP2 (line protection using inside AC outlet) LP3 (Non Service Entrance Plan) LP4. F&P - Precip gauges: Punch Tape (F&P), Data Key (F&PU) Format Ex: DCN/NWS Model 3/Mod 6 Gauge Type and Telemetry Status: e.g., AC or DC. DCN (Battery <i>without</i> Telemetry equipment) DCY (Battery <i>with</i> Telemetry equipment)</p>

Field Name	Equipment Description
	<p>ACN (AC Power <i>without</i> Telemetry equip) ACY (AC Power <i>with</i> Telemetry equipment) Timer: Installed on gauge, e.g., NWS Model 3 Timer. Mod #: Most current modification performed on the gauge, e.g. MOD 6 (Solar Panel & Rechargeable Battery) MOD 7 (Shaft encoder installed) MOD 8, 9 (Not yet defined, describe). UNIV - Enter type of universal recording rain gauge, pen type, and chart drive gearing, e.g., 6"-12" Dual Traverse/Series 72 GLP/24 hour 2.4" Single Traverse/Capillary/192 hour Wire Weight -Enter the check bar reading to the nearest hundredth of a foot, e.g., Check Bar: 24.32. SF - Enter the Section Ranges for each section of the Staff River Gauge and mounting location, e.g., 2-6/6-10/10-14 on West Bridge Pier. Evaporation Pans/Hook or Fixed Point Gauge -E.G. MONEL(H) OR MONEL(F) PALMER/FRONTIER - Enter the Probe Depth/s/Probe Cover/Soil Type/Slope Dir, e.g. 2, 4in/Bare/Loam/2 degrees NNW. SRG - Enter the type of funnel and measuring tube, e.g., Fiberglass funnel, plastic tube. SNWSTK - Enter the length/height of the Snow stake in whole feet, e.g., 10 ft. Storage Gauge - Enter the can type and length, and the orifice height For example, 42" x 8" can/orifice height - 10.2 feet Antenna - Enter the type, e.g., YAGI. Binary-Decimal Transmitter - Enter the type, e.g., 5ODBI 014A. Wind Equipment - Enter the model number or ASN, e.g., F104D.</p>
Field Type	Text
Field Length	256

2.4.4.11 Navigation Buttons. There are four navigation buttons at the bottom of the Other Equipment Info screen.

Button	Function/Result
Save Work in Progress	Saves B-44 to CSSA database on hold without submitting the information. It is recommended to save work in progress after every tab.
Submit for Approval	Submits preliminary B-44 to workflow process. All entries should be verified before submitting to the next level of approval. If quality control finds an error at this point the submission is returned to the originating WFO. A prompt is displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form ***EXCERSIZE CAUTION WITH THIS SELECTION***	For a station newly established by the B-44, the B-44 is PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, IS REMOVED. For a previously established station, ALL INFORMATION CHANGED IS PURGED FROM THE DATABASE.

2.4.5 Obstructions. The fifth tab on the CSSA screen is the “OBSTRUCTIONS” tab. Table C-11, depicts the Obstructions screen.

^Items in **Red** indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO | **OBSERVER DATA** | **DB INFO** | **OTHER EQUIP INFO** | **OBSTRUCTIONS** | **PUBLICATION DATA**

Station Name: **GARDEN CITY EXP STA** Station Number: **14-2980** Climate Division: **07** Rendition: **36**

OBSTRUCTION

<i>Obstruction</i>	<i>Azimuth/True Direction</i>	<i>Distance/Range (feet)</i>	<i>Angle/Elevation</i>
LARGE ROW OF TREES	092-182-245-335	50-122-47-56	22-14-7-23
SHED	180	75	0

To delete an obstruction, set the obstruction fields to blanks.

Save Work in Progress Submit for Approval Clear Changes Cancel Form

Table C-11 Obstructions

2.4.5.1 Obstruction.

Field Name	Obstruction
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Document all potential obstructions and the exposure information for items within 200 feet of the primary gauge. Other obstructions beyond the 200 feet may be documented if they could potentially affect the data. e.g., LARGE ROW OF TREES, SHED If there are no obstructions, leave this field blank.</p> <p>NOTE: <i>When documenting obstructions, there are always corresponding entries in Azimuth, Distance/Range, and Angle to match the obstruction(s) listed.</i> <i>Every Azimuth/True Direction entry always has a corresponding Distance/Range entries as well as corresponding Angle entries.</i></p>
Field Type	Text
Field Length	32
Values	variable

2.4.5.2 Azimuth/True Direction.

Field Name	Azimuth/True Direction
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Using a compass from the <u>primary gauge</u> , enter the TRUE Azimuth direction in whole degrees (3 digits) for each obstruction or exposure entry (tree) or group (tree line) starting from north and proceeding clockwise around the gauge, e.g., 092-182-245-335 (for TREES), 180 (SHED). An object due north has an azimuth of 0°, one due east 90°, south 180°, and west 270°. Azimuth ranges are not to exceed 90 degrees total. If range exceeds 90 degrees of the horizon, break it up into entries separated by a dash. ALQDS is not to be used.
Field Type	Text
Field Length	32

2.4.5.3 Distance/Range.

Field Name	Distance/Range to Obstruction
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	From the primary gauge enter the corresponding distance in whole feet for every azimuth entry. Distance entries correspond with associated azimuth entries, e.g., 59-122-47-56 (for the TREES) 75 (SHED)
Field Type	Text
Field Length	32

2.4.5.4 Angle.

Field Name	Angle
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	From the primary gauge enter a corresponding elevation angle in whole degrees (2 digits) for every obstruction/exposure azimuth/distance entry. Angles are to be taken from the top of the primary gauge, e.g., 22-14-7-23 (for the TREES) 8 (SHED)
Field Type	Text
Field Length	32
Values	01-90

