

***NATIONAL WEATHER SERVICE MANUAL 10-1313***

***March 18, 2005***

***Operations and Services***

***Surface Observing Program (land), NWSPD 10-13***

***COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)***

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

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Signed by \_\_\_\_\_ 3/4/05  
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Water, and Weather Services

**Cooperative Station Service Accountability (CSSA)**

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1. Introduction. This manual was developed to support the modernized Cooperative Station Service Accountability (CSSA) version 2.2. The new CSSA system provides station information and metadata, observer pay (CD-404), station inspection, 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 by the NWS Observing Services Division (OS7), Office of Climate, Water and Weather Services (OCWWS),

and includes instructions for using the CSSA system. The manual has been divided into seven appendices (A-G) covering system overview, the quality control workflow process, data entry, observer pay, station inspections, reports, and lookup tables. The instructions in this manual will be adhered to by all users of this system. Questions regarding the use of the CSSA system shall be referred to the Regional Cooperative Program Managers (RCPM).

2. Purpose. The CSSA is an Internet based system with enhanced quality control; increased performance standards, consistency, and near real time availability of data. The importance of the CSSA data quality and its timely receipt by the user is paramount to understanding observational data for users of the 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. The ready access to COOP station data and it's parameters provide highly valuable management tools. The previous CSSA system 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 shall remain with the MIC.

- a. The CSSA system is an Oracle workflow software process used to approve or reject each form. All data are marked as draft pending final approval by the National Climatic Data Center (NCDC). Draft data are authorized for informational purposes, however, data is 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 shall be checked for accuracy by the WFO. The MIC or designee shall approve 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 data shall be entered into the CSSA within 30 days of the effective date for:

- (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.

(2) The cooperative station data shall be entered into the CSSA within 60 days of the effective date of the change for any other reason not defined in 4.c.(1)

(3) If the B-44 has not been updated in the past 5 years, the B44 should 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 all six NWS regions. 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. The CSSA program is a national program maintained and managed by NWSH.

4.2 Responsibilities of the 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 RCPM. The RCPMs implement national policies and procedures and may add additional requirements unique to that region. The RCPM provides regional level quality control of all CSSA data submissions in the RCPMs region.

4.4 Responsibilities of Local NWS Representatives. Local NWS Representatives (NWSREP) work at a WFO. The NWSREPs are the only individuals authorized to enter data into the CSSA system. NWSREPs may include assigned Hydrometeorological Technicians (HMT), the Data Acquisition Program Manager (DAPM), Observing Program Leader (OPL), Service Hydrologists (SH), and designated meteorologists or meteorologist interns.

4.5 Responsibilities of COOP Observers. Observers provide observations or other services related to the COOP program. Observers may serve on either a paid or unpaid basis.

4.6 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 will make the CSSA data available to customers on NCDC web sites and through other requests.

- b. Administrative Support Center (ASC). ASCs provide financial, budgeting, and accounting support to the COOP Program. The ASCs authorize quarterly payments to paid observers.

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 system is a collection of COOP station information residing in a database on a centralized server at NWSH. The system is designed to provide for data 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 the nearly 12,000 stations in the Cooperative network and provides:

- a. a single authoritative source for COOP station information;
- b. a means of indicating 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 data used at NCDC to create a permanent archive of station information critical to the interpretation of climate data, and are compiled in reports and internet web sites for customers.

2.1 CSSA Software. The CSSA must have Adobe Acrobat Reader software 4.05 or higher to display reports. Access to the CSSA must be accomplished using the Microsoft Internet Explorer 5.0 (IE5.0) or higher browser. Ensure IE5.0 is installed prior to installing Adobe Acrobat Reader 4.05. No other software is required at WFOs to enter data into the CSSA system. OPS 13 has Oracle Discover which is an online query tool. The Observing Services Division at NWSH will provide direct support of specific WFO requests for reports and queries of the database. Appendix F provides information on reports. The current CSSA software uses version 8.1.7 of Oracle's relational data base system (RDBMS), version 9.0.4 of Oracle's Application Server (OAS), version 2.5 of Oracle's Workflow cartridge, and version 9.0.4 of Oracle's Report Server cartridge. The Oracle software resides on a server at NWSH.

2.2 CSSA Hardware. The modernized CSSA version 2.2 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 Standard Time during Federal Government business days. Data entry and access is available 7 days a week, 24 hours a day, 365 days a year. The system is designed around a combination of Internet servers operating on the NOAA administration network. The RDBMS and Workflow reside on a Sun Sparcserver 450 running Solaris 9.0. OAS and Report Server reside on a Gateway Pentium III server running Linux Advance Server OAS 2.1.

2.3 CSSA Hardware Requirements for NWS Data Entry. A Pentium-II personal computer or its equivalent is required for entering CSSA data. This computer shall 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 only. Every WFO has been assigned a username and password for the NWSREP and for the MIC. There are five username/password logon levels. The first level is NWSREP, the only data entry level. Level two is the MIC. Level three is the RCPM. Level four is the NCDC. Level five is the NCPM.

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

2.7 CSSA Training. WFO staff members designated to enter data shall be provided NWS CSSA training. Available training is:

- a. provided at the local level,
- b. on-line training is available on the NWSTC Internet uniform resource locator (URL) web site home page at:

<http://www.nwstc.noaa.gov>

c. through the NWSTC CPM (01) class.

2.8 CSSA Workflow. Until the approval chain has been completed the CSSA data is considered a draft document and authorized only for NOAA distribution. The workflow will be described in detail in Appendix B.

3. Getting Started.

- a. Start Internet Explorer 5.0 (or greater). The screen display size should be set to 1024 x 768 pixels with small font.
- b. Log onto the website at:

<http://cmhome.nws.noaa.gov/cssa>

- c. When the logon screen is displayed, Table A-1, enter the assigned username and password. Then select *login*.
- d. The CSSA Main Menu will be displayed, Table A-2.

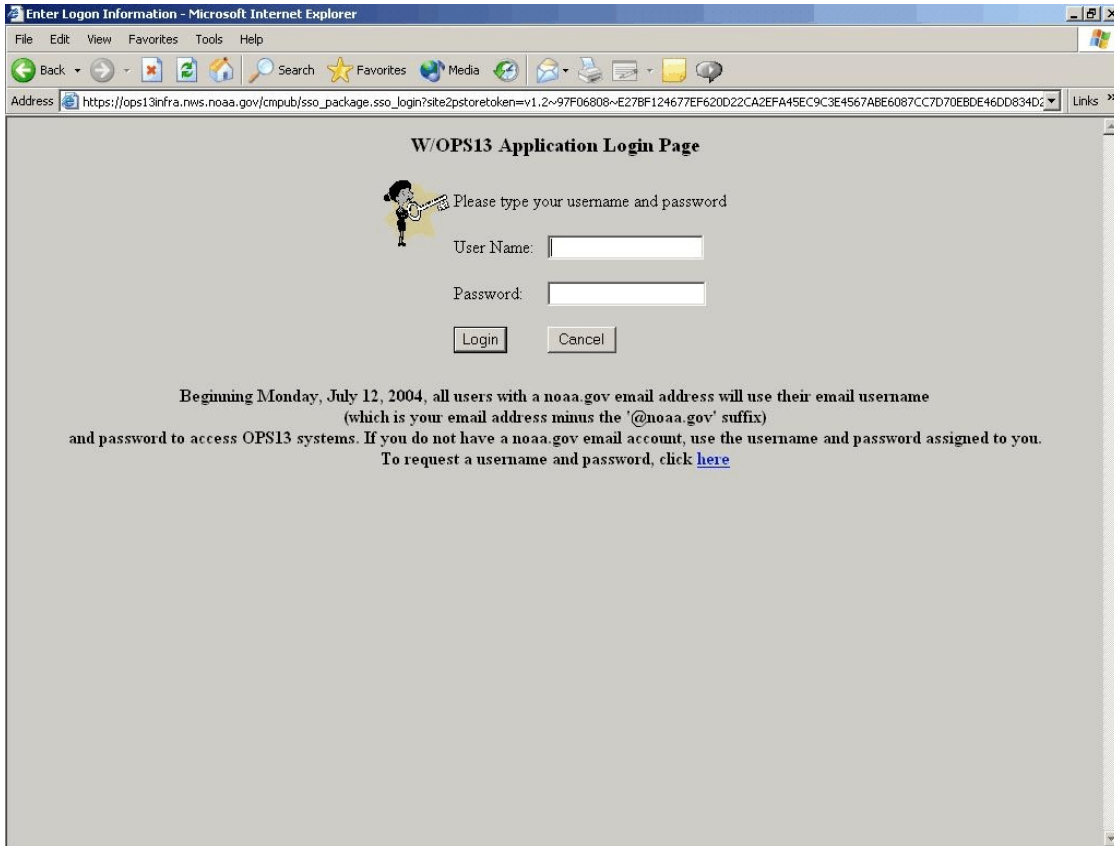


Table A-1. Logon





Table A-2. CSSA Main Menu

- (1) Appendices C through E describe data entry rules and navigation actions to be followed from the CSSA Main Menu selection.

**NOTE:** Initial Database Access may require the following special procedures:

- (2) Whenever a cooperative station residing in the previous database (FoxPro) is accessed in the new database for the first time, some level of manual quality control is required by the WFO. This is a one time activity for each cooperative station. The following manual procedures should be followed to ensure high quality data:
  - a. The equipment layout information has not been automatically imported to the new

data base in the proper format. A window will pop up containing the equipment layout and exposure data.

- b. The NWSREP responsible for the cooperative station data entry should “copy (Ctrl C) and paste (Ctrl V)” or manually transcribe the data from the pop-up window to the corresponding areas of the new CSSA system.
- c. The NWSREP and all others 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 new CSSA system to ensure quality control review and accountability for approval of the CSSA data at all levels of the NWS and NCDC. The station data and observer data provided on the Station Information Report (SIR) are reviewed in the workflow. The CD-404 has an abbreviated workflow process while the inspection data is not reviewed for quality in the workflow. The workflow process automatically generates an email to the next level when the data for a particular station is submitted and approved. An email is automatically transmitted to the NWSREP and MIC if a form is rejected at any level and to the RCPM, MIC and NWSREP if NCDC rejects the form. An email is also automatically transmitted when the submission has been approved by the NCDC. Email accounts may be added to the workflow through consultation with the RCPMs. One entry level user name and password is provided for each WFO, but there may be multiple workflow email accounts. The email forwarding functions should be used if there is a question within a WFO of the mail being received. This appendix will describe the workflow at each level of the system and depict the screens. A summary table is provided at the end of the appendix.

3. NWSREP Level. This is the only data entry level of the CSSA system. Appendix C, describes data entry rules and navigation. After data entry is completed and the SIR has been submitted the workflow process begins.

a. The SIR will remain designated as draft until it has been quality controlled and approved through the workflow in the following order:

(1) MIC, RCPM, and NCDC levels.

(2) The NWSREP will receive notification through the workflow process if any of the levels reject the quality of the SIR. The NWSREP will receive an email notification of rejection in the format displayed in Table B-1.

Subject: REJECTED - Document LKN1112245 (Jackpot - 26-4016) was rejected

Date: Mon, 3 Dec 2001 10:15:11 - 0500 (EST)

From: Oracle Workflow <[workflow@cmsun.nws.noaa.gov](mailto:workflow@cmsun.nws.noaa.gov)>

Reply-To: [Thomas.Raffa@noaa.gov](mailto:Thomas.Raffa@noaa.gov)

To: [john.doe@noaa.gov](mailto:john.doe@noaa.gov)

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 LKN1112246, Jackpot has been rejected

Station Number: 26-4016

Rejected By: CSSAWR

Note from Rejector: Elevation angles missing

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

-  
-  
-  
-

Table B-1. Email Notification to the NWSREP

- b. The NWSREP may either submit a corrected SIR with the same rendition number or cancel the SIR and take no further action. **CAUTION:** If the SIR is canceled the updated data will be purged from the database. A correction to a rejected SIR shall be submitted within 30 days of receiving the rejection notice.
- c. The workflow notices of approval or rejection will be received by email. Upon a rejection notification, the NWSREP shall logon to the system in accordance with Appendix A paragraph 3 and select *Process Rejected Forms*.

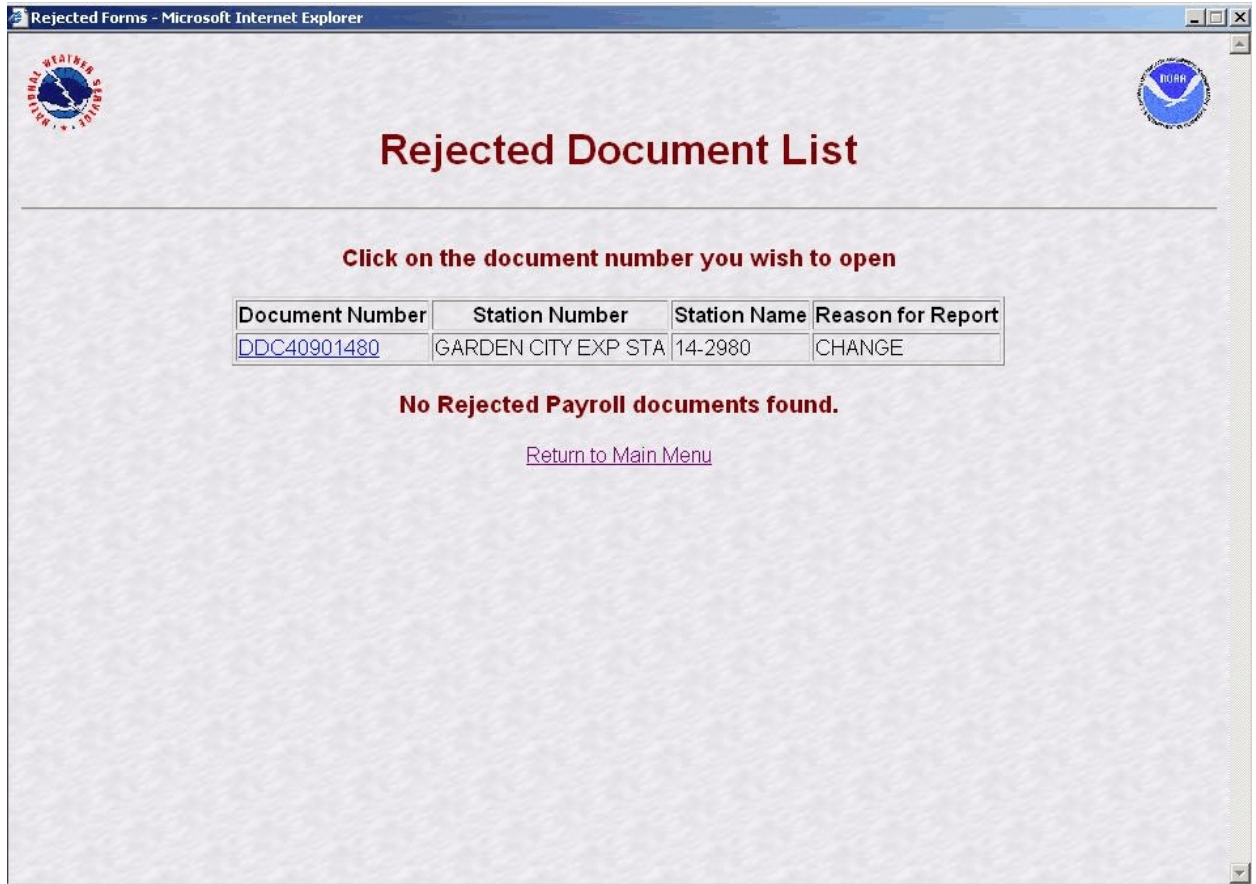


Table B-2. Rejected Document List.

- d. Selecting *Process Rejected Forms* the NWSREP will see the Rejected Document List screen. Table B-2 depicts the Rejected Document List screen.
- e. The NWSREP may select the desired SIR from the review list. Table B-3, depicts the Rejected Forms screen.

