

TASK ORDER # I-9-06

CLIMATE DATABASE MODERNIZATION PROGRAM

March 23, 2006

TASK ORDER TITLE:

Digitizing Tropical Cyclone 'Storm Wallets'

- Organization:** NOAA/NWS/NCEP/Tropical Prediction Center
11691 S.W. 17th St.
Miami, FL 33165-2149
- Task Leader:** Colin J. McAdie
email Colin.J.McAdie@noaa.gov
phone 305-229-4447
fax 305-553-1901
- Project Objective:** Provide open web-based access to a unique tropical cyclone database through optical scanning. Material currently resides in an extensive series of 'storm wallets' at the NOAA/Tropical Prediction Center/National Hurricane Center (NHC) in Miami, Florida.
- Procedure:** CDMP and the task leader are open to any suggestions from the contractor for improving the quality and efficiency of the procedures as listed below, e.g. jpg may be better than the gif files as suggested below. Since these images are being loaded to a web site both the size and image quality are critically important requirements.
- 1) A NHC designate will first create an inventory of items to be scanned. The inventory will be organized by year, basin, storm, and content heading. A sample inventory entry follows:
- 1972/Atlantic/Betty/marine/tcm0104Z.gif
- In this way a unique filename will be provided for each item.
- 2) As part of the inventory process, each item will be labeled with a removable tag bearing an entry in the above format. Thus, each item to be shipped will have a label corresponding to an entry in the inventory list.

3) Upon completion of the inventory, a copy of the inventory will be enclosed in the wallet. A second copy will be retained at NHC. Wallets will be packed securely in numbered shipping boxes. A shipping inventory will be created for each box, noting the number of wallets, each identified by year and storm. A copy of this inventory will be enclosed in the shipping box itself, and a second copy will be retained at NHC.

4) As the inventory and packing proceeds, a shipment will be created at NHC containing approximately 5 years of record. This unit of work will be accompanied by a completed National Archives and Records Administration (NARA) form SF-135, giving the NARA transfer number and summary of contents. NARA transfer number and box number will be clearly written on the exterior of the box with black felt-tipped pen. The SF-135 will indicate permanent record status. The boxes thus labeled will be shipped to the contractor via United Parcel Service (UPS) utilizing automatic registration and tracing. Upon receipt, the contractor will confirm receipt of shipment and correct number of boxes with NHC before proceeding further.

Scanning:

5) The scanning of the first shipment by the contractor will proceed concurrently with the inventory and formation of the second 5-year shipment at NHC. The first shipment will serve to verify the procedure and amend if necessary.

6) Unless noted otherwise, black and white scanning is sufficient for text materials, which comprise the bulk of the material. Great care must be taken in scanning the documents to insure no damage is caused to them. Each document is to be repacked in the same condition as received. It is suggested that a Zeutschel 5000 Book cradle scanner, or equivalent, be used at a minimum of 300 dpi to obtain the required results. Other scanners may be used, especially if more efficient and less costly, as long as image quality is maintained and all damage to the documents is prevented. As each item is scanned, the removable tag will be consulted for the correct filename, and file format.

7) In some cases color scanning is required for large maps and other material. In these cases, an Omniscan 10000 – A D size Zeutschel scanner, or equivalent, is suggested at a minimum of 300 dpi. If the material exceeds the maximum size of the largest scanner available and multiple images are required to capture the entire document, at least 1” overlap shall be provided. A method for providing unique files names for any overlapping images will have to be devised and approved by the task leader.

8) In cases where documents form a more or less continuous series in time, they will be scanned and saved both as an individual image, and as members of a multi-page pdf document. This requirement will be clearly indicated on the inventory tag.

9) Early in the scanning process, it is suggested that the contractor temporarily upload the scanned images to a location reachable by the NHC point-of-contact. This will ensure that the results are acceptable (i.e. at least the equivalent of pilot project results) and provide a convenient venue for answering questions which may arise.

10) Upon completion of scanning, the contractor will provide two copies of the scanned material on DVD media, following the directory structure given by the inventory filenames. These may be shipped to NHC as the contractor sees fit during the first option period of the contract, but all work completed during this period must be provided on DVD (two copies) by the close of the contract's first option period. Upon receipt of DVD media at NHC, the contractor will repack the wallets as they were received in their respective boxes, and ship them via UPS or Fed Ex, utilizing automatic tracking and tracing, to the designated Federal Records Center storage site. The contractor will notify NHC of the successful receipt of boxes by NARA. (Note: Records have permanent designation, and should it become necessary, NHC may retrieve any and all records from the Federal Records Storage Center pending further disposition.)

Quantity of material:

Scan 33 years of Atlantic basin storm wallets (371 systems) and 9 years of eastern Pacific wallets (133 systems). Volume of individual systems varies widely, but based on NHC-observed student labor requirement to complete a pilot project, and additional efforts, we estimate approximately 60-person weeks of scanning. The Atlantic material is currently contained in 47 file cabinet drawers (face dimension 10 inches by 15 inches, 26 inches deep). The eastern Pacific material is contained in 10 similarly sized cardboard storage cartons. Material for each storm is organized into one or more expandable manila folders. Note that scanning requirement is typically much less for eastern Pacific systems, and this has been taken into account in the time estimate above.

It is expected that the identification of all materials in the

inventory process will allow the contractor to proceed smoothly. Based on the funding available for this task, the contract is to provide an estimate as to how much of the collection can be processed under the first 11 months of the contract (option period 1).

As an aid to contractor evaluation of this labor requirement, NHC will provide a representative, scanned, sample of the material for two complete years of Atlantic storms and one complete year of the eastern Pacific, representing the variety of documents. Also note that if material is available electronically (i.e. printouts) these will be clearly specified as no scanning necessary (Do Not Scan). Typically these files have filename extensions of either *.dat or a numerical sequence and have the appearance of an ASCII text document. These files will be added later by the NHC from existing NOAA digital databases.

Schedule:

NHC will strive to assemble the initial 5-year shipment to be received by the contractor no later than 28 April 2006. It is expected that skill will increase at NHC, with a goal of establishing a steady stream of shipments to the contractor. The shipping schedule is to be mutually agreed upon between the task leader and the contractor. This is likely to depend on available funding and both the inventorying (NHC) and production scanning (IMC) schedules. The goal will be to have labeled and shipped all of the material by 30 September 2006.