2.4.5.5 Navigation Buttons. There are four navigation buttons at the bottom of the Obstructions screen.

Button	Function/Result
Save Work in Progress	Saves B-44 to CSSA database on hold without submitting the information. It is recommended to save work in progress after every tab.
Submit for Approval	Submits preliminary B-44 to workflow process. All entries should be verified before submitting to the next level of approval. If quality control finds an error at this point the submission is returned to the originating WFO. A prompt is displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form ***EXERCISE CAUTION WITH THIS SELECTION***	For a station newly established by the B-44, the B-44 is PERMANENTLY PURGED FROM THE DATABASE ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, IS REMOVED. For a previously established station, ALL INFORMATION CHANGED IS PURGED FROM THE DATABASE.

2.4.6 Publication Data. The sixth tab on the CSSA screen is the “PUBLICATION DATA” tab. This tab indicates how NCDC publishes the data and should not be confused with the data dissemination method documented on the “OBS INFO” screen. Note that NCDC does not do paper publications anymore. Table C-12, depicts the Publication Data screen.

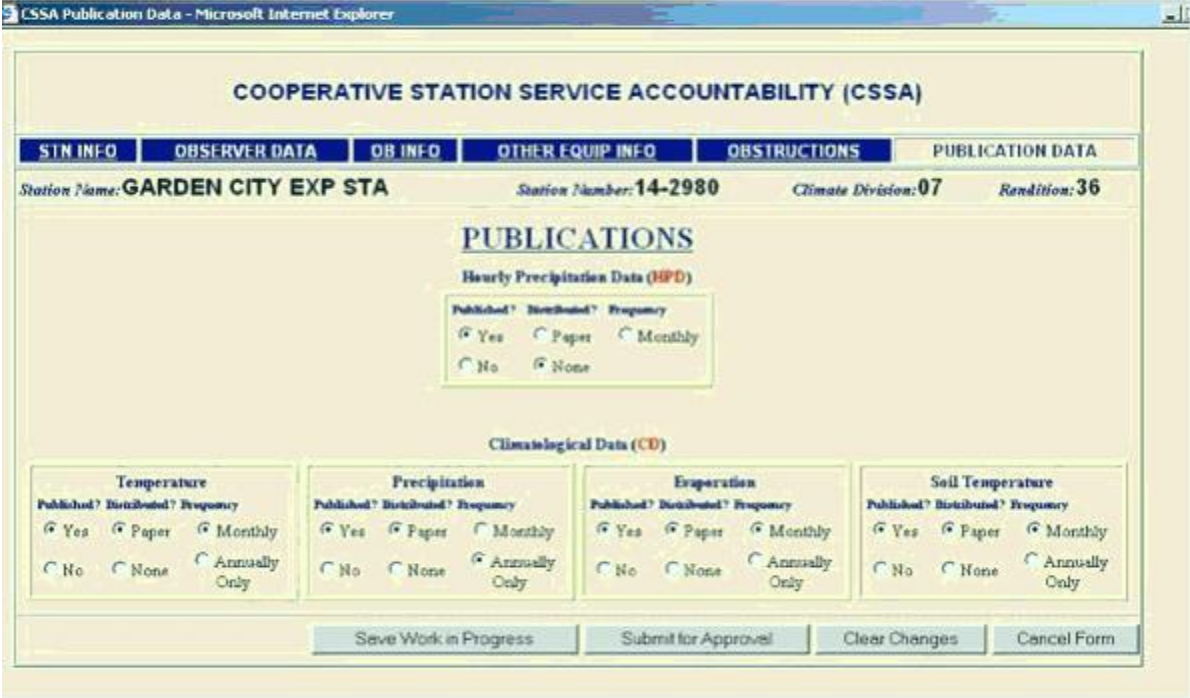


Table C-12 Publication Data

NOTE: If publication status changes a statement is required in the remark section of the Station Info Tab.

2.4.6.1 HPD. This selection determines whether the observation data should be published in the HPD. Check the boxes in accordance with guidance in the table below.

Field Name	HPD
Published	Check “YES” if the hourly precipitation data is published in the HPD. Check “NO” if unpublished.
Distributed	Check “NONE” as the HPD is no longer distributed by mail.
Frequency	No entry needed.

2.4.6.2 CD. This is the summary of the day publication information for the climatic data (CD) summary publications.

- a. Temperature. This selection determines whether the temperature data should be published in the CD.

Field Name	Temperature
Published	Check “YES” if the summary of the day temperature data is published in the CD publications. Check “NO” if the answer is negative
Distributed	Check “NONE” as the CD is no longer distributed by mail.
Frequency	No entry needed.

- b. Precipitation. This selection determines whether the precipitation data should be published in the CD, and if so, if the observer receives the publication in the mail and how often.

Field Name	Precipitation
Published	Check “YES” if the summary of the day precipitation data is published in the CD publications. Check “NO” if the answer is negative.
Distributed	Check “NONE” as the CD is no longer distributed by mail.
Frequency	No entry needed.

- c. Evaporation. This selection determines whether the evaporation data should be published in the CD, and if so, if the observer receives the publication in the mail and how often.

Field Name	Evaporation
Published	Check “YES” if the summary of the day evaporation data is published in the CD publications. Check “NO” if the answer is negative.
Distributed	Check “NONE” as the CD is no longer distributed by mail.
Frequency	No entry needed.

- d. Soil Temperature. This selection determines whether the soil temperature data should be published in the CD.