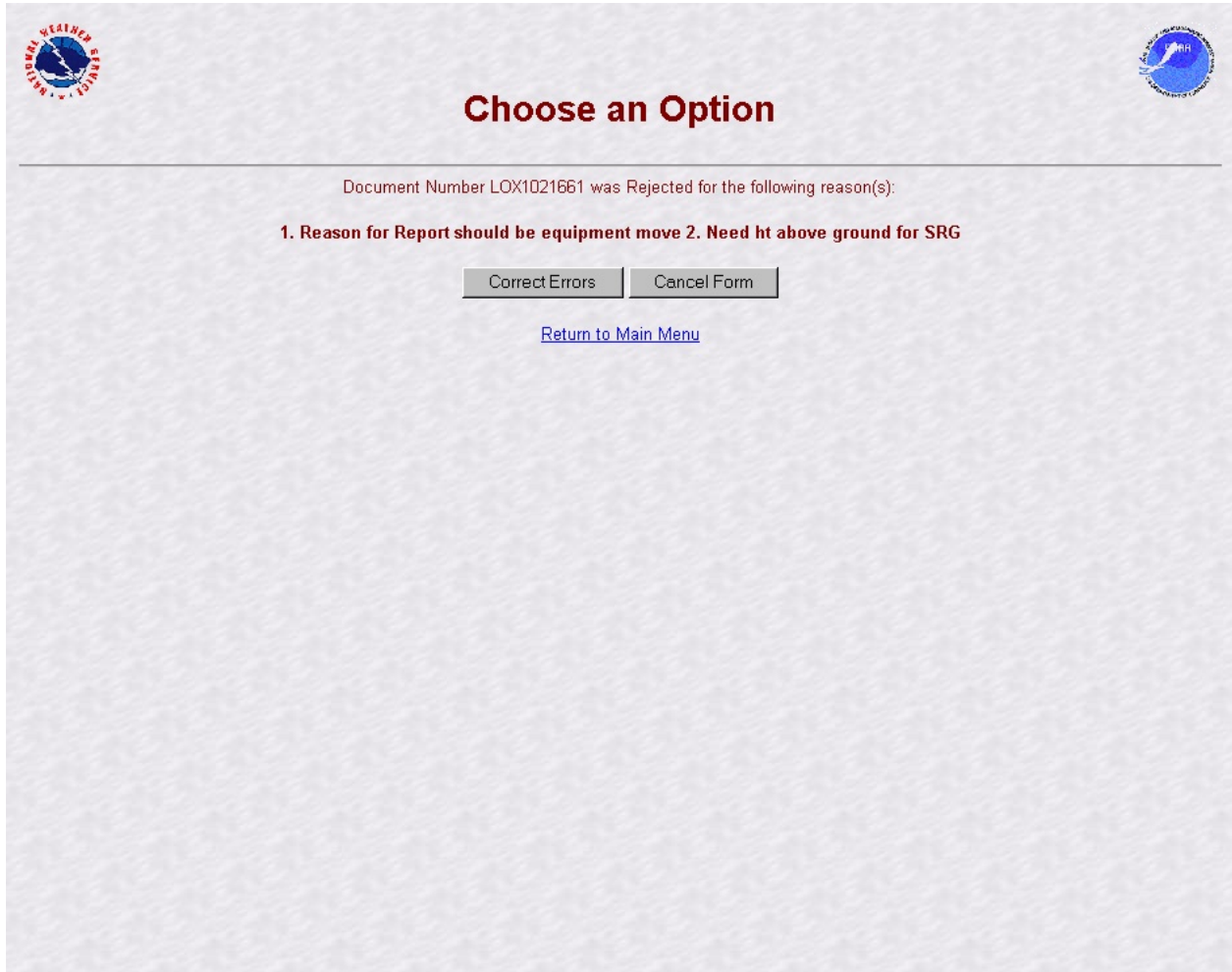


Table B-3. Rejected forms

- f. The NWSREP should then select from the three options on the Rejected Form screen:
  - (1) Selecting *Correct Form* will activate the edit mode of the CSSA and allow the NWSREP to correct the transaction. The data entry rules in Appendix C, paragraph 2.4, must then be followed in processing the rejected SIR.
  - (2) If the *Cancel Form* selection is made:

- (a) for a station newly established by the SIR, the SIR will be **PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION PREVIOUSLY ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.**
  - (b) for an existing station, the *Cancel Form* selection will cancel all changes made prior to submitting the SIR to the workflow process. **ALL INFORMATION PREVIOUSLY CHANGED WILL BE PURGED FROM THE DATABASE.**
- (3) Selecting *Return to Main Menu* will return the NWSREP to the CSSA Main Menu with no further action taken.
- g. Once all corrections are made to the rejected SIR, it should be submitted in accordance with the rules in Appendix C, paragraph 2.4. This will not cause a new rendition number to be generated
  - h. When the rejected SIR has been corrected and is resubmitted the workflow process will begin over again.
  - I. CD-404 Payroll Management data is submitted directly to the RCPM level in the workflow.
4. MIC Level. The WFO MIC is responsible for the quality of all products disseminated from the WFO and will ensure the quality of the CSSA data before it is submitted to the RCPM. The MIC or designee should log onto the CSSA workflow SIR using MIC user name and password and ensure accuracy of the data. The SIR can be approved, rejected, or various reports concerning the data can be generated from the MIC level. If the MIC or designee determine the quality of the submission is acceptable, the SIR is approved and notification is sent to the RCPM. If an error is noted in the SIR, it shall be rejected and comments provided with the reason for rejection. After the comments are entered into the dialogue box, the SIR should be submitted.
- a. Timeliness of quality control at the MIC level is important in providing station information. The MIC or designee will receive an email through the workflow process informing the MIC level there is a submitted SIR awaiting action. The MIC level will be reminded every five calendar days by email if the SIR has not been processed. This reminder will occur three times.
  - b. After the third reminder (fifteen days after the initial email notification) the SIR will be automatically approved and forwarded to the RCPM.
  - c. If rejected, a notification is sent via email to the NWSREP. The NWSREP must follow required actions in this Appendix, paragraph 3.
-



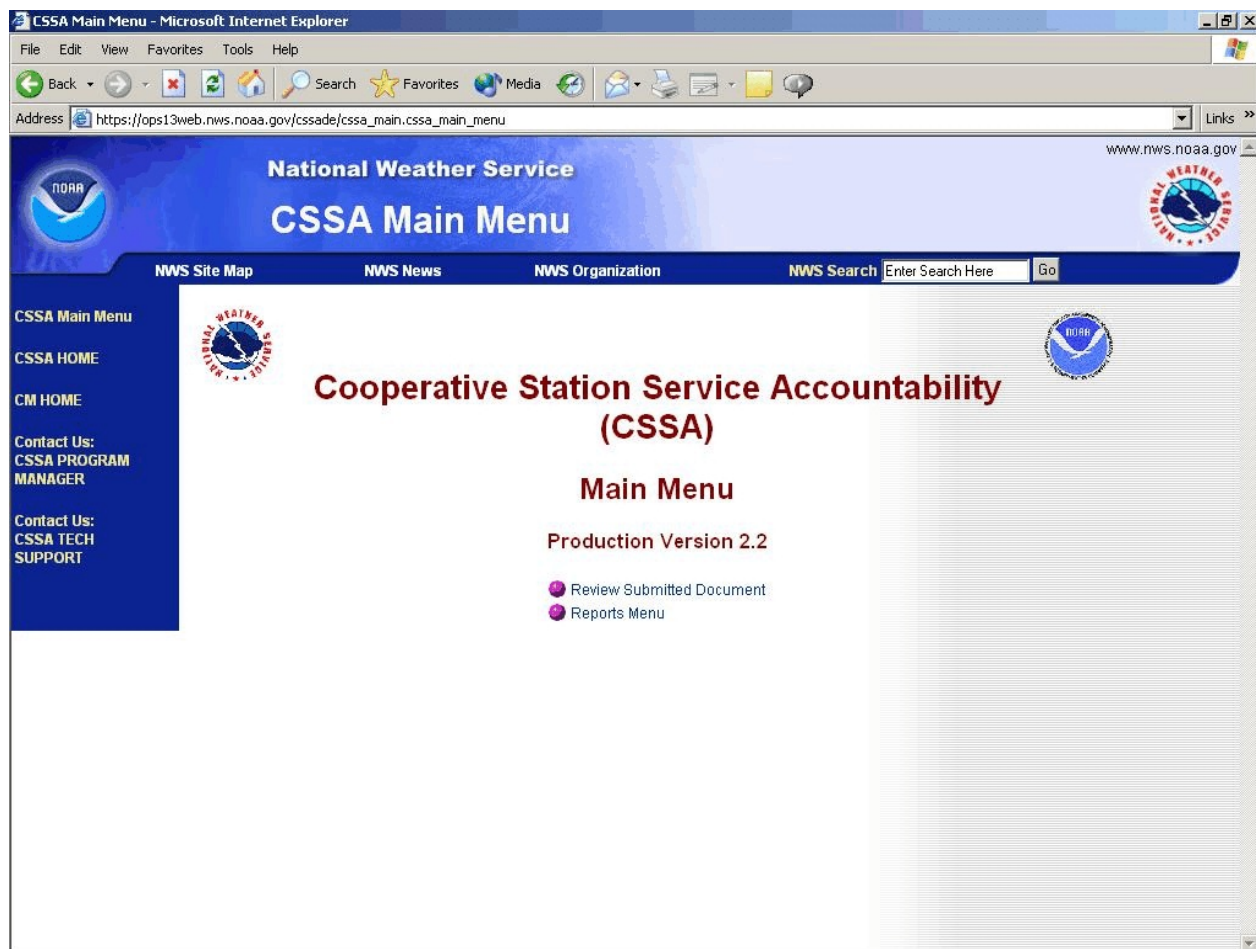


Table B-4. CSSA Workflow Main Menu

4.1 MIC review procedures.

- a. The MIC or designee should go to the Main Menu and select *Review Submitted Document*. The *Reports Menu* option will be described in Appendix F, The Reports. Table B-5, depicts the Review List screen.

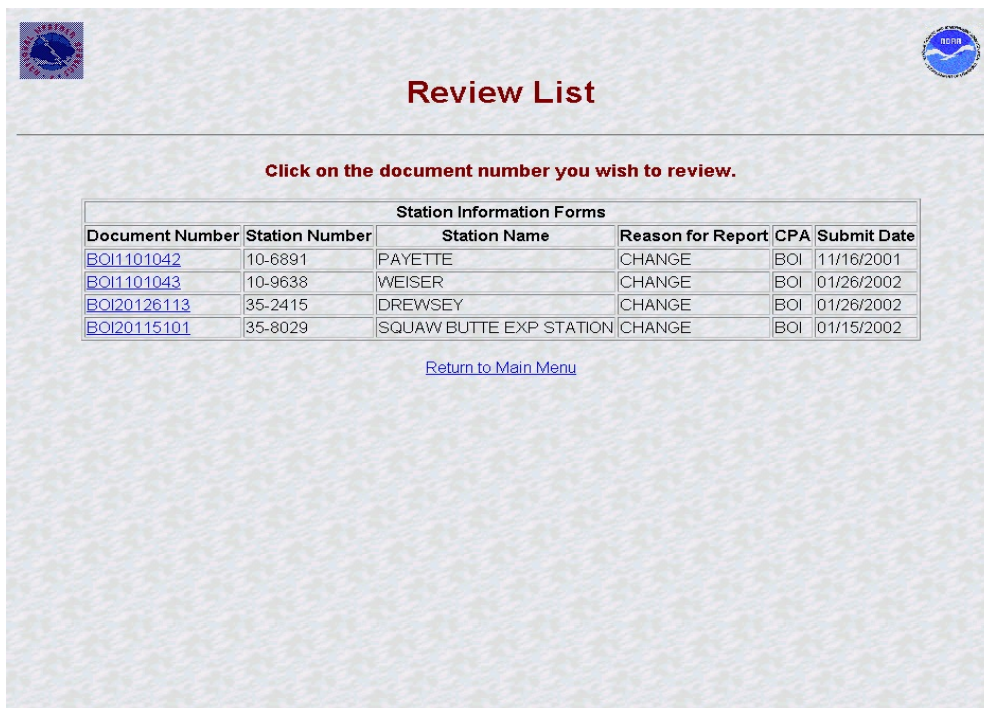


Table B-5. Review List

- b. The MIC or designee should select a station. Table B-6, depicts how the Station Information tab of the form is displayed pending approval. On the Review List screen, if the document number is displayed in blue it has not been selected before. If the document number is displayed in purple it has been displayed previously and the action was canceled and remains pending for approval or rejection.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)						
STN INFO	DPSF RVR DATA	DR IN D	OTHER EQUIP IN D	OBSTRUCTIONS	PUBLICATION DATA	
Station Name: <b>GARDEN CITY EXP STA</b>		Station Number: <b>14-2980</b>		Climate Division: <b>07</b>	Resolution: <b>36</b>	
<b>STATION LOCATION</b> Station ID: <b>GESK1</b> Latitude: <b>37.993</b> Longitude: <b>-100.8121</b> (37.59.35N) (100.48.44W) Lat/Lon Source: <b>GPS - GARMIN MODEL III PLUS</b> County: <b>FINNEY</b> State: <b>KS</b> Elevation: <b>2068</b> Hark Ref Datum: <b>NAD83</b> Vert Ref Datum: <b>MAGVD29</b> CPN Rgn: <b>CR</b>			<b>STATION DETAIL</b> Zone Datum (River Stns): Time Zone: <b>CENTRAL</b> Station Type: <b>COOPERATIVE OBSERVER STN - 92</b> COOP Network: <b>COOP STATION CLIMATE - HYDRO - MET (ABC)</b>			
<b>STATION MGMT</b> CPA: <b>DDC</b> CWA: <b>DDC</b> FEA: <b>DDC</b> ET: <b>RPC</b> TUA (ABRFC)			<b>STATION ADMIN</b> Authorizing Doc: <b>B 43</b> Authorization Date: <b>05/10/1940</b> Station Begin Date: <b>05/10/1940</b> Primary Attn: <b>JOHN ORGLER, DAPM</b> Secondary Attn: <b>JOHN ORGLER, DAPM</b> Reason for Report (see Remarks): <b>10 CHANGE</b> Effective Date: <b>09/01/2004</b> NWSREP: <b>DDC</b>			
<b>Topography:</b> GENTLY ROLLING HIGH PLAINS PRAIRIE. TREELESS EXCEPT ALONG STREAMS AT FARMSTEADS AND IN TOWNS. <b>Driving Directions:</b> 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. <b>Remarks:</b>						

Table B-6. Workflow Station Information

- c. The MIC or designee shall evaluate all fields in each of the six tabs, tables B-6 to B-11, for quality. Fields requiring correction will 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 will select 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.

CSA Observer Info - Microsoft Internet Explorer

### COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA
<i>Station Name:</i> <b>GARDEN CITY EXP STA</b> <i>Station Number:</i> <b>14-2980</b> <i>Climate Division:</i> <b>07</b> <i>Rendition:</i> <b>36</b>					<input type="button" value="Other Observers"/>
<i>Title</i> <i>Observer's Name/Focal Point</i> MR            JEFF ELLIOTT		<i>Observer Type</i> INSTITUTION		<i>Gender</i> MALE	
<i>Institution Name</i> KSU SW RESEARCH EXTENSION CENTER		<i>Observer Svc Date</i> 05/01/1956		<i>Observer Ranking</i> PRIMARY	
<i>Mailing Address</i> 4500 E. MARY		<i>Home Phone</i>		<i>Family Svc Date</i> -	
<i>City</i> GARDEN CITY		<i>Office Phone</i> 620-276-8286		<i>Last Award Date</i> -	
<i>State</i> KANSAS		<i>Fax Number</i> -		<i>Office Extension</i> -	
<i>Zip Code</i> 67846-9132		<i>Alternate Phone</i> -		<i>Alternate Extension</i> -	
		<i>Email Address</i> jelliott@oznet.ksu.edu			
		<i>Web Address</i> -			
<i>Observer Contact Information</i> OBSERVER IS IN OFFICE FROM 8A-5P MON-THU.					
<input type="button" value="Previous Observer"/>		<input type="text" value="1"/> of 1	<input type="button" value="Next Observer"/>		
<input type="button" value="Approve Document"/>		<input type="button" value="Reject Document"/>		<input type="button" value="Cancel"/>	

Table B-7. Workflow Observer Data

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	Serial Number	Owner	Exp	Tel	Equipment Description	Azimuth	Distance
SRG		NWS		N	METAL FUNNEL, METAL TUBE.	000	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		WXCODER	AWIPS	DAILY
0800	B92(E22)	DDC,NCDC	S&E(A)	N					

Previous Element    1 of 6    Next Element

Approve Document    Reject Document    Cancel

Table 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				
<b>Station Name: GARDEN CITY EXP STA</b>		<b>Station Number: 14-2980</b>		<b>Climate Division: 07</b>	<b>Rendition: 36</b>				
<b>EQUIPMENT #1</b>	<i>EqCat</i>	<i>Equip</i>	<i>Serial Number</i>	<i>Owner</i>	<i>Exp</i>	<i>Tel</i>	<i>Azimuth</i>	<i>Dist</i>	<i>Backup?</i>
	MISC	CRS		NWS		N 238		7	N
<i>Equipment Description</i> COTTON REGION SHELTER WITH TOWNSEND SUPPORT									
<b>EQUIPMENT #2</b>	<i>EqCat</i>	<i>Equip</i>	<i>Serial Number</i>	<i>Owner</i>	<i>Exp</i>	<i>Tel</i>	<i>Azimuth</i>	<i>Dist</i>	<i>Backup?</i>
	TEMP	MXMN		NWS		N 238		7	Y
<i>Equipment Description</i> SECOND SET OF MX/MN. THERMOMETERS.									
<input type="button" value="Approve Document"/>			<input type="button" value="Reject Document"/>			<input type="button" value="Cancel"/>			

Table 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
<i>Station Name:</i> <b>GARDEN CITY EXP STA</b> <i>Station Number:</i> <b>14-2980</b> <i>Climate Division:</i> <b>07</b> <i>Rendition:</i> <b>36</b>					
<b>OBSTRUCTION</b>					
<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	8		
<input type="button" value="Approve Document"/> <input type="button" value="Reject Document"/> <input type="button" value="Cancel"/>					

Table B-10. Workflow Obstructions

CSSA Publication Data - Microsoft Internet Explorer

**COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)**

STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA
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Station Name: **GARDEN CITY EXP STA**      Station Number: **14-2980**      Climate Division: **07**      Rendition: **36**

**PUBLICATIONS**

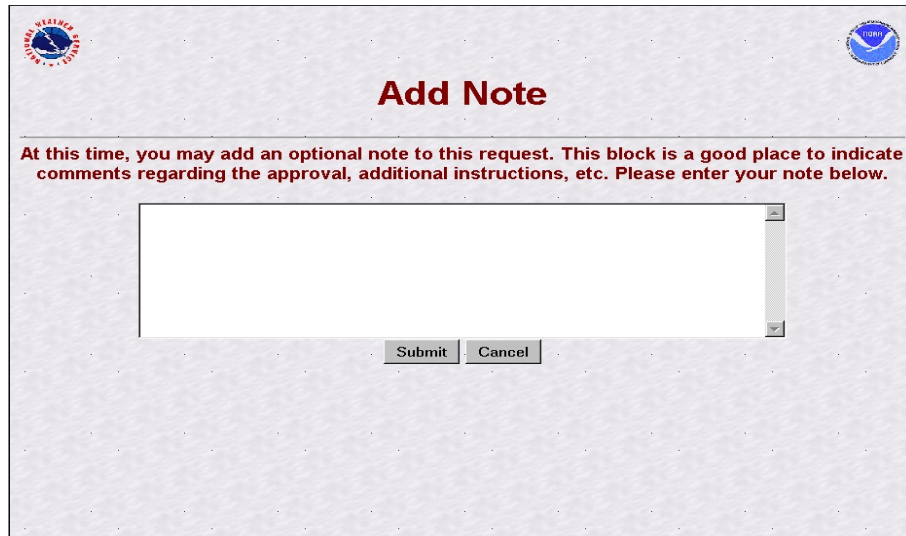
Document Name	Publication	Mailed?	Mail Frequency
CLIMATE DATA	DAILY PRECIPITATION	YES	ANNUALLY ONLY
CLIMATE DATA	EVAPORATION	YES	MONTHLY
CLIMATE DATA	SOIL TEMPERATURE	YES	MONTHLY
CLIMATE DATA	DAILY MAX/MIN TEMPERATURE	YES	MONTHLY
HOURLY PRECIPITATION DATA		NO	

Table B-11 Workflow Publication Data

- d. If *Cancel* is selected the screen will return to the CSSA Workflow Main Menu (see table B-4) and the SIR will remain in a pending review status.
- e. If *Approve Document* is selected, the Add Note screen will display. Table B-12, depicts the Add Note screen. An optional note may be added to approved SIRs. After adding a note the SIR should be submitted or canceled, by selecting the appropriate *Cancel* or *Submit* button on the bottom of the screen. Canceling the SIR will return it to review pending status and display the CSSA Workflow Main Menu. Submitting the SIR will generate an automated email informing the RCPM the SIR has been approved and is ready for RCPM review.