Field Name	Soil Temperature
Published	Check “YES” if the summary of the day soil temperature data is published in the CD publications. Check “NO” if the answer is negative.
Distributed	Check “NONE” as the CD is no longer distributed by mail.
Frequency	No entry needed.

2.4.6.3 Navigation Buttons. There are four navigation buttons at the bottom of the Publication Information screen.

Button	Function/Result
Save Work in Progress	Saves B-44 to CSSA database on hold without submitting the information. It is recommended to save work in progress after every tab.
Submit for Approval	Submits preliminary B-44 to workflow process. All entries should be verified before submitting to the next level of approval. If quality control finds an error at this point the submission is returned to the originating WFO. A prompt is displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form ***EXCERSIZE CAUTION WITH THIS SELECTION***	For a station newly established by the B-44, the B-44 is PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, IS REMOVED. For a previously established station, ALL INFORMATION CHANGED IS PURGED FROM THE DATABASE.

3. ASOS Locations Designated as COOP Stations. Some Automated Surface Observation Systems (ASOS) locations have been assigned COOP Station numbers. COOP station numbers are assigned to all stations whose data are published in the CD. This section of Appendix C provides information on data entry specific to the ASOS.

3.1. Select Establish/Edit ASOS Station Data from the CSSA Main Menu. Enter the station number at the prompt. Either Table C-2 or Table C-3 is displayed. Select the appropriate menu choice and if applicable complete the B-44 following instructions in Appendix C, paragraph 2.4.

3.2 Reporting Criteria for ASOS in the CSSA.

- a. ASOS locations assigned COOP station numbers are entered into the CSSA database.
- b. The fields for the ASOS portion of the CSSA should follow the rules in Appendix C, paragraph 2.4.
- c. The elevation for the ASOS is the elevation of the ASOS primary sensor group. Elevation is usually available in the site survey book page 5.
- d. Remarks should include information about the ASOS commissioning and backup equipment. For example, "ASOS site commissioned 03/01/1994." Commissioning date comment is only required on initial rendition entering ASOS into the CSSA.
- e. The publication screen entries should report that temperature and precipitation are published in the LCD/CD and the hourly precipitation is published in the HPD. Soil temperature and evaporation data may be added for staffed ASOS sites.
- f. Tables C-13 to C-16 are examples of entries in the Station Info tab and the Ob Info tab.

*Items in Red indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA
Station Name: LIVINGSTON AP		Station Number: 24-5086		Climate Division: 05	Rendition: 14
STATION LOCATION Station ID: LVM Latitude: 45.6983 Longitude: -110.4408 Horiz Ref Datum: NAD83 Vert Ref Datum: NAGVD29 Lat/Lon Source: ASOS SITE SURVEY County: PARK State: MT Elevation: 4643			STATION DETAIL Zero Datum (River Sites): Time Zone: MOUNTAIN Station Type: AUTOMATED SURFACE OBSERVING SYSTEM(ASOS)-06 COOP Network: COOP STATION HYDRO (B)		
STATION MGMT CPA: BYZ CFA: BYZ HSA: BYZ ET: RFC: KRF (MBRFC)		STATION ADMIN Authorizing Div: FAANM Authorization Date: 10/25/2000 Station Begin Date: 04/01/1941 Primary Auth: DANNY GRAVI Secondary Auth: Reason for Report (see Remarks): 10 CHANGE Effective Date: 08/03/2001 NWSREP: BYZ			
Topography (maximum 512 characters) 443 characters left ON PLATEAU OVER YELLOWSTONE RIVER, 100 FT LOWER. RTNS 5-10 MI ALQDS.					
Driving Directions (maximum 512 characters) 327 characters left ON I90 6 MI EAST OF LIVINGSTON TAKE EXIT 340, GO SOUTH AND UP THE HILL TO THE AIRPORT. ASOS 3200 FEET EAST OF FC90S. F4P LOCATED JUST NORTH OF OLD FSS BUILDING AND IS CLEARLY VISIBLE.					
Remarks (maximum 512 characters) 353 characters left COMMISSIONED ASOS 10/25/2000. THIS CHANGE TO INCLUDE PAY STATUS FOR SECOND OBSERVER. MRS. FERGUSON IS BEING PAID FOR F4P MAINTENANCE AND OBSERVATION, NOT AHTB.					
Save Work in Progress		Submit for Approval		Clear Changes	
Cancel Form					

Table C-13 ASOS Stm Info Tab

*Items in **Red** indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO
OBSERVER DATA
OB INFO
OTHER EQUIP INFO
OBSTRUCTIONS
PUBLICATION DATA

Station Name: **LIVINGSTON AP** Station Number: **24-5086** Climate Division: **05** Rendition: **14** Other Obs

Observed Element: HOURLY PRECIPITATION REPORT

EQUIPMENT

Equipment Code	Serial Number	Owner	Exp	Tel	Equipment Description	Azimuth	Distance
AHTB		FAA		N	HEATED TB/ASOS, MDL 7405HA, CONNECTE	000	0

REPORTING/PAY

Ob Time	Rpt Method	Recipient	Sponsor	Paid	Data Ingest Via	Special Network	Mode	Relay	When?
MID	ADP	NCDC	FC-1	N	AUTO		PHONE	AMPS	SEVERAL TIMES DAILY

** To delete an observation detail record, set the Ob Time to 'DEL'.

Add Element
Previous Element
1 of 3
Next Element
Delete Element

Save Work in Progress
Submit for Approval
Clear Changes
Cancel Form

Table C-14 ASOS Ob Info Tab Entry for the Tipping Bucket

*Items in **Red** indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA
----------	---------------	---------	------------------	--------------	------------------

Station Name: **LIVINGSTON AP** Station Number: **24-5086** Climate Division: **05** Rendition: **14**

Observed Element: TEMPERATURE

EQUIPMENT

Equipment Code	Serial Number	Owner	Exp	Tel	Equipment Description	Azimuth	Distance
ATEMP		NWS		N	MODEL HO-1088 (ASOS) CONNECTED VIA RAI	090	4

REPORTING/PAY

Ob Time	Rpt Method	Recipient	Sponsor	Paid	Data Ingest Via	Special Network	Mode	Relay	When?
2400	ADP	NCDC	S&E(H)	N	AUTO		PHONE	AWPS	SEVERAL TIMES DAILY
2400	TEL	BYZ	S&E(H)	N	AUTO		PHONE	AWPS	AS NEEDED FOR VERIFICA

** To delete an observation detail record, set the Ob Time to 'DEL'.

2 of 3

Table C-15 ASOS Ob Info Tab for the Temperature Entry

*Items in Red indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO
OBSERVER DATA
OB INFO
OTHER EQUIP INFO
OBSTRUCTIONS
PUBLICATION DATA

Station Name: **LIVINGSTON AP** Station Number: **24-5086** Climate Division: **05** Revision: **14**

Observed Element: PRECIPITATION

EQUIPMENT

Equipment Code	Serial Number	Owner	Exp	Tel	Equipment Description	Azimuth	Distance
PCPNX		MWS		N	AHTB DATA USED FOR CD PUBLICATION	000	0

REPORTING/PAY

Ob Time	Rept Method	Recipient	Sponsor	Paid	Data Ingest Via	Special Network	Mode	Relay	When?
2400	ADP	NCDC	S&E(H)	Y	AUTO		PHONE	AWPS	SEVERAL TIMES DAILY

** To delete an observation detail record, set the Ob Time to 'DEL'.

3 of 3

Table C-16 ASOS Ob Info Tab for the Precipitation CD Entry.

NOTE: This entry is required when a station does not have a SRG as backup. Without this entry the required CD publication option block cannot be chosen.

APPENDIX D – THE PAYROLL

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-------------------------------------	-----

1. Introduction. The CD-404 is a Purchase Order that is completed for a COOP observer to receive pay. A CD-404 is completed for a new paid observer, to stop pay for an observer, when there is a change in pay amount or if the paid observers mailing address is changed. The NWSREP and RCPM should coordinate on preparing the form.

2. End-Of-Year Procedures. At the beginning of each fiscal year payroll information is updated. This automated process, referred to as roll over, updates all **active** CD-404s for the current fiscal year and removes all canceled contracts. Also, access to the current CD-404s is denied until the roll over is completed. When the CSSA is opened for the first time in a new

fiscal year, a pop-up menu asking if you want to complete the roll over is shown. The two options are “OK” (Yes) or “Cancel” (roll over done later). Selecting OK causes the required fields to be updated. This pop-up menu appears each time the database is accessed until the roll over is completed.

3. CD-404 CSSA Main Menu. Refer to Appendix A, paragraph 3, for instructions to logon to the CSSA system. Observer pay data cannot be entered unless a station has been established in the CSSA system. Establish the station, if necessary, in accordance with Appendix C, ensuring at least one element has been recorded as a paid observation. At the CSSA Main Menu select *Add/Change/Cancel Payroll Data*. Enter the station number as required. If a current CD-404 exists then *Select Modify Contract* at this station. If a contract does not exist then select *Add*. The CD-404 Payroll Management screen is displayed (Table D-1).

*Items in Red indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)
CD-404 PAYROLL MANAGEMENT

Station Name: **ROMNEY 1 SW** Station Number: **46-7730** Order Number: **42-1RNW-1-W0026**

OBSERVER DATA		CONTRACT DATA	
Observer:	JONATHAN E. LEWIS	Sub	12 MONTHS OF PAY
Paid Observer's Name:	JONATHAN E. LEWIS	Order Date:	10/01/2000
Address Line 1:	123 WATER WAY	Cancellation Date:	
Address Line 2:	WATER PLANT	Tax/Social Security No	
Address Line 3:			
City:	WATERTOWN	St:	WV
Zip:			

Line	Period	Description	Qty	Rate	Task Code
1	12 MONTHS	PRECIPITATION REPORTING (HYDROLOGIC)	12	\$7.60	SMI J20CP
2	12 MONTHS	RECORDING PRECIPITATION (CHANGE CHART OR TAPE)	12	\$6.60	SMI J20CP
3					

Save Work in Progress Submit for Approval Clear Changes Cancel Form

Figure D-1 CD-404 Payroll Management

4. Filling in the CD-404 Data. Electronic CD-404 information is entered by the NWSREP responsible for the COOP Station. An abbreviated workflow for the Purchase Orders routes the information directly from the NWSREP to the RCPM for quality control and approval or rejection. The local CSSA Approving Official does not see the submission until the transaction has been completed. The information is not forwarded beyond the RCPM for review. The approved CD-404 is printed from the reports menu (see Appendix F), signed by the WFO Approving Official (MIC) (only signature required) and the original signed Purchase Order mailed to the Regional Center. The Regional Center arranges for quarterly payments to be made

to the observers. The Order Number is automatically assigned by the CSSA and is unique for each office. The first two digits (42) indicate the contract is to be rolled over each year. The next four digits identify the originating office. The seventh character indicates the fiscal year (FY) of the contract and the final four digits reflect the contract number.

5. CD-404 Payroll Management Screen. The screen provides specific information about the observer pay information. The paid observer name, pay rates, addresses, and other information are included.