The screenshot shows a web form titled "Add Note" in red text. At the top left and right are circular logos for the National Weather Service and the National Oceanic and Atmospheric Administration. Below the title, a red instruction reads: "At this time, you may add an optional note to this request. This block is a good place to indicate comments regarding the approval, additional instructions, etc. Please enter your note below." A large, empty text input box with a vertical scrollbar is centered below the instruction. At the bottom of the form are two buttons: "Submit" and "Cancel".

---

Table B-12. Add Note (approval)

- f. If the *Reject Document* button is selected, the Add Note screen will display. Table B-13, depicts the Add Note screen for a rejection. The note shall provide a brief explanation for the rejection. After adding a note the SIR should be submitted or canceled, by selecting the appropriate *Cancel* or *Submit* button on the bottom of the screen. Canceling the SIR will return it to review pending status and display the CSSA Workflow Main Menu. Submitting the SIR will generate an email informing the NWSREP the SIR has been rejected and includes the note.
- g. Upon MIC approval of a SIR, an email notification will be transmitted to the RCPM.

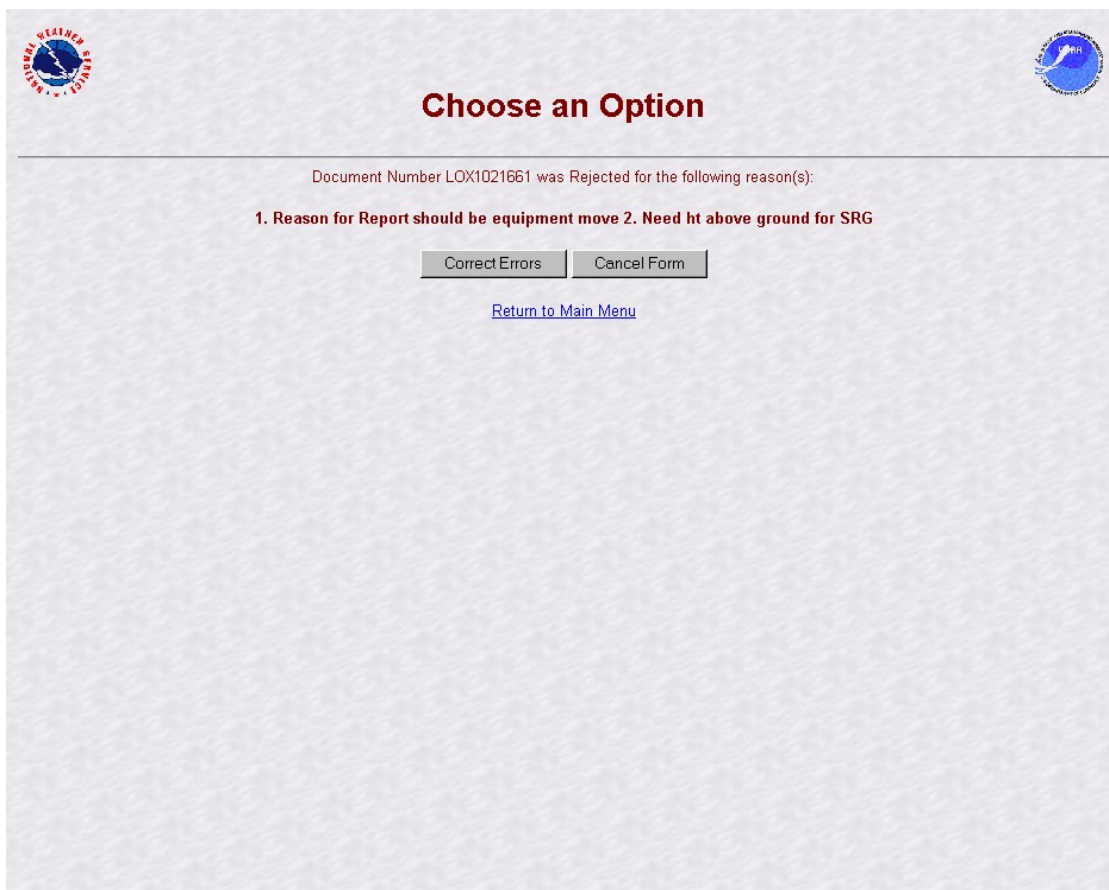


Table B-13. Add Note (rejection)

5. RCPM Level. The RCPM is responsible for providing quality evaluation of all submitted CSSA data in the region. The RCPM should log onto the CSSA using assigned username and password to review submissions. The SIR can be approved, rejected, or a report of data can be generated from the RCPM level. If the RCPM determines the quality of the SIR is acceptable, the SIR is approved for quality review by NCDC. If an error is noted in the SIR, the SIR shall be rejected and comments provided with the reason for rejection. If approved, the SIR should be submitted with optional comments provided. If the SIR approval or rejection is canceled it will be left on hold at the RCPM level until submitted manually or automatically. The RCPM is the only approving authority for the CD-404 payroll management information in the workflow process.
  - a. Timeliness of manual quality control at RCPM is important in providing station data information. The RCPM will receive an email through the workflow process informing the RCPM level there is a submitted station awaiting approval or

rejection. The RCPM level will be notified every five calendar days by email as a reminder if the SIR has not been submitted from the RCPM level. This reminder will occur three times.

- b. After the third reminder (fifteen days after the initial notification) the SIR will be automatically approved and forwarded to NCDC.
- c. If rejected, a notification is sent via email to the NWSREP with a copy to the MIC level. The NWSREP must then follow required actions in this Appendix, paragraph 3.
- d. The RCPM evaluates the CD-404 payroll data submitted by the NWSREP. The CD-404 workflow does not go beyond the regional level. The CD-404 workflow process is the same as described for the SIR, but is only between the NWSREP and the RCPM. Appendix D, The Payroll, describes the CD-404 Payroll Management entries.

6. NCDC Level. NCDC provides national level quality control to the CSSA SIRs. The NCDC shall log onto the CSSA using NCDC username and password and is responsible for ensuring accuracy of the data. The SIR can be recommended for approval, rejection, or a report of data can be generated from the NCDC level. If NCDC, using standardized evaluation techniques, determines the quality of the SIR is acceptable, the SIR is recommended for final approval. If an error is noted in the SIR, the SIR shall be rejected and comments provided with the reason for rejection to the NWSREP, MIC and the RCPM. If approved, the SIR should be submitted with optional comments provided. The SIR document remains in the NCDC Review List until NCDC either approves or rejects the document, or the document is automatically approved after the 15 day suspense period.

- a. Timeliness of quality control at NCDC is important in providing station data information. The NCDC will receive an email informing them a submitted SIR is awaiting review. The NCDC will be notified every five calendar days by email as a reminder if the SIR has not been submitted. This reminder will occur three times.
- b. After the third reminder (fifteen days after the initial notification) the SIR will be automatically approved and forwarded to the field.
- c. If the SIR is recommended for rejection or approval a notification is sent via email to the RCPM , MIC and NWSREP.

7. NCPM Level. The NCPM can log onto the CSSA using their username and password. However the NCPM is not part of the approval process.

8. Summary Table. Table B-14, is a summary of the workflow process and related notifications.

<b>Level in workflow process</b>	<b>Action required</b>	<b>Time frames for required actions</b>	<b>Action taken if SIR is approved</b>	<b>Action taken if SIR is rejected</b>	<b>Comments</b>
NWSREP responsible for entering the data for a particular station	Enter data and submit SIR. It is the responsibility of the data submitter to ensure accuracy and timeliness.	Refer to appendix C, paragraph 2.2	None required at this level	Enter the required corrections and submit SIR.	If a SIR is rejected during the workflow process the NWSREP reviews the reason for rejections, makes appropriate corrections and starts the cycle again.
MIC or Designee	Approve or Reject SIR from the MIC screen.	An automated email reminder will be issued every 5 days for 15 days after receipt of SIR. After 15 days the SIR will automatically be forwarded to the next level.	Submit SIR to RCPM.	Reject SIR and enter reason for rejections in comments field of SIR. NWS REP is notified via email.	RCPM notified of auto-approval via email.

Level in workflow process	Action required	Time frames for required actions	Action taken if SIR is approved	Action taken if SIR is rejected	Comments
Regional Cooperative Program Manager	Approve or Reject SIR from the RCPM screen	An email reminder will be issued every 5 days for 15 days after receipt of SIR. After 15 days the SIR will automatically be forwarded to the next level.	Submit SIR to NCDC for quality assurance review.	Reject SIR and enter reason for rejections in comments field of SIR. NWSREP and MIC are notified via email.	NCDC is notified of auto-approval via email.
NCDC	Approve or reject SIR.	An automated email reminder will be issued every 5 days for 15 days after receipt of SIR. After 15 days if no action is taken the SIR will automatically be approved.	Auto-mated update to SIR as final in Oracle snapshot. Notify RCPM, MIC and NWSREP SIR is final.	Reject SIR and enter reason for rejections in comments field of SIR. RCPM, MIC and NWSREP is notified via email	

Table B-14. Summary of Workflow Process

APPENDIX C - 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 SIR data. 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 SIR has been used to provide a complete and permanent record of a COOP station's information and data. This new Internet-based form contains a complete file on the location, observation and equipment information, observer name, etc., for each COOP station.

2.2 Reasons for Entering Data. The NWSREP documents in the CSSA system any changes to the observing site. The NWSREP may only enter data for COOP stations within the NWSREP's COOP Program Area (CPA). Enter data into the system when:

- a. establishing, reestablishing, reactivating, inactivating, relocating or closing a station (30 days to submit SIR after action),

- b. documenting any changes at a station (change of equipment, local equipment move, instrument exposure, time of observation, etc.) or to the observing program (60 days to submit SIR after action).
- c. Detailed explanations on the various reasons for reports are provided in Appendix G, table G-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 the CPA in the required format and select *OK*. Table C-1, depicts the Enter Station Number screen and the required format.

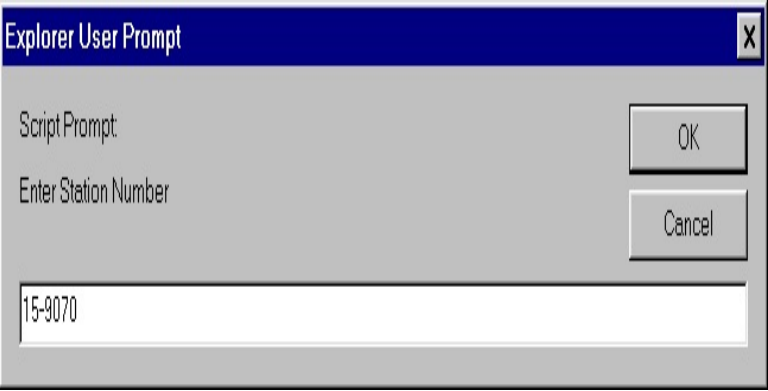
Station Number Entry Screen Depiction	Format
	<p>The station number, assigned by NCDC, can be entered in the format ss-nnnn or ssnnnn.</p> <p>ss = state number nnnn = index number</p>

Table 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. Table C-2, depicts a Station Not Found in CSSA Database screen.

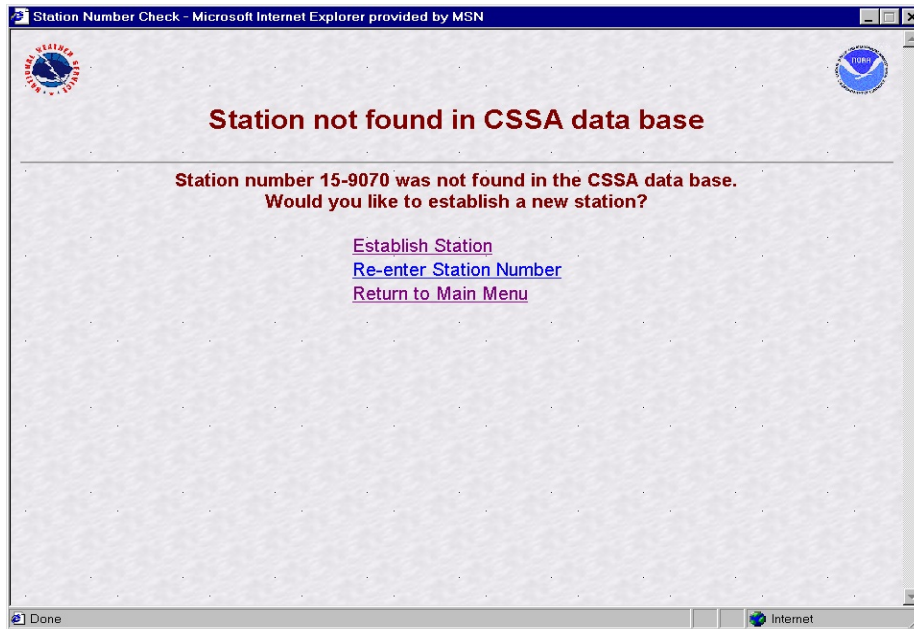


Table C-2. Station Not Found In CSSA Database

- c. If the station is a current station or you are reactivating a station that has historical information in the data base, enter the station number into the Station Number Entry screen. The Station Number ss-nnnn was Found in the Database screen is displayed. Table C-3, depicts the Station Number ss-nnnn was Found in the Database screen.

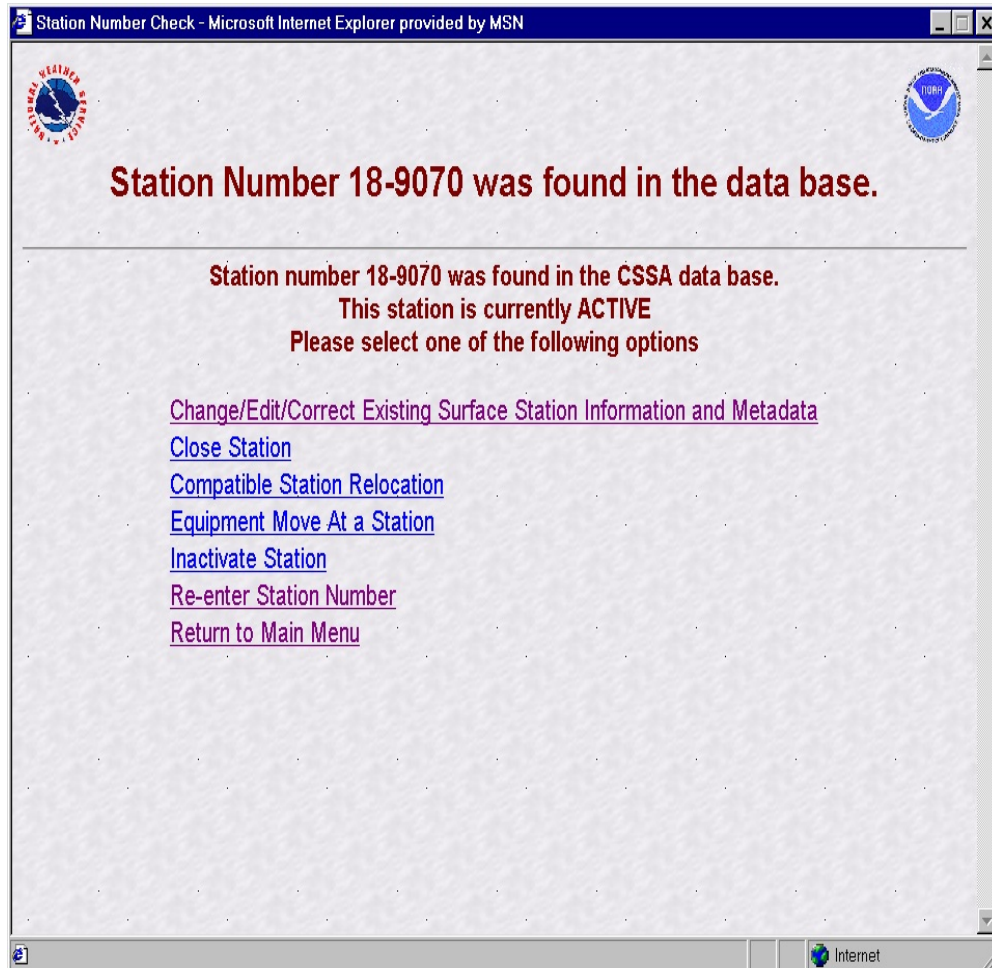


Table C-3. Station Number ss-nnnn was Found in the Database.