6. Fields for the CD-404. Information on the CD-404 Payroll Management screen is described in the following tables.

6.1 Observer.

Field Name	Observer
Method of Entering Data	Auto Fill/Pull Down
Mandatory Entry	No
Field Description	This menu is automatically populated from the CSSA Observer Data information. If the station has more than one observer, select the appropriate observer's name.
Field Type	Text
Field Length	40

6.2 Paid Observer's Name.

Field Name	Paid Observer's Name
Method of Entering Data	Auto fill or can edit text
Mandatory Entry	Yes
Field Description	Enter the paid observer's name.
Field Type	Text
Field Length	40

6.3 Paid Observer's Mailing Address.

Field Name	Paid Observer's Mailing Address
Method of Entering Data	Auto fill or can edit text
Mandatory Entry	Yes
Field Description	Enter the paid observer's street address. 3 lines are available. 40 characters per line.
Field Type	Text
Field Length	40 per line

6.4 City.

Field Name	City
Method of Entering Data	Auto fill or can edit text
Mandatory Entry	Yes
Field Description	Enter the paid observer's address city.
Field Type	Text
Field Length	25

6.5 State.

Field Name	State
Method of Entering Data	Auto fill or can edit text
Mandatory Entry	Yes
Field Description	Enter the paid observer's state
Field Type	Text
Field Length	2
Value	NWSLI Table

6.6 Zip.

Field Name	Zip - Zip code
Method of Entering Data	Auto fill or can edit text
Mandatory Entry	Yes
Field Description	Enter the paid observer's address zip code (four-digit zip code extensions may be found at: https://tools.usps.com/go/ZipLookupAction_input
Field Type	Text
Field Length	10

6.7 Submission Type (SUB).

Field Name	Submission Type - SUB
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select from the pull down menu. A selection is made if the Purchase Order (PO) is to be canceled or the Paid Observer's address changes. Payment is based on a fiscal year (Oct 1-Sep 30). 12 MONTHS OF PAY - for a complete year= MM 9 MONTHS OF PAY - for pay from Jan-Sep= M9 6 MONTHS OF PAY - for pay from Apr-Sep= M6 3 MONTHS OF PAY - for pay from Jul-Sep= M3 CANCEL THE PO - cancel the PO = CN CHANGE THE ADDRESS - change of address for the observer = DA
Field Type	Text
Field Length	14
Value	CSSA Lookup Tables, Table 21

6.8 Order Date.

Field Name	Order Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	The Order Date is the date when the payroll action is to take effect. This date is the first calendar day of a quarter: 01/01/yyyy, 04/01/yyyy, 07/01/yyyy or 10/01/yyyy.
Field Type	Date
Field Length	10

6.9 Cancellation Date.

Field Name	Cancellation Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the date the PO is to be canceled. Every time a CN is found in the SUB field, the following statement is printed on the CD-404, CANCEL ALL EFFECTIVE mm/dd/yyyy. This date is the last calendar day of a quarter: 12/31/yyyy, 03/31/yyyy, 06/30/yyyy or 09/30/yyyy.
Field Type	Date
Field Length	10

6.10 Tax ID.

Field Name	Tax ID
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	The institution's tax identification number should be entered here. <u>DO NOT ENTER HYPHENS.</u> <u>DO NOT ENTER AN OBSERVERS SOCIAL SECURITY NUMBER.</u>
Field Type	Text
Field Length	12

6.11 Period.

Field Name	Period
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the period of time for which payment is being made. Typical entries: <i>12 months, 9 months, 6 months or 3 months.</i> Entry should reflect same period of time as previously entered for SUB.
Field Type	Text
Field Length	16

Note: Up to 3 different paid services can be documented on the Purchase Order. The quarterly payment to the observer is the total of all entered "Rate" values times 3 (months in a quarter).

6.12 Description.

Field Name	Description
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the CD-404 Paid Service Code from the pull down menu. The menu contains various combinations of observations/services for which an observer may be paid
Field Type	Text
Field Length	1
Value	CSSA Lookup Tables, Table 22

Note: Up to 3 different paid services can be documented on the Purchase Order. The quarterly payment to the observer is the total of all entered “Rate” values times 3 (months in a quarter).

6.13 Qty.

Field Name	Qty - Quantity
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the number of months left in the fiscal year. An example, if the Order Date is 04/01/YYYY, the entry is 6 . Entry should reflect same period of time as previously entered for SUB and PERIOD
Field Type	Text
Field Length	1

6.14 Rate.

Field Name	Rate - Monthly Rate
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the monthly rate of pay in dollars and cents, e.g., \$7.00
Field Type	Floating Point
Field Length	6.2

Note: Up to 3 different paid services can be documented on the Purchase Order. The quarterly payment to the observer is the total of all entered “Rate” values times 3 (months in a quarter).

6.15 Task Code. A task code is required for each line entry in the Paid Services Section.

Field Name	Task Code
Method of Entering Data	Pull Down Menu
Mandatory Entry	Yes
Field Description	The task code is selected based on the services/observations for which the observer is paid.
Field Type	Text
Field Length	8

Note: Up to 3 different paid services can be documented on the Purchase Order. The quarterly payment to the observer is the total of all entered “Rate” values times 3 (months in a quarter).

6.16 Navigation Buttons. The table details the button functions.

Button	Function/Result
Save Work in Progress	Saves form to CSSA database on hold without submitting the information.
Submit for Approval	Submits form to workflow process. All entries should be verified before submitting for approval. If quality control finds an error at this point the submission is returned to the originating WFO. A prompt is displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form ***EXCERSIZE CAUTION WITH THIS SELECTION***	For a station newly established by the form, the form is PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, IS REMOVED. For a previously established station, ALL UPDATED INFORMATION IS PURGED FROM THE DATABASE.

APPENDIX E – THE STATION INSPECTION

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3.3.4 Staff Hours	E-5
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E-2 ASOS Site Inspection Report.....	E-3

1. Introduction. This Appendix is designed for the station inspection data entry areas of the CSSA system. Screen depictions and tables of field details are provided to explain the data entry requirements.
2. Station Inspections. The requirements for conducting station inspections are described in NWSI 10-1315. Station visits will be documented in the CSSA by the 10th of the month following the inspections (e.g., April visits are entered in CSSA by May 10th).
3. Station Inspection Menu. Refer to Appendix A, paragraph 3, for instructions to logon to the CSSA system and display the CSSA Main Menu. Select the appropriate choice for inspections from the CSSA Main Menu. Station inspection data cannot be entered unless a station has been established in the CSSA system. Establish the station, if necessary, in accordance with Appendix C. Inspection information is viewable only by the local Data Entry staff and the local Approving Official when using the CSSA. Other NWS representatives can view the information only with the use of special database query methods.

3.1 Site Inspection Report Screen. The Site Inspection Report screen provides information about the COOP station’s inspection. The type of inspection, inspection dates, mileage driven, costs, and other information are included. The tables and subparagraphs in Appendix E, paragraph 3.3, provide information on entering data to the Site Inspection Report screen (Table E-1). The screen is developed based on the Observation Elements and Equipment that were documented in the Station Information Section of this program. If the only observed element is Precipitation with an SRG then the inspection report only has SRG as equipment. The more observed elements and equipment at a station, the larger the inspection report form is.

**COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)
SITE INSPECTION REPORT**

Station Name: **EUREKA RANGER STATION** Station Number: **24-2827** Climate Division: **01** Rank: **10**

INSPECTION DATA

Inspector: METEOROLOGIST		Per Dim: Y	
Inspection Type: SEMI-ANNUAL		Trip Number: 2WT0B3804805	
Inspection Date: 10/10/2001		Supplies Cost: 0	
Staff Hours: 1.2		Trip Cost: 24.06	
Miles Driven: 12			

EQUIPMENT	Maintenance Performed - More than one may be chosen				
SRG	<input type="checkbox"/> Not Serviced	<input type="checkbox"/> Painted	<input type="checkbox"/> Modified	<input type="checkbox"/> Replaced	<input type="checkbox"/> Moved/Relocated
	<input checked="" type="checkbox"/> Routine Maintenance	<input type="checkbox"/> Calibrated	<input type="checkbox"/> Repaired	<input type="checkbox"/> Installed	<input type="checkbox"/> Removed
MXMN	<input type="checkbox"/> Not Serviced	<input type="checkbox"/> Painted	<input type="checkbox"/> Modified	<input type="checkbox"/> Replaced	<input type="checkbox"/> Moved/Relocated
	<input checked="" type="checkbox"/> Routine Maintenance	<input type="checkbox"/> Calibrated	<input type="checkbox"/> Repaired	<input type="checkbox"/> Installed	<input type="checkbox"/> Removed
F&P	<input type="checkbox"/> Not Serviced	<input type="checkbox"/> Painted	<input type="checkbox"/> Modified	<input type="checkbox"/> Replaced	<input type="checkbox"/> Moved/Relocated
	<input checked="" type="checkbox"/> Routine Maintenance	<input type="checkbox"/> Calibrated	<input type="checkbox"/> Repaired	<input type="checkbox"/> Installed	<input type="checkbox"/> Removed
CRS	<input type="checkbox"/> Not Serviced	<input type="checkbox"/> Painted	<input type="checkbox"/> Modified	<input type="checkbox"/> Replaced	<input type="checkbox"/> Moved/Relocated
	<input checked="" type="checkbox"/> Routine Maintenance	<input type="checkbox"/> Calibrated	<input type="checkbox"/> Repaired	<input type="checkbox"/> Installed	<input type="checkbox"/> Removed

168 characters left

RECHARGED F&P. REPLACED MAX AND MIN THERMOMETERS & LEFT SPARES. TWO STAFF MEMBERS.

Remarks

Save Inspection Report
Clear Changes
Delete Inspection
Quit Form (don't save)

Figure E-1 Site Inspection Report

3.2 ASOS Site Inspection Report. The ASOS Site Inspection Report screen provides ASOS specific information about the COOP station’s inspection information. Table E-2, depicts the ASOS Site Inspection Report screen.