- 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. Table C-4, depicts the Station Number ss-nnnn was Found in the database screen.

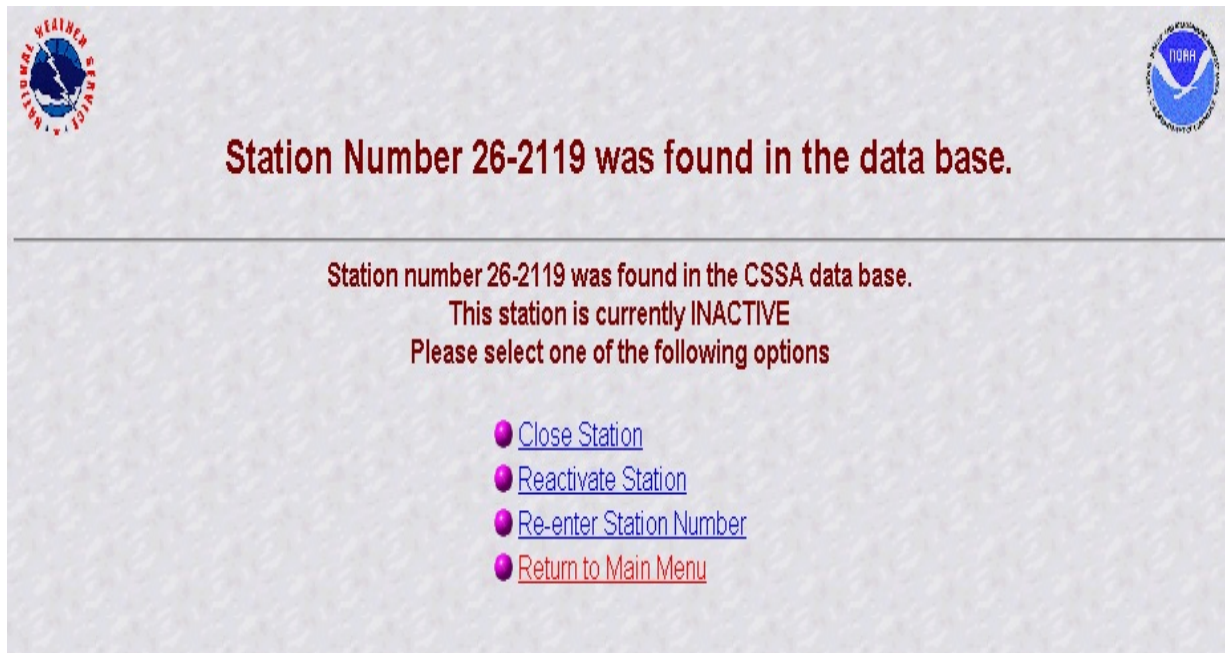


Table C-4. Inactive Station Number ss-nnnn Was Found in the Data Base.

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

Menu selection Table C-2	Action
Establish Station	Displays CSSA screen. Ready for data entry of new station data.
Re-enter station Number (see Tables C-2 to C-4)	Displays Station Number Entry Screen. (Table C-1)
Return to Main Menu (see Tables C-2 to C-4)	Displays CSSA Main Menu. (Table A-2)
Menu selection Table C-3	Displays CSSA screen. Ready for editing of existing data. Ensure the proper menu selection to safeguard the correct "Reason for Report" code is generated. <b>For all equipment and station moves the distance and direction of the move MUST BE documented in the remarks section.</b>
Change/Edit/Correct Existing Station Information and data	
Close Station	
Compatible Station Relocation	
Equipment Move At a Station	
Inactivate a Station	
Menu selection Table C-4	Same as Table C-3 Action Column
Close Station	<u>Close Station</u>
Reactivate Station	<b>For all equipment and station moves the distance and direction of the move MUST BE documented in the remarks section.</b> If the equipment remains at the previous location then state "no equipment move".

---

Table C-5. Menu Selections for Tables C-2, C-3, and C-4.

- f. To begin entering new data or editing existing data, choose the applicable menu selections in Tables C-2, C-3 or C-4. Refer to Appendix G, table G-1, for explanations on choosing the proper menu choice. This will display the CSSA Screen. For existing stations the previous values are in place for each field and may be edited.
- g. **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.** This selection will be added to the program as the historical database is integrated into the system.

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

- a. To facilitate data entry, the SIR has been subdivided into six tabbed entry areas. Depictions of the screens are included in the description of each area. Table C-6 depicts the CSSA Screen.



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	Revisions: 36
<b>STATION LOCATION</b> Station ID: GESK1 Latitude: 37.993 Longitude: -100.8121 Horiz Ref Datum: NAD83 Vert Ref Datum: NAGVD29 Lat/Long Source: GPS - GARMIN MODEL III PLUS CP4 Rgn: CR County: FINNEY State: KS Elevation: 2868			<b>STATION DETAIL</b> Zero Datum (River Stns): Time Zone: CENTRAL Station Type: COOPERATIVE OBSERVER STN - 92 COOP Network: COOP STATION CLIMATE - HYDRO - MET (ABC)		
<b>STATION MGMT</b> CPA: DDC CWA: DDC HXA: DDC ET: RFC: TUA (ABRFC)		<b>STATION ADMIN</b> Authorizing Doc: B 43 Authorization Date: 05/10/1940 Station Begin Date: 05/10/1940 Primary Asst: JOHN ORGLEF Secondary Asst: JOHN ORGLEF Reason for Report (see Remarks): 10 CHANGE Effective Date: 05/07/2004 NWSREP: DDC			
<b>Topography (maximum 512 characters)</b> 417 characters left GENTLY ROLLING HIGH PLAINS PRAIRIE. TREELESS EXCEPT ALONG STREAKS AT FARMSTEADS AND IN TOWNS.					
<b>Driving Directions (maximum 512 characters)</b> 357 characters left JCT OF 50/B3 BYPASS & 156 (NE OF GARDEN CITY) GO 0.8 MI ENE ON HWY 156 TO RM 2.7 THEN 0.8 MI E, 0.3 MI N, AND 0.1 MI E. EQUIP IS IN FIELD JUST TO THE LEFT.					
<b>Remarks (maximum 512 characters)</b> 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					

Table C-6. Cooperative Station Service Accountability (CSSA).



- b. Moving between fields should be accomplished by using the *tab* key after entry or editing of fields. 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 will be explained through the use of tables following each field name. Table C-7, Table Definitions, defines the table parameters.

<b>Field Name</b>	The name of the field.
<b>Method of Entering Data</b>	Methods: 1. Auto fill - The program automatically fills in the data. 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.
<b>Mandatory Entry</b>	“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.)
<b>Field Description</b>	An explanation of the field specific requirements.
<b>Field Type</b>	The choices are: 1. Text (alphanumeric) 2. Numeric 3. Floating Point Number 4. Date (format mm/dd/yyyy)
<b>Field Length</b>	Maximum length of the field.
<b>Values</b>	Range of entries or menu selection choices. Appendix G provides menu selection choices. When there are no specific values this row may be deleted.

Table C-7. Table Definitions

2.4.1 STN INFO. The first tab on the CSSA screen, the **STN INFO** tab, provides information on station location and administration. This tab is the default screen whenever the selection is made to access the data entry area. Table C-6, Cooperative Station Service Accountability (CSSA), also depicts the STN INFO screen.

2.4.1.1 Station Name.

<b>Field Name</b>	Station Name
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p><i>Existing stations</i> - Official Name as it appears on the Station's B-44 or Station Information Report (SIR) and/or B43 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 current edition of the Rand-McNally Atlas. Station names are requested by the WFO and assigned in accordance with WSOH #6. e.g., Dodge City.</p> <p>For new stations being established clearly outside the city limits, <b>suffix</b> the <u>Primary Names</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.</p> <p>If desired, a secondary name may follow the <u>Primary Name</u> to provide clarification. e.g., Kansas City NWSTC.</p> <p><b>Re-Activation</b> - Assure the <u>Primary Name</u> of the station at reactivation is the same as it was when inactivated.</p>
<b>Field Type</b>	Text
<b>Field Length</b>	80 characters

2.4.1.2 Station Number.

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

2.4.1.3 Climatic Division.

<b>Field Name</b>	Climatic Division
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	State climatic divisions are assigned by NCDC with the station number <b>but can change as stations are relocated.</b> Climatic Division maps appear on the back cover of a state's Climatological Data publication.
<b>Field Type</b>	Text
<b>Field Length</b>	2
<b>Values</b>	01-10

2.4.1.4 Rendition. Rendition is controlled by the program (auto filled). Corrected/rejected SIRs will 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.

<b>Field Name</b>	Rendition
<b>Method of Entering Data</b>	Auto Fill
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Sequentially entered after every submission. A correction to a draft SIR will not increase the rendition number.
<b>Field Type</b>	Numeric
<b>Field Length</b>	4
<b>Values</b>	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 5 digits for cooperative stations but can be 3 digits in case of aviation reporting stations.

<b>Field Name</b>	Station ID (SID)
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	The SID is requested from the NWSLI. Apply for a SID when establishing a new station, per regional directives.
<b>Field Type</b>	Text
<b>Field Length</b>	5

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

<b>Field Name</b>	Latitude
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<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"> <li>1. Degrees.minutes.seconds the format is DD.mm.ss</li> <li>2. Decimal format is DD.nnnn</li> </ol> <p>The program will convert DD.mm.ss entries. The Federal standard is decimal degrees.</p> <p><b>3. North is a positive value and south is negative.</b></p>
<b>Field Type</b>	Text/Floating Point
<b>Field Length</b>	9

2.4.1.7 Longitude. This is in the station location section of the SIR. Accurate longitude for a station is of paramount importance.

<b>Field Name</b>	Longitude
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<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"> <li>1. Degrees.minutes.seconds the format is DD.mm.ss</li> <li>2. Decimal format is DD.nnnn.</li> </ol> <p>The program will convert DD.mm.ss entries. The Federal standard is decimal degrees.</p> <ol style="list-style-type: none"> <li>3. <b>East is a positive value and west is negative.</b></li> </ol>
<b>Field Type</b>	Text/Floating Point
<b>Field Length</b>	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.

<b>Field Name</b>	Horizontal Reference Datum
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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. All GPS receivers should be set to a horizontal reference datum of NAD83. Every effort should be made to determine the proper datum, select "UNKNOWN" when in doubt.
<b>Field Type</b>	Text
<b>Field Length</b>	16
<b>Values</b>	Appendix G, table G-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.

<b>Field Name</b>	Vertical Reference Datum
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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.
<b>Field Type</b>	Text
<b>Field Length</b>	16
<b>Values</b>	Appendix G, table G-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.

<b>Field Name</b>	Lat/Lon Source
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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. The “ <i>INITIAL DATABASE LOAD</i> ” entry shall be changed to the correct source with the first update.
<b>Field Type</b>	Numeric
<b>Field Length</b>	3
<b>Values</b>	Appendix G, table G-4

2.4.1.11 CPA Region.

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

2.4.1.12 County.

<b>Field Name</b>	County
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	The county <b>or equivalent</b> the station is located in.
<b>Field Type</b>	Text
<b>Field Length</b>	30
<b>Values</b>	Appendix G, Table G-26

2.4.1.13 State.

<b>Field Name</b>	State
<b>Method of Entering Data</b>	Auto Fill
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	The state the station is located in.
<b>Field Type</b>	Text
<b>Field Length</b>	2
<b>Values</b>	Appendix G, Table G-27

2.4.1.14 Elevation.

<b>Field Name</b>	Elevation
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p>Enter the elevation of the station to the nearest whole foot. <b>DO NOT USE GPS ELEVATIONS.</b> 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><b>Tower/Rooftops</b> - This ground elevation also applies to gauges located on towers and/or rooftops. In addition, the distance from the ground to the gauge orifice shall be entered in the gauge's equipment description entered on the OB INFO tab.</p> <p><b>River Stage/Lake Level Only</b> - At stations with no rain gauge, the elevation entered will be the ZERO DATUM of the gauge.</p> <p><b>1<sup>st</sup> &amp; 2<sup>nd</sup> Order Stations</b> - The elevation of the official temperature sensor for the station is entered for elevation.</p>
<b>Field Type</b>	Numeric
<b>Field Length</b>	6

2.4.1.15 Zero Datum.

<b>Field Name</b>	Zero Datum
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Mandatory only if hydrology data such as river or lake levels are reported by the station.
<b>Field Description</b>	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.
<b>Field Type</b>	Floating Point
<b>Field Length</b>	9.2
<b>Values</b>	0.00 to 999999.99

2.4.1.16 Time Zone.

<b>Field Name</b>	Time Zone
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	The time zone the station is in.
<b>Field Type</b>	Numeric
<b>Field Length</b>	2
<b>Values</b>	Appendix G, table G-7

2.4.1.17 Station Type.

<b>Field Name</b>	Station Type
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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.
<b>Field Type</b>	Text
<b>Field Length</b>	2
<b>Values</b>	Appendix G, table G-6

2.4.1.18 COOP Network If a coop is in the “a” network the station is a climatological station and must be published in the CD (PCN and TMP). Each “a” station must have at least one piece of temperature and one piece of precipitation equipment. Stations in the “b” network are maintained to support hydrologic programs and stations in the “c” network support meteorological programs.

<b>Field Name</b>	COOP Network
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the network as shown on an existing B-44, Station Information Report or approved B-43 for the station. Network definitions appear in NWSI 10-1307 and WSOH#6.
<b>Field Type</b>	Text
<b>Field Length</b>	16
<b>Values</b>	Appendix G, table G-5

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

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

2.4.1.20 CWA. The program sets the CWA as a default value based on the username login. The NWSREP may select a different CWA.

<b>Field Name</b>	CWA - County Warning Area
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the SID of the WFO with assigned warning responsibility for the area in which this station is located.
<b>Field Type</b>	Text
<b>Field Length</b>	5
<b>Values</b>	NWSLI Table

2.4.1.21 HSA. The program sets the HSA as a default value based on the user name logon. The NWSREP may select a different HSA.

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

2.4.1.22 ET. The NWSREP may select an ET if appropriate. This field is left blank only if there is no equipment maintained by an NWS EI Tech.

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

2.4.1.23 RFC. The program sets the RFC as a default value based on the user name logon. The NWSREP may select a different RFC.

<b>Field Name</b>	RFC - River Forecast Center
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the SID of the River Forecast Center (RFC) responsible for the area in which the station is located.
<b>Field Type</b>	Text
<b>Field Length</b>	5
<b>Values</b>	NWSLI Table



2.4.1.24 Authorizing Doc.

<b>Field Name</b>	Authorizing Document
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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.
<b>Field Type</b>	Text
<b>Field Length</b>	16

2.4.1.25 Authorization Date. This is in the station administration section of the SIR.

<b>Field Name</b>	Authorization Date
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	The date the authorizing document was approved. Normally the date the authorizing B-43 was approved by Regional Headquarters. The date must be provided if known, otherwise enter unknown.
<b>Field Type</b>	Date (format mm/dd/yyyy)
<b>Field Length</b>	Fixed

2.4.1.26 Station Begin Date.

<b>Field Name</b>	Station Begin Date
<b>Method of Entering Data</b>	Hard coded after rendition 1.
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the date the station was established based on Rendition 1 of the station's B-44. Normally refers to the first day 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> .
<b>Field Type</b>	Date
<b>Field Length</b>	Fixed

2.4.1.27 Primary Auth.

<b>Field Name</b>	Primary Auth - Primary Authority
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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
<b>Field Type</b>	Text
<b>Field Length</b>	32

2.4.1.28 Secondary Auth.

<b>Field Name</b>	Secondary Authority
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	No
<b>Field Description</b>	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.
<b>Field Type</b>	Text
<b>Field Length</b>	32

2.4.1.29 Effective Date. Effective date and rendition number must change every time a SIR 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.

<b>Field Name</b>	Effective Date
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p>Enter the effective date that the change(s) relative to this B-44 submission take effect. Use the format mm/dd/yyyy.</p> <p><b>For a new station</b>, 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.</p> <p><b>For changes to an existing station</b>, the effective date refers to the date the change(s) take effect, e.g., a new observer is recruited and trained. The effective date of this change is the date this new observer takes their first observation or e.g., if an MMTS is installed at the station, the effective date is the date the data from the MMTS was first reported.</p>
<b>Field Type</b>	Date
<b>Field Length</b>	Fixed

2.4.1.30 NWSREP..

<b>Field Name</b>	NWSREP - National Weather Service Representative
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	The name or initials of the individual responsible for the entries on the SIR. E.G. HMT/John Doe or DAPM/OPL John Doe.
<b>Field Type</b>	Text
<b>Field Length</b>	5

2.4.1.31 Topography. Topography describes the type of terrain/vegetation in the vicinity of the station. **DO NOT** put latitude and longitude (lat/lon) source information in this section.