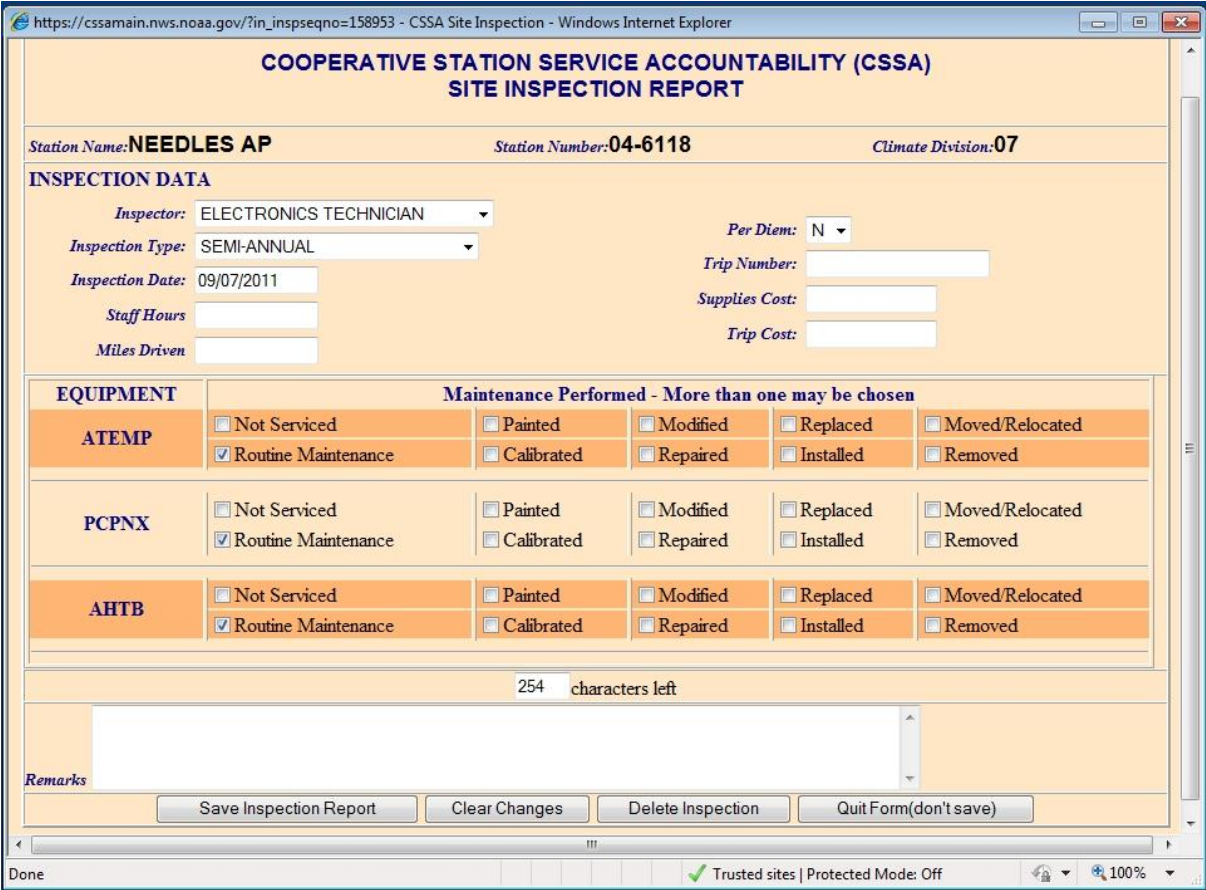


Figure E-2 ASOS Site Inspection Report

3.3 Fields for the Site Inspection Report Screen:

3.3.1 Inspector.

Field Name	Inspector
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the Inspector title/job from the pull down list.
Field Type	Text
Field Length	4
Values	CSSA Lookup Tables, Table 23

3.3.2 Inspection Type.

Field Name	Inspection Type
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the type of the inspection from the pull down menu.
Field Type	Text
Field Length	2
Values	CSSA Lookup Tables, Table 24

3.3.3 Inspection Date. This is the actual date of the station inspection visit.

Field Name	Inspection Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the date of inspection using the format mm/dd/yyyy. Example 01/31/2009
Field Type	Date
Field Length	Fixed

3.3.4 Staff Hours.

Field Name	Staff Hours
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Enter the total time spent driving to and from the site plus the time at the site. To calculate driving time for multiple station visits divide the driving time equally among each site. If more than one person participates in the Station inspection the entry is Total Time multiplied by the number of staff participating. The same time report method utilized by the Time and Attendance (T&A) is recommended.</p> <p>15 minutes = .25 30 minutes = .50 45 minutes = .75 Round your times to the nearest 15 minute.</p>
Field Type	Floating Point
Field Length	6

3.3.5 Miles Driven.

Field Name	Miles Driven
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	If only one station is visited for the day then enter all the mileage with that station. If you visit more than one station divide the total miles for the day by the number of stations visited that day and report that value for each station. The entry should be rounded to the nearest mile.
Field Type	Text
Field Length	4
Values	0-9999

3.3.6 Trip Number.

Field Name	Trip Number
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Optional trip numbers are sequential values beginning at the first of the year. For example, this is the 8 th trip of the year, trip number would be 8. The 15 th trip of the year would be trip 15.
Field Type	Text
Field Length	4

3.3.7 Supplies Cost.

Field Name	Supplies Cost
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Enter the monthly supply cost in dollars and cents in the first station visited following the month the costs were accrued in. Include in the cost all credit card purchases for the COOP program.</p> <p>Example: In March you spent \$43.55 on supplies. This cost would be entered in the supplies cost block on the first station visited in April. If you did not have any visits scheduled in April then the cost would be entered in the first station visited in May. In all cases you should add a statement in the remark section of the Inspection form for any station where supplies were used, e.g., used to 2 quarts of antifreeze, replaced punch block.</p>
Field Type	Floating Point
Field Length	10.2

3.3.8 Trip Cost.

Field Name	Trip Cost
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>If only one station is visited for the day then enter all the trip cost with that station. If you visit more than one station then divide the trip cost equally among each station visited.</p>
Field Type	Floating Point
Field Length	10.2

3.3.9 Remarks.

Field Name	Remarks
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Use this block to detail your actions during the station visit. Enter the Established Check Bar Value (EWW) and the current Check Bar reading (WW). River Staff Gage (SF) and Water Stage Recorder Reading (WSR) and time completed if applicable. Soil thermometer information should also be documented in this area. Example: Replaced MMTS-1 with MMTS-7. Replaced fluids in F/P. EWW 22.22 vs. WW 22.34.
Field Type	Text
Field Length	256

3.3.10 Check Boxes. The check boxes are self-explanatory and are to be used for each piece of equipment, if not serviced select “Not Serviced.” ASOS locations document only the heated tipping bucket or AWPAG and the hygrothermometer in the COOP Inspection Reports (see Table E-2).

3.3.11 Navigation Buttons . There are 4 navigation buttons at the bottom of the Site Inspection Report screen. The table below lists the button functions.

Button	Function/Result
Save Inspection Report	Saves Report to CSSA database.
Quit Form (Don't Save)	Leave the inspection screen and reset to previous entries. Any current entries are lost.
Clear Changes	Clears the changes but remain on the current station inspection screen.
Delete Inspection ***EXCERSIZE CAUTION WITH THIS SELECTION***	The changes are PERMANENTLY PURGED FROM THE DATABASE, AND ALL INFORMATION ENTERED IS REMOVED.

APPENDIX F – THE REPORTS

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2. Report Menu	F-1
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2.2 Queries and Reports not listed on the Reports Menu	F-2
 Tables	
F-1 Report Menu	F-2

1. Introduction. This Appendix describes reports available in the CSSA program. Additional reports may be added in the future if there is a requirement. Screen depictions for the reports menu are provided to explain how to generate reports.

2. Reports Menu. Refer to Appendix A, paragraph 3, for instructions to logon to the CSSA system. At the NWSREP category, there are ten reports available from the reports menu. The reports are loaded directly onto the Adobe software and are available for viewing or printing. Table F-1 depicts the CSSA Reports Menu screen. The report menu is a selection from the CSSA Main Menu (Table A-2). A subset of these reports is available to other user categories.

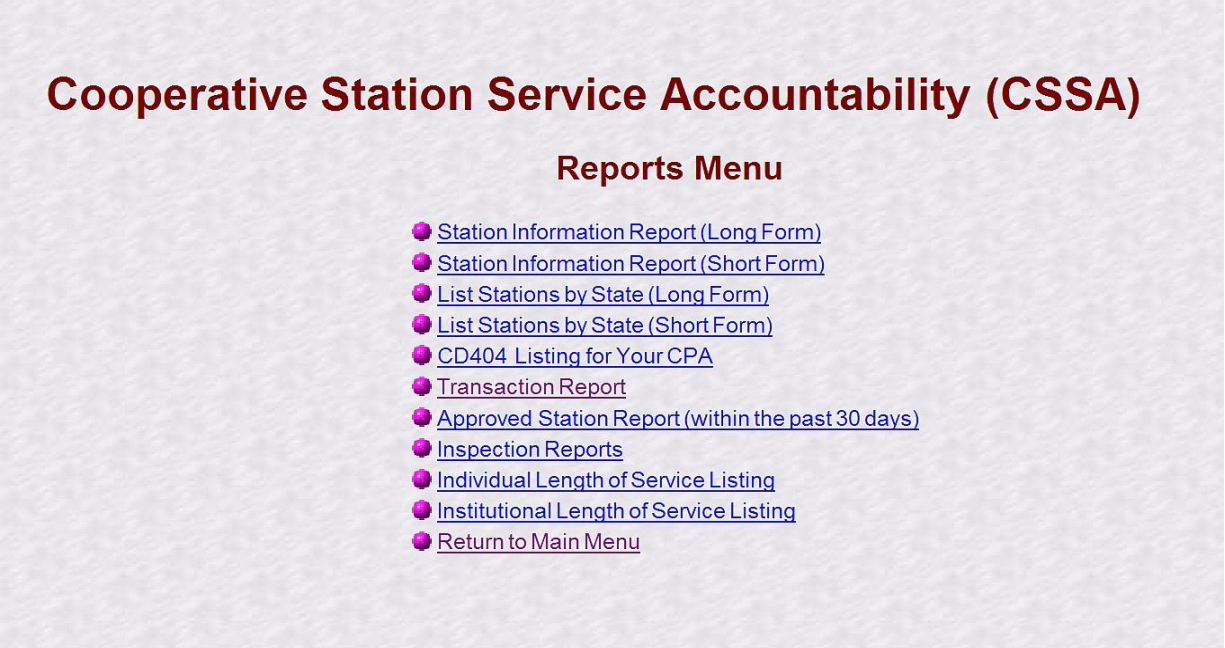


Table F-1 NWSREP Reports Menu

2.1 Browsing Reports. CSSA reports, in a read-only format, may be viewed using these selections.

2.2 Queries and Reports not listed on the Reports Menu. There may be additional reports or queries required by NOAA users not available in the CSSA system. These additional reports may be supported through individual requests submitted to an RCPM by a WFO. The RCPM may request assistance from the NCPM, and the NCPM may generate the requested report or query, and provide the information back to the RCPM. Non-NOAA requests should be directed to the NCPM directly.

Menu selection for Table F-1	Action
Station Information Report (Long Form)	Displays a 6+ page report. Printing is available
Station Information Report (Short Form)	Displays a 2 page report. Printing is available.
<u>List Stations by State (Long Form)</u>	Displays a 6+ page report. Printing is available
List Stations by State (Short Form)	Displays a 2 page report. Printing is available.
CD404 Listing for your CPA	Displays a list of all current and canceled contracts for the current fiscal year.

Transaction Report	Displays all B-44s being processed and their status
Approved Station Report (within the past 30 days)	Displays a list of all approved B-44s.
Inspection Reports	Can display all inspections or choose a specific month. Printing is available.
Individual Length of Service Listing	Display based on current calendar year. Listing in ascending order. Printing is available.
Institutional Length of Service Listing	Display based on current calendar year. Listing in ascending order. Printing is available.
Return to Main Menu	Returns the user to the CSSA Main Menu