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

2.4.1.32 Driving Directions.

<b>Field Name</b>	Driving Directions
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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 <sup>th</sup> of a mile. This is a scrolling 512 character, free form field.
<b>Field Type</b>	Text
<b>Field Length</b>	512

2.4.1.33 Remarks.

<b>Field Name</b>	Remarks
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Available for any additional information relative to this station which does not appear elsewhere on the SIR. Remove remarks which pertain to previous rendition. Remarks will contain information such as: <ol style="list-style-type: none"> <li>1. Clarify the reason the transaction is being submitted, e.g., change observer telephone number.</li> <li>2. May affect the safety of future visitors, e.g., dangerous dog, hazardous bridge, etc.</li> <li>3. Might restrict or provide access, e.g., gate locked at 5PM. Key in vehicle glove box.</li> <li>4. Limited hours available for visitations, e.g., hours of operation are 7AM-4PM Mon-Fri only.</li> <li>5. <u>Use this area to continue obstruction overflow.</u></li> </ol>
<b>Field Type</b>	Text
<b>Field Length</b>	512

2.4.1.34 Reason for Report. Refer to Appendix G, table G-1, for additional information.

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

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

<b>Button</b>	<b>Function/Result</b>
Save Work in Progress	Places SIR on hold for further action. It is recommended to save work in progress after every tab.
Submit for Approval	Submits draft SIR 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 will go to the field with the error. A prompt will be displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form <b>***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***</b>	For a station newly established by the SIR, it will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE LOST.</b> For a previously established station, <b>ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.</b>

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.

\*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**    Other Observers

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

**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 9 alternate observers may be entered for each station.
- b. Even if the primary observer is declared to be an institution, a primary observer/focal point must be provided.



2.4.2.1 Title.

<b>Field Name</b>	Title
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the title of the observer or focal point from pull down list. If there is no title select “ <b>NO TITLE</b> ”
<b>Field Type</b>	Text
<b>Field Length</b>	Variable
<b>Values</b>	Appendix G, table G-9

2.4.2.2 Observer’s Name/Focal Point.

<b>Field Name</b>	Observers Name/Focal Point
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the full name of the observer or focal point. Nicknames or adopted names should be avoided as much as possible, e.g., enter <b>Charles</b> instead of adopted Chuck. For Institutions or Government the name of a focal point shall be provided.
<b>Field Type</b>	Text
<b>Field Length</b>	40

2.4.2.3 Observer Type.

<b>Field Name</b>	Observer Type
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p><b>Person</b> - Individuals or private residences where individual awards are to be presented based on 5 year increments, after completing the first 10 years.</p> <p><b>INSTITUTION</b> - Businesses or local government and LOS awards are to be provided on 25 year increments, e.g., water treatment plant, radio station, etc.</p> <p><b>GOVERNMENT</b> - Federal or state government agency not eligible for LOS awards.</p>
<b>Field Type</b>	Text
<b>Field Length</b>	1
<b>Values</b>	Person, Institute or Government

2.4.2.4 Gender.

<b>Field Name</b>	Gender
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select either Male or Female for observer or focal point. Blank may be selected (regional guidelines apply).
<b>Field Type</b>	Text
<b>Field Length</b>	1
<b>Values</b>	Male, Female or blank.

2.4.2.5 Observer Ranking.

<b>Field Name</b>	Observer Ranking
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the primary official observer/focal point at the site or select secondary/supplemental for backup observers.
<b>Field Type</b>	Numeric
<b>Field Length</b>	2
<b>Values</b>	Appendix G, table G-8

2.4.2.6 Institution Name.

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

2.4.2.7 Observer Service Date.

<b>Field Name</b>	Observer Service Date
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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.
<b>Field Type</b>	Date
<b>Field Length</b>	Fixed

2.4.2.8 Family Service Date.

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

2.4.2.9 Last Award Date.

<b>Field Name</b>	Last Award Date
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	No
<b>Field Description</b>	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.
<b>Field Type</b>	Date
<b>Field Length</b>	Fixed

2.4.2.10 Mailing Address.

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

2.4.2.11 City.

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

2.4.2.12 State.

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

2.4.2.13 Zip Code.

<b>Field Name</b>	Zip Code
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the zip code of the observer's/station's mailing address. Use format: 12345 or 12345-6789. Report the +four if known.
<b>Field Type</b>	Text
<b>Field Length</b>	10

2.4.2.14 Home Phone.

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

2.4.2.15 Office Phone.

<b>Field Name</b>	Office Phone
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	<i>Mandatory Only if Institution or Government</i>
<b>Field Description</b>	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
<b>Field Type</b>	Text
<b>Field Length</b>	12

2.4.2.16 Office Extension.

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



2.4.2.17 Fax Number.

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

2.4.2.18 Alternate Phone.

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

2.4.2.19 Alternate Extension.

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

2.4.2.20 Email Address.

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

2.4.2.21 Web Address.

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

2.4.2.22 Observer Contact Information.

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

2.4.2.23 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, 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 SIR 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 SIR 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 will go to the field with the error. A prompt will be 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 <b>***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***</b>	For a station newly established by the SIR, the SIR will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.</b> For a previously established station, <b>ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.</b>

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 will be described for the Ob Info screen. **NOTE:** To delete the equipment entry select the “delete equipment” navigation button and to delete an observation select the “del” option under the Ob Time column.

CSSA Observation Info - 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**   

*Observed Element:* **PRECIPITATION**

**EQUIPMENT**

Equipment Code	Serial Number	Owner	Exp	Tel	Equipment Description	Azimuth	Distance
SPG		NWS		N	METAL FUNNEL METAL TUBE.	000	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		WXCODER	AWIPS	DAILY
0800	B92(E22)	DDC,NCDC	S&E(A)	N					

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

  
    
 1 of 6   
    

Table C-9. Ob Info

1. Each station must have 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.
2. Only one primary piece of equipment shall be associated with each observation element. Backup or secondary equipment shall be entered on the Other Equipment Info Tab.

**Note:** Selecting OB INFO tab for the first time will bring up an EXPOSURE DATA box which shows equipment and obstructions as imported from the old CSSA database. This box is to be used as a tool to facilitate entry of equipment layout and obstructions into the current version of the CSSA using new formatting requirements. Do not close the box as you may need it for future reference. Instead, minimize it. *Cut and paste data from the pop-up box as required (ctrl C and ctrl V). Observe new CSSA EXPOSURE DATA entry formats!*

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.

<b>Field Name</b>	Observed Element
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the observed element from the pull down menu.
<b>Field Type</b>	Text
<b>Field Length</b>	16
<b>Values</b>	Appendix G, table G-10

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

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

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

<b>Field Name</b>	Serial Number
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p>Mandatory for F&amp;P, F&amp;PU, MMTS, NIMBUS, Antenna, and Binary-Decimal Transmitter. MMTS or Nimbus Display Unit serial numbers are required.                      If the serial number is unknown enter "UNKNOWN".                      Examples:                      F&amp;P gauges serial numbers include the year and month the gauge was manufactured and the gauge number, e.g., F&amp;P Serial number (SN) <u>84-115-193</u>. 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.</p>
<b>Field Type</b>	Text
<b>Field Length</b>	16



2.4.3.4 Owner. The owner of the primary observing equipment.

<b>Field Name</b>	Owner
<b>Method of Entering Data</b>	Pull Down Menu
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the owner of the specified equipment from the pull down list, e.g., <b>NWS</b> = NWS owned <b>OBSVR</b> = observer owned, <b>COE</b> = US Army Corps of Engineers.
<b>Field Type</b>	Text
<b>Field Length</b>	8
<b>Values</b>	Appendix G, table G-16

2.4.3.5 Exposure.

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

2.4.3.6 Telemetered.

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

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

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

	<p><b>SF</b> - Enter the Section Ranges for each section of the Staff River Gauge and mounting location, e.g., <b>2-6/6-10/10-14 on West Bridge Pier.</b></p> <p><b>Evaporation Pans/Hook or Fixed Point Gauge</b> -E.G. MONEL(H) OR MONEL(F)</p> <p><b>PALMER/FRONTIER</b> - Enter the Probe Depth/s/Probe Cover/Soil Type/Slope Dir, e.g., <b>4in./Bare/Loam/2 degrees NNW.</b></p> <p><b>SRG</b> - Enter the type of funnel and measuring tube, e.g., <b>Fiberglass funnel, plastic tube.</b></p> <p><b>SNWSTK</b> - Enter the length/height of the snowstake in whole feet, e.g., <b>10 ft.</b></p> <p><b>Storage Gauge</b> - Enter the can type and length, and the orifice height For example, 42" x 8" can/orifice height - 10.2 feet</p> <p><b>Antenna</b> - Enter the type, e.g., YAGI.</p> <p><b>Binary-Decimal Transmitter</b> - Enter the type, e.g., 5ODBI 014A.</p> <p><b>Wind Equipment</b> - Enter the model number or ASN, e.g., F104D.</p>
<b>Field Type</b>	Text
<b>Field Length</b>	256

2.4.3.8 Azimuth.

<b>Field Name</b>	Azimuth
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p>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 <u>TRUE</u>. <b>Note:</b> Enter a 3 digit azimuth from the primary gauge, e.g., SRG is primary, azimuth = <b>000</b>, MMTS azimuth = 103.</p> <p><b>NOTE:</b> Azimuth for SRG can only be 000</p> <p><b><i>Rain gauge priority list:</i></b>  <i>SRG standard rain gauge</i>  <i>Recording Rain Gauge (F&amp;P, Univ, HTB or AWPAG)</i>  <i>4 inch plastic rain gauge (PLASTIC)</i>  <i>Tipping bucket rain gauge (TB)</i></p>
<b>Field Type</b>	Text
<b>Field Length</b>	3
<b>Values</b>	000-359

2.4.3.9 Distance.

<b>Field Name</b>	Dist - Distance
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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. <b>NOTE:</b> Entry for SRG can only be 0.
<b>Field Type</b>	Text
<b>Field Length</b>	4
<b>Values</b>	0-9999

2.4.3.10 Ob Time.

<b>Field Name</b>	Ob Time - Observation Time
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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 <b>"MID"</b> . Manual observations taken at midnight should be entered as 2400. <b>SR</b> = Sunrise, <b>SS</b> = Sunset, <b>VAR</b> = Variable (nonspecific ob time).
<b>Field Type</b>	Text
<b>Field Length</b>	6
<b>Values</b>	Chapter G, table G-11

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

<b>Field Name</b>	Report Method
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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, e.g., <b>B91</b> (Entered by observer on B91 form) <b>RDP</b> (digital report sent, e.g., PC-ROSA, IV-ROCS, WXCODER or Web based)
<b>Field Type</b>	Text
<b>Field Length</b>	16
<b>Values</b>	Appendix G, table G-12



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

<b>Field Name</b>	Recipient
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the SID of the WFO that is the initial recipient of this observed element, e.g., <b>EAX</b> . Forms forwarded to NCDC shall have the WFO SID followed by a comma and NCDC, e.g., EAX,NCDC, HNL,NCDC. ROSA reports - The SID of the WFO that is identified in the PIL of the RR3 product, e.g., RR3 PIL of NEWRR3LCH, SID entry should be LCH.
<b>Field Type</b>	Text
<b>Field Length</b>	16

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

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

2.4.3.14 Paid.

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

<b>Field Name</b>	Data Ingest Via
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Mandatory only for <b>RDP</b> (reported digitally from observer), <b>REP</b> (reported manually from observer), <b>TEL</b> (Telemetered data), and <b>ADP</b> (Data reported electronically to NCDC). <b>WEB</b> (Entry of Internet is acceptable).
<b>Field Description</b>	The telephone number, radio frequency or Internet URL of the data collection system used by the observer/station, e.g., <b>816-555-5555</b> (phone number called by observer) <b>816-999-9999</b> (Primary Phone number of ROSA computer called by observer) 206-123-4567 (Primary Phone number called by the CADAS/HADS computer) <b>102.45 mhz</b> (Radio frequency used to report data) Web or Internet URL.
<b>Field Type</b>	Text
<b>Field Length</b>	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.

<b>Field Name</b>	Special Network
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	No
<b>Field Description</b>	Indicate any special network in which this element is being utilized, e.g., <b>CRN</b> (Climate Reference Network). <b>HCN</b> (Historical Climate Network)
<b>Field Type</b>	Text
<b>Field Length</b>	16
<b>Values</b>	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.

<b>Field Name</b>	Mode
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Mandatory only for RDP, REP, TEL, and ADP.
<b>Field Description</b>	<b>ROSA</b> (ROSA reports entered via telephone), <b>IV-ROCS</b> , <b>WXCODER</b> <b>RADIO</b> (Reports transmitted by radio).
<b>Field Type</b>	Text
<b>Field Length</b>	16
<b>Values</b>	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.

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

2.4.3.19 When. Enter the frequency the data is collected.

<b>Field Name</b>	When
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Mandatory only for RDP, REP, TEL, and ADP report methods.
<b>Field Description</b>	How often the data are relayed to the recipient, ie., <b>Daily, Event, or 7PM if river stage above 12'.</b>
<b>Field Type</b>	Text
<b>Field Length</b>	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 SIR approval.
Save Work in Progress	Saves SIR 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 SIR 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 will go to the field with the error. A prompt will be displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form <b>***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***</b>	For a station newly established by the SIR, the SIR will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.</b> For a previously established station, <b>ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.</b>
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 will be 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: <b>GARDEN CITY EXP STA</b>		Station Number: <b>14-2980</b>		Climate Division: <b>07</b>					
				Randon: <b>36</b>					
<b>EQUIPMENT #1</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
<input type="button" value="Delete"/>	<b>MISC</b>	CRS		NWS		N	238	7	N
<b>Equipment Description</b> COTTON REGION SHELTER WITH TOWNSEND SUPPORT									
203 characters left									
<b>EQUIPMENT #2</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
	TEMP	ATEMP		NWS		N	238	7	Y
<b>Equipment Description</b> EXTRA SET OF MX/MN THERMOMETERS.									
224 characters left									
<b>EQUIPMENT #3</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									
<b>EQUIPMENT #4</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									
<b>EQUIPMENT #5</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									
<b>EQUIPMENT #6</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									
<b>EQUIPMENT #7</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									
<b>EQUIPMENT #8</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									
<b>EQUIPMENT #9</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									
<b>EQUIPMENT #10</b>	<b>EqCat</b>	<b>Equip</b>	<b>Serial Number</b>	<b>Owner</b>	<b>Exp</b>	<b>Tel</b>	<b>Azimuth</b>	<b>Dist</b>	<b>Backup?</b>
				NWS		N			
<b>Equipment Description</b>									
256 characters left									

Table C-10. Other Equipment Info

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

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

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

<b>Field Name</b>	Equip - Equipment
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the actual equipment used as backup or secondary, e.g., <b>CRS</b> .
<b>Field Type</b>	Text
<b>Field Length</b>	10
<b>Values</b>	Appendix G, table G-15



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

<b>Field Name</b>	Serial Number
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Mandatory for F&P, MMTS, Antenna, and Binary-Decimal Transmitter. Display Unit serial numbers are required for MMTS - list Sensor serial number first. Refer to Regional Guidelines
<b>Field Description</b>	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.
<b>Field Type</b>	Text
<b>Field Length</b>	16

2.4.4.4 Owner.

<b>Field Name</b>	Owner
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the owner of the equipment, e.g., OBSVR for observer owned.
<b>Field Type</b>	Text
<b>Field Length</b>	8
<b>Values</b>	Appendix G, table G- 16

2.4.4.5 Exp.

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

2.4.4.6 Tel.

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

2.4.4.7 Azimuth.

<b>Field Name</b>	Azimuth
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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 <u>TRUE</u> . <b>Note:</b> Enter a 3 digit azimuth from the primary gauge, e.g.,MMTS azimuth = 103. <b>NOTE:</b> Azimuth for SRG can only be 000.
<b>Field Type</b>	Text
<b>Field Length</b>	3
<b>Values</b>	000-359

2.4.4.8 Dist.

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

2.4.4.9 Backup.

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

2.4.4.10 Equipment Description.

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

Field Name	Equipment Description
	<p><b>DCY</b> (Battery <i>with</i> Telemetry equipment)  <b>ACN</b> (AC Power <i>without</i> Telemetry equip)  <b>ACY</b> (AC Power <i>with</i> Telemetry equipment)                      Timer: Installed on gauge, e.g., <b>NWS Model 3 Timer</b>.                      Mod #: Most current modification performed on the gauge, e.g.  <b>MOD 6</b> (Solar Panel &amp; Rechargeable Battery)  <b>MOD 7</b> (Shaft encoder installed)  <b>MOD 8,9..</b>(Not yet defined, describe).  <b>UNIV</b> - Enter type of universal recording rain gauge, pen type, and chart drive gearing, e.g., <b>6"-12" Dual Traverse/Series 72 GLP/24 hour 2.4" Single Traverse/Capillary/192 hour</b>  <b>Wire Weight</b> -Enter the check bar reading to the nearest hundredth of a foot, e.g., <b>Check Bar: 24.32</b>.  <b>SF</b> - Enter the Section Ranges for each section of the Staff River Gauge and mounting location, e.g., <b>2-6/6-10/10-14 on West Bridge Pier</b>.  <b>Evaporation Pans/Hook or Fixed Point Gauge</b> -E.G. MONEL(H) OR MONEL(F)  <b>PALMER/FRONTIER</b> - Enter the Probe Depth/s/Probe Cover/Soil Type/Slope Dir, e.g.,<b>2, 4in/Bare/Loam/2 degrees NNW</b>.  <b>SRG</b> - Enter the type of funnel and measuring tube, e.g., <b>Fiberglass funnel, plastic tube</b>.  <b>SNWSTK</b> - Enter the length/height of the snowstake in whole feet, e.g., <b>10 ft</b>.  <b>Storage Gauge</b> - Enter the can type and length, and the orifice height For example, 42" x 8" can/orifice height - 10.2 feet  <b>Antenna</b> - Enter the type, e.g., YAGI.  <b>Binary-Decimal Transmitter</b> - Enter the type, e.g., 5ODBl 014A.  <b>Wind Equipment</b> - Enter the model number or ASN, e.g., F104D.</p>
<b>Field Type</b>	Text
<b>Field Length</b>	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 SIR 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 SIR 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 will go to the field with the error. A prompt will be displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form <b>***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***</b>	For a station newly established by the SIR, the SIR will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.</b> For a previously established station, <b>ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.</b>

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

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

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

Table C-11. Obstructions

2.4.5.1 Obstruction.

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



2.4.5.2 Azimuth/True Direction.

<b>Field Name</b>	Azimuth/True Direction
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p>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., <b>092-182-245-335</b> (for TREES), <b>180</b> (SHED)</p> <p>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.</p> <p><b>ALQDS is not to be used.</b></p>
<b>Field Type</b>	Text
<b>Field Length</b>	32

2.4.5.3 Distance/Range.\_\_\_\_\_

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

2.4.5.4 Angle.

<b>Field Name</b>	Angle
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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., <b>22-14-7-23</b> (for the TREES) <b>8</b> (SHED)
<b>Field Type</b>	Text
<b>Field Length</b>	32
<b>Values</b>	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 SIR 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 SIR 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 will go to the field with the error. A prompt will be displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form <b>***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***</b>	For a station newly established by the SIR, the SIR will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.</b> For a previously established station, <b>ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.</b>

2.4.6 Publication Data. The sixth tab on the CSSA screen is the “PUBLICATION DATA” tab. This tab indicates how NCDC will publish the data and should not be confused with the data dissemination method documented on the “OBS INFO” screen. 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, and if so, if the observer receives publication in the mail and how often. Check the boxes in accordance with guidance in the table below.

<b>Field Name</b>	HPD
<b>Published</b>	Check “YES” if the hourly precipitation data is published in the HPD. Check “NO” if unpublished.
<b>Distributed</b>	Check “PAPER” if the HPD publication is distributed to the observer. Check “NONE” if the observer does not desire to be on a distribution list for the HPD data.
<b>Frequency</b>	Check “MONTHLY” if the published hourly precipitation data is distributed to the observer monthly.

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, and if so, if the observer receives the publication in the mail and how often.

<b>Field Name</b>	Temperature
<b>Published</b>	Check "YES" if the summary of the day temperature data is published in the CD publications. Check "NO" if the answer is negative
<b>Distributed</b>	Check "PAPER" if the published summary of the day temperature data (CD) is distributed to the observer. Check "NONE" if the observer does not desire to be on a distribution list for the CD data.
<b>Frequency</b>	Check "MONTHLY" if the CD with temperature summary of the day data is distributed to the observer monthly. Check "ANNUALLY ONLY" if the CD with Temperature summary of the day data is distributed to the observer annually.

- 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.

<b>Field Name</b>	Precipitation
<b>Published</b>	Check "YES" if the summary of the day precipitation data is published in the CD publications. Check "NO" if the answer is negative.
<b>Distributed</b>	Check "PAPER" if the published summary of the day precipitation data (CD) is distributed to the observer. Check "NONE" if the observer does not desire to be on a distribution list for the CD data.
<b>Frequency</b>	Check "MONTHLY" if the CD with precipitation summary of the day data is distributed to the observer monthly. Check "ANNUALLY ONLY" if the CD with precipitation summary of the day data is distributed to the observer annually.



- 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.

<b>Field Name</b>	Evaporation
<b>Published</b>	Check "YES" if the summary of the day evaporation data is published in the CD publications. Check "NO" if the answer is negative.
<b>Distributed</b>	Check "PAPER" if the published summary of the day evaporation data (CD) is distributed to the observer. Check "NONE" if the observer does not desire to be on a distribution list for the CD data.
<b>Frequency</b>	Check "MONTHLY" if the CD with evaporation summary of the day data is distributed to the observer monthly. Check "ANNUALLY ONLY" if the CD with evaporation summary of the day data is distributed to the observer annually.

- d. Soil Temperature. This selection determines whether the soil temperature data should be published in the CD, and if so, if the observer receives the publication in the mail and how often.

<b>Field Name</b>	Soil Temperature
<b>Published</b>	Check "YES" if the summary of the day soil temperature data is published in the CD publications. Check "NO" if the answer is negative.
<b>Distributed</b>	Check "PAPER" if the published summary of the day soil temperature data (CD) is distributed to the observer. Check "NONE" if the observer does not desire to be on a distribution list for the CD data.
<b>Frequency</b>	Check "MONTHLY" if the CD with soil temperature summary of the day data is distributed to the observer monthly. Check "ANNUALLY ONLY" if the CD with soil temperature summary of the day data is distributed to the observer annually.

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 SIR 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 SIR 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 will go to the field with the error. A prompt will be displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form <b>***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***</b>	For a station newly established by the SIR, the SIR will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.</b> For a previously established station, <b>ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.</b>

3. ASOS Locations Designated as COOP Stations. Some automated surface observation (ASOS) locations have been assigned COOP Station numbers. COOP station numbers are assigned to all stations whose data is published in the CD. This section of Appendix C, will provide information on data entry specific to the ASOS.

3.1 ASOS Menu Selection. Select *Establish/Edit ASOS Station Data* from the CSSA Main Menu. Enter the station number at the prompt. Tables C-2 or C-3 will be displayed. Select the appropriate menu choice and if applicable complete the SIR following instructions in Appendix C, paragraph 2.4.

3.2 Reporting Criteria for ASOS in the CSSA.

- a. ASOS locations assigned COOP station numbers shall be 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 the temperature and precipitation are published in the 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
<i>Station Name:</i> LIVINGSTON AP <i>Station Number:</i> <b>24-5086</b> <i>Climate Division:</i> 05 <i>Rendition:</i> 14					
<b>STATION LOCATION</b> <i>Station ID:</i> LVM			<b>STATION DETAIL</b>		
<i>Latitude</i>	<i>Longitude</i>	<i>Horiz Ref Datum</i>	<i>Vert Ref Datum</i>	<i>Zero Datum (River Sites)</i>	<i>Time Zone</i>
45.6983	-110.4408	NAD83	NAGVD29		MOUNTAIN
<i>Lat/Lon Source</i>			<i>CPA Rgn</i>	<i>Station Type</i>	
ASOS SITE SURVEY			WR	AUTOMATED SURFACE OBSERVING SYSTEM(ASOS)-06	
<i>County</i>	<i>State</i>	<i>Elevation</i>	<i>COOP Network</i>		
PARK	MT	4643	COOP STATION HYDRO (B)		
<b>STATION MGMT</b>		<b>STATION ADMIN</b>			
<i>CPA</i>	<i>CWA</i>	<i>HSA</i>	<i>Authorizing Doc</i>	<i>Authorization Date</i>	<i>Station Begin Date</i>
BYZ	BYZ	BYZ	FAANW	10/25/2000	04/01/1941
<i>ET</i>	<i>RFC</i>	<i>Reason for Report (see Remarks)</i>		<i>Effective Date</i>	<i>NWSREP</i>
	KRF (MBRFC)	10 CHANGE		08/03/2001	BYZ
<i>Topography (maximum 512 characters)</i> 443 characters left					
ON PLATEAU OVER YELLOWSTONE RIVER, 100 FT LOWER. MTNS 5-10 MI ALQDS.					
<i>Driving Directions (maximum 512 characters)</i> 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 FCWOS. F&P LOCATED JUST NORTH OF OLD FSS BUILDING AND IS CLEARLY VISIBLE.					
<i>Remarks (maximum 512 characters)</i> 353 characters left					
COMMISSIONED ASOS 10/25/2000. THIS CHANGE TO INCLUDE PAY STATUS FOR SECOND OBSERVER. MRS. FERGUSON IS BEING PAID FOR F&P MAINTENANCE AND OBSERVATION, NOT AHTB.					
Save Work in Progress		Submit for Approval		Clear Changes	
Cancel Form					

Table C-13. ASOS Stn 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**     

Observed Element: HOURLY PRECIPITATION REPORT

**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>
AHTB		FAA		N	HEATED TB/ASOS; MDL 7405HA; CONNECTEE	000	0

**REPORTING/PAY**

<i>Ob Time</i>	<i>Rept 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>
MID	ADP	NCDC	FC-1	N	AUTO		PHONE	AWIPS	SEVERAL TIMES DAILY

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

1 of 3

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**

<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>
ATEMP		NWS		N	MODEL HO-1088 (ASOS) CONNECTED VIA RA	090	4

**REPORTING/PAY**

<i>Ob Time</i>	<i>Rcpt 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>
2400	ADP	NCDC	S&E(H)	N	AUTO		PHONE	AWIPS	SEVERAL TIMES DAILY
2400	TEL	BYZ	S&E(H)	N	AUTO		PHONE	AWIPS	AS NEEDED FOR VERIFICA

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

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**      Rendition: **14**     

**Observed Element: PRECIPITATION**

**EQUIPMENT**

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

**REPORTING/PAY**

Ob Time	Rpt 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 must be completed for a COOP observer to receive pay. A CD-404 must be 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 must be 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 will be denied until the roll over is completed. Opening the CSSA database for the first time in a new fiscal year will result in a **pop up menu** asking if you want to complete the roll over. The two options are OK (Yes) or Cancel (will do roll over later) Selecting OK will cause the required fields to be updated. This pop up menu will appear each time the database is accessed until the roll over has been 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. 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 will be displayed. Table D-1, depicts the CD-404 Payroll Management screen.

\*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
<b>Paid Observer's Name:</b>	JONATHAN E. LEWIS	<b>Order Date:</b>	10/01/2000
Address Line 1:	123 WATER WAY	<b>Cancellation Date:</b>	
Address Line 2:	WATER PLANT	<b>Tax/Social Security No:</b>	
Address Line 3:			
City:	WATERTOWN	St:	WV
		Zip:	

PAID SERVICES					
Line	Period	Description	Qty	Rate	Task Code
1	12 MONTHS	PRECIPITATION REPORTING (HYDROLOGIC)	12	\$7.60	8M1J20CP
2	12 MONTHS	RECORDING PRECIPITATION (CHANGE CHART OR TAPE)	12	\$6.60	8M1J20CP
3					

Table 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 Approving Official does not see the submission until the transaction has been completed and the information is not forwarded beyond the RCPM. The approved CD-404 must be 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 ASC. The ASC arranges for quarterly payments to be made to the observers.

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.

5.1 Fields for the CD-404. Information is provided in these tables about the fields on this screen.

5.1.1 Observer.

<b>Field Name</b>	Observer
<b>Method of Entering Data</b>	Auto Fill/Pull Down
<b>Mandatory Entry</b>	No
<b>Field Description</b>	This menu is auto filled from the CSSA Observer Data information. Select the paid observer's name.
<b>Field Type</b>	Text
<b>Field Length</b>	40

5.1.2 Paid Observer's Name.

<b>Field Name</b>	Paid Observer's Name
<b>Method of Entering Data</b>	Drop Down Menu
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the paid observer's name from the pull down menu.
<b>Field Type</b>	Text
<b>Field Length</b>	40

5.1.3 Paid Observer's Mailing Address.

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

5.1.4 City.

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

5.1.5 State.

<b>Field Name</b>	State
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the paid observer's address state from the pull down menu.
<b>Field Type</b>	Text
<b>Field Length</b>	2
<b>Value</b>	NWSLI Table

5.1.6 Zip.

<b>Field Name</b>	Zip - Zip code
<b>Method of Entering Data</b>	Auto fill or can edit text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the paid observer's address zip code+four if available.
<b>Field Type</b>	Text
<b>Field Length</b>	10

5.1.7 Sub.

<b>Field Name</b>	Sub- Submission Type
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	No
<b>Field Description</b>	<p>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).</p> <p><b>12 months</b> - for a complete year = MM  <b>9 months</b> - for pay from Jan-Sep= M9  <b>6 months</b> - for pay from Apr-Sep= M6  <b>3 months</b> - for pay from Jul-Sep= M3  <b>CN</b> - cancel the PO  <b>DA</b> - change of address for the observer.</p>
<b>Field Type</b>	Text
<b>Field Length</b>	14
<b>Value</b>	Appendix G, table G-21

5.1.8 Order Date.

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

5.1.9 Cancellation Date.

<b>Field Name</b>	Cancellation Date
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the date the PO is 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. <b>This date must be the last calendar day of a quarter:</b> 12/31/yyyy, 03/31/yyyy, 06/30/yyyy or 09/30/yyyy.
<b>Field Type</b>	Date
<b>Field Length</b>	10

5.1.10 Tax/Social Security Number.

<b>Field Name</b>	Tax/SSN
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	The observer's social security number or institution's tax identification number. <b><u>DO NOT ENTER HYPHENS.</u></b>
<b>Field Type</b>	Text
<b>Field Length</b>	12

5.1.11 Period.

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



5.1.12 Description.

<b>Field Name</b>	Description
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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
<b>Field Type</b>	Text
<b>Field Length</b>	1
<b>Value</b>	Appendix G, table G-22

5.1.13 Qty.

<b>Field Name</b>	Qty - Quantity
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the number of months left in the <b>fiscal</b> year. An example, if the Order Date is 04/01/YYYY, the entry is <b>6</b> .
<b>Field Type</b>	Text
<b>Field Length</b>	1

5.1.14 Rate.

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

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

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

5.1.16 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 program will go to the field with the error. A prompt will be displayed at time of submission to print a draft.
Clear Changes	Clears the changes on the current screen.
Cancel Form <b>***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***</b>	For a station newly established by the form, the form will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.</b> For a previously established station, <b>ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.</b>

APPENDIX E- THE STATION INSPECTION

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E-2. ASOS Site Inspection Report .....	E-4

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 NWS Observing Handbook NO. 6 and NWSI 10-1309. Station visits will be documented in the CSSA by the 10<sup>th</sup> of the month following the inspections. e.g. April visits are due 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 .

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, depicts the Site Inspection Report screen. 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 will only have SRG as equipment. The more observed elements and equipment at a station, the larger the inspection report form will be.

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

---

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

**INSPECTION DATA**

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

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

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

Table 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. For the ASOS Inspection reports the only equipment normally documented would be the HYGR and the TB.

\*Items in Red indicate required fields

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

Station Name: **WASHGTN DULLES INTL AP**    Station Number: **44-8903**    Climate Division: **04**    Rendition: **5**

**INSPECTION DATA**

Inspector:     Per Diem:

Inspection Type:     Trip Number:

Inspection Date:     Supplies Cost:

Staff Hours:     Trip Cost:

Miles Driven:

EQUIPMENT	Maintenance Performed - More than one may be chosen					
HYGR	<input type="checkbox"/> Not Serviced	<input type="checkbox"/> Painted	<input type="checkbox"/> Modified	<input type="checkbox"/> Replaced	<input type="checkbox"/> Moved/Relocated	
	<input type="checkbox"/> Routine Maintenance	<input type="checkbox"/> Calibrated	<input type="checkbox"/> Repaired	<input type="checkbox"/> Installed	<input type="checkbox"/> Removed	
TB	<input type="checkbox"/> Not Serviced	<input type="checkbox"/> Painted	<input type="checkbox"/> Modified	<input type="checkbox"/> Replaced	<input type="checkbox"/> Moved/Relocated	
	<input type="checkbox"/> Routine Maintenance	<input type="checkbox"/> Calibrated	<input type="checkbox"/> Repaired	<input type="checkbox"/> Installed	<input type="checkbox"/> Removed	

Remarks:

Table E-2. ASOS Site Inspection Report

3.3 Fields for the Site Inspection Report Screen:

3.3.1 Inspector.

<b>Field Name</b>	Inspector
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the Inspector title/job from the pull down list.
<b>Field Type</b>	Text
<b>Field Length</b>	4
<b>Values</b>	Appendix G, table G-23

3.3.2 Inspection Type.

<b>Field Name</b>	Inspection Type
<b>Method of Entering Data</b>	Pull Down
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Select the type of the inspection from the pull down menu.
<b>Field Type</b>	Text
<b>Field Length</b>	2
<b>Values</b>	Appendix G, Table G-24



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

<b>Field Name</b>	Inspection Date
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Enter the date of inspection using the format mm/dd/yyyy. Example 01/31/2001
<b>Field Type</b>	Date
<b>Field Length</b>	Fixed

3.3.4 Staff Hours.

<b>Field Name</b>	Staff Hours
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<p>Enter the 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. The same time report method utilized by the Time and Attendance (T&amp;A) is recommended.</p> <p>15 minutes = .25          30 minutes = .50          45 minutes = .75          Round your times to the nearest 15 minute.</p>
<b>Field Type</b>	Floating Point
<b>Field Length</b>	6

3.3.5 Miles Driven.

<b>Field Name</b>	Miles Driven
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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.
<b>Field Type</b>	Text
<b>Field Length</b>	4
<b>Values</b>	0-9999

3.3.6 Trip Number.

<b>Field Name</b>	Trip Number
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	Trip number will be sequential values beginning or starting at the first of the year. ie., This is the 8 <sup>th</sup> trip of the year, trip number would be 8. The 15th trip of the year would be trip 15.
<b>Field Type</b>	Text
<b>Field Length</b>	4

3.3.7 Supplies Cost.

<b>Field Name</b>	Supplies Cost
<b>Method of Entering Data</b>	Yes
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	<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 and NLSC 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. I.E. used to 2 quarts of antifreeze, replaced punch block</p>
<b>Field Type</b>	Floating Point
<b>Field Length</b>	10.2

3.3.8 Trip Cost.

<b>Field Name</b>	Trip Cost
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	Yes
<b>Field Description</b>	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.
<b>Field Type</b>	Floating Point
<b>Field Length</b>	10.2

3.3.9 Remarks.

<b>Field Name</b>	Remarks
<b>Method of Entering Data</b>	Text
<b>Mandatory Entry</b>	No
<b>Field Description</b>	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.
<b>Field Type</b>	Text
<b>Field Length</b>	256

3.3.10 Check Boxes. The check boxes are self explanatory and should be used where applicable. ASOS locations will document only heated tipping bucket and the hygrometer 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 will be lost.
Clear Changes	Clears the changes but remain on the current station inspection screen.
Delete Inspection ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	The changes will be <b>PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, WILL BE REMOVED.</b>

APPENDIX F- THE REPORTS

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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. Report Menu. Refer to Appendix A, paragraph 3, for instructions to logon to the CSSA system. Currently there are eight reports available from the reports menu. The reports will load directly onto the Adobe software and are available for viewing or printing. Table F-1, depicts the CSSA Report Menu screen. The report menu is a selection from the CSSA Main Menu (see Table A-2).

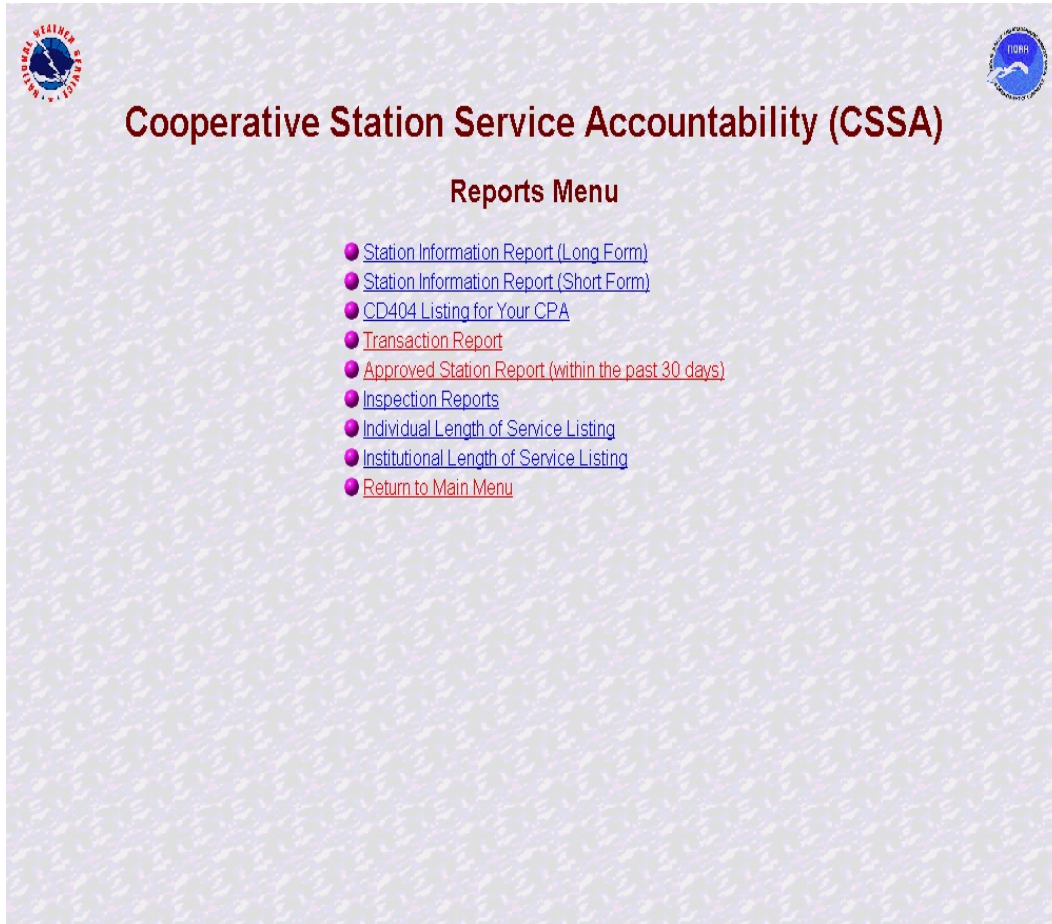


Table F-1. Report Menu



2.1 Browsing Forms. The CSSA forms may be browsed using the reports selection This browse feature is read only.

2.2 Queries and Reports not listed on the Reports Menu. It is recognized there may be additional reports or queries required by the WFOs not available in the CSSA system. Additional reports will be supported through individual requests from each WFO. An email should be provided to the RCPM and either the RCPM or the NCPM will generate the report or query of the CSSA database and provide the information to the WFO.

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.
CD404 Listing for your CPA	Displays a list of all current and canceled contracts for the current fiscal year.
Transaction Report	Displays all SIRs being processed and their status
Approved Station Report (within the past 30 days)	Displays a list of all approved SIRs.
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.

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APPENDIX G - CSSA Look Up Tables

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1. Introduction. This appendix contains the CSSA lookup tables.
2. Purpose. These tables are used to describe pull down menu lists to facilitate data entry.
3. Lookup Tables. Table values may be added, changed or removed through coordination with the RCPM.

Table G-1 - CSSA Reason for Report Code

Field Values	Description - Reason for Report
01	ESTABLISH A STATION - This entry is used when a station is established and a climatologically compatible station did not exist in the past. If such a station has existed previously, refer to code 03. Establishment of a station that has "a" network designation should include a statement <b><i>NETWORK "a" AUTHORIZATION FROM ANY TOWN, USA (99-9999-0) CLOSED 2/2/66.</i></b>
02	CLOSE A STATION - This entry is used when a station is closed. If the station is "a" network services, remarks should have a statement, "A" <b><i>NETWORK AUTHORIZATION REVERTS TO "a" PLANNED STATUS</i></b>
03	REESTABLISH A STATION (COMPATIBLE) - This entry is used when a previously closed station is installed at the same location or at a climatologically compatible location. <b><i>If the station is reestablished and the previous rendition is not part of the CSSA database, contact the RCPM for special instructions.</i></b> Remark entry must include the distance in miles and direction using a 16-point compass from the old site to the re-established site and the previous station name if changed. If the location is identical, enter <b><i>REESTABLISHED SAME LOCATION</i></b> . Possible situation: A station was established at Bliss, ID. The station was within the town boundaries and was assigned the station number, 10-1002-07. In 1975, the station was closed until a replacement observer was found in 1983. The new observer lived on a ranch 4 miles NW of the Bliss Post Office. The data from both locations

Field Values	Description - Reason for Report
	are considered climatologically compatible. Example: <b>REESTABLISHED AT COMPATIBLE SITE 4 MI NW OF PREVIOUS LOCATION. NETWORK "a" AUTHORIZATION FROM BLISS, ID (10-1002-07) CLOSED 1975. PREVIOUS NAME - BLISS</b>
04	COMPATIBLE STATION RELOCATION - Used when a station is moved and remains climatologically compatible with its previous location. Enter the distance and direction using a 16-point compass from the old site to the new site and the old station name, if different. Example: <b>RELOCATED 1.3 MI SW. COMPATIBLE LOCATION. PREVIOUS NAME - ANY TOWN 4 NW.</b>
05	LOCALIZED EQUIPMENT MOVE - Use this entry when any observing equipment is moved, but the station remains at the same site for all practical purposes. An observer might ask that equipment be moved to another area of the yard or the NWSREP might move equipment to improve exposure. Enter the distance in feet and the direction using a 16-point compass from the old to the new location. Example: <b>MMTS MOVED 100 FTE</b>
06	INACTIVATE A STATION - Use this entry when a station will be inactive and it is expected that observations will resume within 6 months. This situation might occur when an observer is on vacation and there is no relief observer or when equipment becomes inoperative and the NWSREP is unable to visit the site. If observations are not resumed within six months, the station should be closed. Example Remarks: <b>OBSERVER QUIT 3/3/01, WILL RECRUIT REPLACEMENT</b> or <b>OBSERVER ON SUMMER RANGE FOR 2 MOS, NO BACKUP OBSERVER AVAILABLE.</b>
07	REACTIVATE AN INACTIVE STATION (NOT A MENU ITEM, IF YOU ENTER A STATION NUMBER AND THE STATION IS INACTIVE YOU ARE THEN ASKED TO REACTIVATE A STATION OR CLOSE IT) - Entry is used to change the status of a station from Inactive to Active at the same location. Stations that are reactivated at new locations must select Relocate a Station (code 04). Example: <b>REACTIVATE STATION - SAME LOCATION.</b>
10	CHANGE - Use this entry to note any changes to the SIR entries not covered by the above codes. All changes made to the SIR shall be documented in the remarks section, be brief. Example: <b>CHANGE OBSERVATION TIME AND HOME PHONE. UPDATED LAT/LON, DRVG DIR, EXPOSURE.</b>

Table G-2 CSSA Horizontal Datum

Field Values	Description- Horizontal Datum
NAD83	North America Datum 1983
NAD27	North American Datum 1927
Old Hawaiian	Hawaiian Horizontal Datum - to be used in the Pacific Region only
UNKNOWN	UNKNOWN - SELECT WHEN IN DOUBT

Table G-3 CSSA Vertical Datum

Field Values	Description - Vertical Datum
NAVD88	North America VDatum 1988
NAGVD29	North America VDatum 1929
MSL	Mean Sea Level - to be used in Pacific Region Only
Unknown	UNKNOWN - SELECT WHEN IN DOUBT

Table G-4 CSSA Lat/Lon Source

Field Values	Description - Lat/Lon Source
10	GPS – NON-SPECIFIC/BRAND NOT SPECIFIED
20	USGS TOPOGRAPHICAL MAP
30	GPS – GARMIN, MODEL 45
40	GPS – GARMIN, MODEL 450
50	GPS – GARMIN, MODEL 50
51	GPS – GARMIN, MODEL 55
52	GPS - GARMIN MODEL 12CX
53	GPS - GARMIN MODEL V
60	GPS - GARMIN MODEL III
61	GPS - GARMIN MODEL III PLUS
70	GPS – GARMIN BRAND, MODEL NOT GIVEN
80	GPS – LOWRANCE GLOBALMAP 100
90	GPS – MAGELLAN MARINER
100	GPS – MAGELLAN MERIDIAN XL
110	GPS – MAGELLAN NAV 5000
111	GPS - MAGELLAN COLOR TRAK SATELLITE NAVIGATOR
120	GPS – MAGELLAN BRAND, NO MODEL GIVEN
130	ASOS SITE SURVEY
140	DELORME MAP ATLAS
150	FAA – PROVIDED AIRPORT REFERENCE POINT
160	INITIAL DATABASE LOAD – LAT/LON IN PLACE

Table G-5 CSSA Network Code

Field Values	Description - NETWORK CODE
COOPA	COOPERATIVE STATION CLIMATE (A)
COOPAB	COOPERATIVE STATION CLIMATE – HYDRO (AB)
COOPABC	COOPERATIVE STATION CLIMATE – HYDRO – MET (ABC)
COOPAC	COOPERATIVE STATION CLIMATE – MET (AC)
COOPB	COOPERATIVE STATION HYDRO (B)
COOPBC	COOPERATIVE STATION HYDRO – MET (BC)
COOPC	COOPERATIVE STATION MET ©)

\_\_\_\_\_ Table G-6 CSSA Station Type Code

Field Values	Description - Station Type
92	COOPERATIVE OBSERVER STATION
06	ASOS
40	WEATHER FORECAST OFFICE (WFO)
60	RIVER FORECAST OFFICE (RFC)
10	DATA COLLECTION OFFICE (DCO)
73	WS CONTRACT MET OB (WSCMO)
03	BASIC CONTRACT OBSERVING STATION
01	AUTO MET OBSERVING STN (AMOS)
02	SUPP AVIATION WX REPT STN (SAWRS)
04	FLIGHT SERVICE STATION (FSS)
05	LIMITED AVIATION WX REPT STN (LAWRS)
07	SYNOPTIC OBSERVING STATION
08	COMBINED SYNOPTIC/BASIC OBSERVING STN
09	MARINE REPT/COAST GUARD STN (MARS)

Table G-7 CSSA Time Code Zones

Field Values	Description - Time Zones
10	ATLANTIC
20	EASTERN
30	CENTRAL
40	MOUNTAIN
50	PACIFIC
60	ALASKAN
70	HAWAII OR BERING
80	INDIANA
90	ARIZONA
100	NEWFOUNDLAND (GMT – 3:30)
110	MIDWAY ISLAND, SAMOA (GMT – 11:00)
120	ENWIWETOK, KWAJALEIN (GMT – 12:00)
130	MARSHALL ISLANDS (GMT +12:00)
140	SOLOMON ISLANDS (GMT + 11:00)
150	GUAM, PORT MORESBY (GMT + 10:00)



Table G-8 CSSA Climate Observer Ranking

Field Values	Description - Observer Ranking
10	PRIMARY
20	SECONDARY
30	ALTERNATE #3
40	ALTERNATE #4
50	ALTERNATE #5
60	ALTERNATE #6
70	ALTERNATE #7
80	ALTERNATE #8
90	ALTERNATE #9

Table G-9. CSSA Observer Title

Field Values	Description - Observer Title
1	MR.
2	MRS.
3	MS.
4	MISS
	CHIEF
5	DR.
6	REV.
7	NO TITLE

Table G-10 CSSA Observed Elements

Field Values	Description -Observed Element	Equipment Category Code
TMP	TEMPERATURE	TEMP
WND	WIND VELOCITY AND/OR DIRECTION	WIND
SOT	SOIL TEMPERATURE	SOIL
SNO	SNOW DEPTH	SNOW
SND	SNOW WATER EQUIVALENCY	SNSRG
RIV	RIVER STAGE	RIV
PCN	PRECIPITATION	PCPN
EVP	EVAPORATION	EVAP
DPT	DEW POINT TEMPERATURE	TEMP
RES	RESERVOIR OR LAKE LEVEL	RIV
HPR	HOURLY PRECIPITATION REPORT	HPCPN

Table G-11 Observation Time NOTE: MID is used to denote an automated observation taken at midnight. 2400 is used to denote a manual observation taken at midnight.

Field Values	Description - Observation Time
0700	7:00 AM
1700	5:00 PM
MID	MIDNIGHT - AUTOMATED OBSERVATIONS
0800	8:00 AM
1600	4:00 PM
SR	SUNRISE
SS	SUNSET
0600	6:00 AM
0630	6:30 AM
0700	7:00 AM
0730	7:30 AM
0800	8:00 AM
0830	8:30 AM
0900	9:00 AM
0930	9:30 AM
1000	10:00 AM
1030	10:30 AM
1100	11:00 AM

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0800	8:00 AM
1130	11:30 AM
NOON	12:00 PM
1230	12:30 PM
1300	1:00 PM
1330	1:30 PM
1400	2:00 PM
1430	2:30 PM
1500	3:00 PM
1530	3:30 PM
1600	4:00 PM
1630	4:30 PM
1700	5:00 PM
1730	5:30 PM
1800	6:00 PM
1830	6:30 PM
1900	7:00 PM
1930	7:30 PM
2000	8:00 PM
2030	8:30 PM
2100	9:00 PM
2130	9:30 PM
2200	10:00 PM
2230	10:30 PM
2300	11:00 PM
2330	11:30 PM
2400	MIDNIGHT - MANUAL OBSERVATIONS
0030	12:30 AM
0100	1:00 AM
0130	1:30 AM
0200	2:00 AM
0230	2:30 AM
0300	3:00 AM
0330	3:30 AM
0400	4:00 AM
0430	4:30 AM
0500	5:00 AM
0530	5:30 AM
VAR	VARIABLE OBSERVATION TIME
DEL	DELETES THE OBSERVATIONS

Table G-12 CSSA Reporting Method

Field Values	Description - Reporting Method
B91	DAILY RIVER & CLIMATOLOGICAL REPORT
B92 (E22)	DAILY EVAPORATION AND CLIMATOLOGICAL REPORT
B18	FISHER & PORTER TYPE GAGE PUNCH TAPE
RDP	DIGITALLY REPORTED DATA
REP	MANUALLY REPORTED DATA FROM OBSERVER
TEL	TELEMETERED DATA
ADP	DATA REPORTED ELECTRONICALLY TO NCDC
B16	SURFACE WEATHER OBSERVATION DAILY RECORD
B27	COOPERATIVE STATION SUPPLY REQUEST
E1	PRECIPITATION RECORD OF STORAGE GAGE
F6	PRELIMINARY LOCAL CLIMATOLOGICAL DATA
B82 (F7)	COOPERATIVE OBSERVER WORKBOOK
B83A (F10A)	CLIMATOLOGICAL SUPPLEMENTARY REPORT
B83B (F10B)	REFERENCE CLIMATOLOGICAL REPORT
F11	WEEKLY WEATHER AND CROP REPORT
F53	SNOW ON GROUND WEEKLY REPORT
MFM-10A	FIRST AND SECOND ORDER OBSERVATIONS FORM
MFM-10B	FIRST AND SECOND ORDER OBSERVATIONS FORM
MFM-10C	SECOND ORDER AND SAWRS OBSERVATIONS FORM
1074	HYGROTHERMOGRAPH SUMMER CHART
1074C	HYGROTHERMOGRAPH WINTER CHART
1076	THERMOGRAPH CHART, - 20° TO 110° F
1076C	THERMOGRAPH CHART, WITHOUT TIME AND TEMPERATURE
452-2	UNIVERSAL CHART, 2.4-INCH ST, 24 HOUR
1028C	UNIVERSAL CHART, 12-INCH DT, 24 HOUR
1028H	UNIVERSAL CHART, 12-INCH DT, 192 HOUR (4046B)
SPCL	USED BY LOS ANGELES COUNTY OFFICES TO REPORT DAILY AND HOURLY PRECIPITATION
920-11D	<b>Used by COE in California to report hourly precipitation</b>

Table G-13 CSSA Sponsor Code

Sponsor Code Value	Network	Description - Sponsor
FC-1	B	SALARY AND EXPENSE (FC-1)
S&E	A	SALARY AND EXPENSES (CLIMATOLOGICAL)
S&E (A)	C	SALARY AND EXPENSES (AGRICULTURAL)
S&E (H)	B	SALARY AND EXPENSES (HYDROLOGICAL)
S&E (M)	B	SALARY AND EXPENSES (MOUNT ST. HELENS)
ASSO	BC	ASSOCIATE
BPA-1	B	BONNEVILLE POWER ADMINISTRATION
FC-2	B	LOWER MISSISSIPPI RIVER
FC-5	B	WILLAMETTE RIVER
FC-6	B	YAZOO RIVER
FC-7	B	RED RIVER
FC-8	B	WALLACE LAKE RESERVOIR
FC-9	B	MIDDLE ARKANSAS RIVER
FC-10	B	HUNTINGTON DISTRICT
FC-11	B	LOUISVILLE DISTRICT
FC-12	B	NASHVILLE DISTRICT
FC-13	B	MOBILE REPORTING NETWORK
FC-15	B	ST. FRANCIS RIVER
FC-16	B	LOWER ARKANSAS RIVER
FC-17	B	SNAKE RIVER (RH-1)
FC-18	B	DELAWARE RIVER (RH-2)
FC-20	B	QUACHITA RIVER
FC-21	B	UPPER TRINITY BASIN
FC-22	B	BRAZOS RIVER
FC-23	B	NORTH CONCHE RIVER
FC-24	B	BUFFALO BAYOU
FC-25	B	BAYOU BODCOU RESERVOIR
FC-26	B	TEXARKANA RESERVOIR
FC-27	B	FARRELL'S BRIDGE RESERVOIR
FC-28	B	MORRINGSPOUT RESERVOIR
FC-30	B	ROANOKE RIVER
FC-32	B	MIDDLE MISSISSIPPI RIVER
FC-33	B	KANSAS CITY DISTRICT REPORTING

FC-35	B	LEON RIVER
FC-36	B	SAVANNAH RIVER
FC-39	B	GENESES RIVER
FC-40	B	HO RDS CREEK RESERVOIR
FC-42	B	GUADALUPE RIVER
FC-43	B	INTRA-COASTAL CANAL
FC-44	B	NACHES RIVER
FC-46	B	SAN FRANCISCO DISTRICT
FC-48	B	ALBUQUERQUE DISTRICT
FC-49	B	PHILADELPHIA DISTRICT
FC-50	B	OMAHA DISTRICT
FC-51	B	PUERTO RICO DISTRICT
FC-52	B	NORFOLK DISTRICT
IRPN-1	B	DEPARTMENT OF THE INTERIOR
IRPN-2	B	DEPARTMENT OF THE INTERIOR
IRPN-3	B	DEPARTMENT OF THE INTERIOR
IRPN-4	B	DEPARTMENT OF THE INTERIOR
IRPN-5	B	DEPARTMENT OF THE INTERIOR
IRPN-6	B	DEPARTMENT OF THE INTERIOR
IRPN-7	B	DEPARTMENT OF THE INTERIOR
IRPN-8	B	DEPARTMENT OF THE INTERIOR
PRHN	B	PUERTO RICO HYDROLOGIC NETWORK
S&E (B)	A	SALARY AND EXPENSES (BENCHMARK STATION)
S&E (P)	C	SALARY AND EXPENSES (PUBLIC SERVICE)
S&E®)	C	SALARY AND EXPENSES (MARINE)
SCS-1	B	NATURAL RESOURCES CONSERVATION SERVICE
SJRA	B	SAN JACINTO RIVER AUTHORITY

Table G-14 CSSA Equipment Category

Field Values	Description - Equipment Cat.
TEMP	TEMPERATURE
PCPN	PRECIPITATION
RIV	RIVER
DAA	DATA ACCESS
TEL	TELEMETRY
EVAP	EVAPORATION
SNOW	SNOW
SNWX	SNOW WATER EQUIVALENCY
SOIL	SOIL
SOLR	SOLAR RADIATION
WIND	WIND
MISC	MISCELLANEOUS
HPCPN	HOURLY PRECIPITATION

Table G-15 CSSA Equipment Code

Equipment Code	Equipment Category	Description Needed	Equipment Code Description
AWS	TEMP	False (F)	AIRWAYS SHELTER
ATEMP	TEMP	F	ASOS HYGROTHERMOMETER
HTG	TEMP	F	HYGROTHERMOGRAPH
HYGR	TEMP	Mandatory	HYGROTHERMOMETER
MMTS-1	TEMP	Mandatory	MAX/MIN ELECTRONIC TEMP SYSTEM WITH DISPLAY TYPE C450-1
MMTS-7	TEMP	Mandatory	MAX/MIN ELECTRONIC TEMP SYSTEM WITH DISPLAY TYPE C450-7
NIMBUS	TEMP	Mandatory	MAX/MIN ELECTRONIC TEMP SYSTEM WITH DISPLAY TYPE C451-N1
MXMN	TEMP	F	MAX/MIN THERMOMETERS
PSY	TEMP	F	PSYCHROMETER

Equipment Code	Equipment Category	Description Needed	Equipment Code Description
SIX-T	TEMP	F	SIXES THERMOMETER - TAYLOR
TG	TEMP	F	THERMOGRAPH
TEMPX	TEMP	Mandatory	OTHER TEMPERATURE EQUIPMENT
AHTB	PCPN	F	ASOS HEATED TIPPING BUCKET
AWPAG	PCPN	F	ASOS ALL WEATHER GAUGE
F&P	HPCPN	Mandatory	PUNCH TAPE RECORDING RAINGAUGE
F&PU	HPCN	Mandatory	DATA KEY RECORDING RAINGAUGE
PLASTIC	PCPN	F	4-INCH PLASTIC RAINGAUGE
SRG	PCPN	F	8-INCH STANDARD RAINGAUGE
STO	PCPN	Mandatory	STORAGE GAUGE
TB	HPCPN	Mandatory	TIPPING BUCKET RAINGAUGE Model
UNIV	HPCPN	Mandatory	UNIVERSAL RECORDING RAINGAUGE
PCPNX	PCPN	Mandatory	OTHER PRECIPITATION EQUIPMENT
ADR	RIV	F	ANALOG DIGITAL RECORDER
BUBLER	RIV	F	BUBLER RIVER GAUGE
ENCODER	RIV	F	SHAFT ENCODER ON RECORDER
SF	RIV	Mandatory	STAFF RIVER GAUGE
STV7000	RIV	F	STEVENS MODEL 7000
STVA35	RIV	F	STEVENS MODEL A35
TM	RIV	F	TELEMARK
WSR	RIV	F	S-M LIQUID SENSOR
WW	RIV	Mandatory	WIRE WEIGHT RIVER GAGE
RIVX	RIV	Mandatory	OTHER RIVER EQUIPMENT
TOUCH	DAA	F	ENCODER PAD OR TOUCH-TONE PHONE
MODEM	DAA	Mandatory	MODEM
DAAX	DAA	Mandatory	OTHER DATA ACCESS



			EQUIPMENT
ARC	TEL	F	AUTO REMOTE COLLECTION SYSTEM
ANT	TEL	Mandatory	ANTENNA
DARD	TEL	F	DARDC (AHOST)
DCPH	TEL	F	DATA COLLECTION PLATFORM – HANDAR
DCPO	TEL	Mandatory	DATA COLLECTION PLATFORM – OTHER
LARC	TEL	Mandatory	LIMITED AUTOMATIC REMOTE COLLECTION
RADIO	TEL	Mandatory	RADIO TRANSMITTED
TELX	TEL	Mandatory	OTHER TELEMETRY EQUIPMENT
EVAP-C	EVAP	F	COMPLETE SYSTEM TO INCLUDE PAN, ANEMOMETER, FIXED POINT OR HOOK GAGE AND SIXES
GALVAN (F)	EVAP	F	GALVANIZED PAN, FIXED POINT
GALVAN (H)	EVAP	F	GALVANIZED PAN, HOOK GAGE
MONEL (F)	EVAP	F	MONEL PAN, FIXED POINT
MONEL (H)	EVAP	F	MONEL PAN, HOOK GAGE
SIXES	EVAP	F	SIXES - EVAPORATION
EVAPX	EVAP	Mandatory	OTHER EVAPORATION EQUIPMENT
TOTAL	EVAP	F	TOTALIZING ANEMOMETER
ADIRK	SNOW	F	ADIRONDACK SNOW SCALES
FEDERAL	SNOW	F	FEDERAL SNOW SAMPLER
PILLOW	SNOW	F	SNOW PILLOW
SCALE	SNOW	F	SNOW SCALES
SNOWSTICK	SNOW	F	SNOW MEASURING STICK
SNOWSTAKE	SNOW	F	SNOW STAKE
SNOWX	SNOW	Mandatory	OTHER SNOW EQUIPMENT
BRISTOL	SOIL	Mandatory	BRISTOL RECORDER
FRONTIER	SOIL	Mandatory	FRONTIER
PALMER	SOIL	Mandatory	PALMER
SOILX	SOIL	Mandatory	OTHER SOIL EQUIPMENT
PYR	SOLR	F	PYRANOMETER

PYRH	SOLR	F	PYRHELIOMETER
SOLRX	SOLR	Mandatory	OTHER SOLAR EQUIPMENT
ACCUM	WIND	F	DIRECTION COMPONENT
ANEM	WIND	Mandatory	VELOCITY TRANSMITTER ONLY
REMOTE	WIND	Mandatory	VELOCITY/DIRECTION TRANSMITTER
WINDX	WIND	Mandatory	OTHER WIND EQUIPMENT
CRS	MISC	F	COTTON REGION SHELTER
TOWER	MISC	Mandatory	EQUIPMENT TOWER
WSHIELD	MISC	Mandatory	WIND SHIELD
MISCX	MISC	Mandatory	OTHER MISCELLANEOUS EQUIPMENT

Table G-16 CSSA Equipment Owners

Field Values	Description- Equipment Owners
NWS	NATIONAL WEATHER SERVICE
ASSOC	ASSOCIATE
COE	ARMY CORPS OF ENGINEERS
OBSVR	OBSERVER
BLM	BUREAU OF LAND MANAGEMENT
BPA	BONNEVILLE POWER ADMINISTRATION
CRREL	COLD REGIONS RESEARCH AND ENGINEERING LAB
FAA	FEDERAL AVIATION ADMINISTRATION
FWS	FISH AND WILDLIFE SERVICE
NPS	NATIONAL PARK SERVICE
USGS	UNITED STATES GEOLOGICAL SURVEY
NRCS	NATURAL RESOURCES CONSERVATION SERVICE
USBR	UNITED STATES BUREAU OF RECLAMATION
USCG	UNITED STATES COAST GUARD
USFS	UNITED STATES FOREST SERVICE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE

Table G-17 CSSA Equipment Exposure

Field Values	Description - Equipment Exposure
R	ROOFTOP
RS	ROOFTOP, SHIELDED
RST	ROOFTOP, SHIELDED, TOWER
RT	ROOFTOP, TOWER
S	SHIELDED
ST	SHIELDED, TOWER
T	TOWER

Table G-18 CSSA Documentation Codes

Document Code Values	Description
HPD	HOURLY PRECIPITATION DATA
CD	CLIMATE DATA

Table G-19 CSSA Publication Codes

Document Code Values	Pub Code Values	Description
CD	TEMP	DAILY MAX/MIN TEMPERATURE
CD	PRECIP	DAILY PRECIPITATION
CD	EVAP	EVAPORATION
CD	SOIL	SOIL TEMPERATURES

Table G-20 CSSA Coop Program Area Sequence

Field Name	Field Type	Field Length
CPA SID	Text	1
CPA Last Sequence	Numeric	9

Table G-21 CSSA CD-404 Sub Code

Field Values	Description
MM	12 MONTHS OF PAY
M9	9 MONTHS OF PAY
M6	6 MONTHS OF PAY
M3	3 MONTHS OF PAY
CN	CANCEL THE PO
DA	CHANGE THE ADDRESS

Table G-22 CSSA CD-404 Paid Description Code

Field Values	Description
A	PRECIPITATION REPORTING (HYDROLOGIC)
B	RIVER STAGE REPORTING (HYDROLOGIC)
C	RECORDING PRECIPITATION (CHANGE CHART OR TAPE)
D	PRECIPITATION AND RIVER REPORTING (HYDROLOGIC)
E	PRECIPITATION, RIVER AND RECORDING PRECIPITATION SERVICES
F	SNOW DENSITY REPORTING
G	SNOW DEPTH REPORTING
H	AGRICULTURAL WEATHER REPORTING
I	RECORD EVAPORATION OBSERVATIONS
J	RECORD CLIMATOLOGICAL OBSERVATIONS

K	RECORD AND REPORT SOIL TEMPERATURES
L	PRECIPITATION AND SNOW DENSITY REPORTING
M	PRECIPITATION AND SNOW DEPTH REPORTING
N	PRECIPITATION, SNOW DENSITY, AND SNOW DEPTH REPORTING
O	PRECIPITATION, RIVER, AND SNOW DENSITY REPORTING
P	PRECIPITATION, RIVER, AND SNOW DEPTH REPORTING
Q	AVIATION OBSERVATION
R	RECORD AND REPORT SYNOPTIC OBSERVATION
S	PRECIPITATION REPORTING AND RECORDING PRECIPITATION
T	RIVER REPORTING AND RECORDING PRECIPITATION
U	DISPLAY MARINE STORM WARNINGS
V	PROVIDE WEATHER REPORTS
W	SERVICE RECORDING RAIN GAUGE

Table G-23 CSSA Inspector Code

Field Values	Description - Inspector
DAPM/OPL	NETWORK PROGRAM MANAGER
ET	ELECTRONICS TECHNICIAN
HMT	HYDROMETEOROLOGICAL TECHNICIAN
MIC	METEOROLOGIST IN CHARGE
OTH	OTHER
RCPM	REGIONAL COOP PROGRAM MANAGER
SH	SERVICE HYDROLOGIST/HYDRO FOCAL POINT

Table G-24 CSSA Inspection Type Code

Field Values	Description - Inspection Type
S	SEMI-ANNUAL
A	ANNUAL
E	EMERGENCY
ES	EMERGENCY & SEMI-ANNUAL
EA	EMERGENCY & ANNUAL

Table G-25 CSSA CAMS Project Task

Field Name	Field Type	Field Length
FIMA TASK Code	Text	6
FIMA Phase Code	Text	2

4. External Validation Tables. The following tables are external to the CSSA system, and are maintained by the Configuration Management Branch.

\_\_\_\_\_Table G-26 NWSLI County

<b>Field Name</b>	<b>Field Type</b>	<b>Field Length</b>
Place Name	Text	128
County Name	Text	128
State Abbreviation	Text	2
Compressed Name	Text	128

Table G-27 NWS Location Identifier (NWSLI) State

State Abb.	State Name or Equivalent	State Region	State No.	SID Code	State Country
AB	ALBERTA	7	68	A6	CA
BC	BRITISH COLUMBIA	7	69	B2	CA
MB	MANITOBA	7	70	M9	CA
NB	NEW BRUNSWICK	7	71	B3	CA
NF	NEWFOUNDLAND	7	72	N9	CA
NS	NOVA SCOTIA	7	74	S4	CA
NW	NW TERRITORIES	7	73	T6	CA
ON	ONTARIO	7	75	O5	CA
PE	PRINCE EDWARD ISLAND	7	76	E1	CA
PQ	QUEBEC	7	77	Q1	CA
SK	SASKATCHEWAN	7	78	S4	CA
YK	YUKON	7	79	Y2	CA
AG	AGUASCALIENTES	7		A5	MX
BJ	BAHA CALIFORNIA	7		B1	MX
CH	CHIHUAHUA	7		C6	MX
CL	COAHUILA	7		C7	MX
CM	CAMPECHE	7		C4	MX
CM	COLIMA	7		C8	MX
CP	CHIAPAS	7		C5	MX
DF	DISTRITO FEDERAL	7		D3	MX
DR	DURANGO	7		D4	MX
GJ	GUANAJUATO	7		G2	MX
GR	GUERRERO	7		G3	MX
HD	HIDALGO	7		H2	MX
JL	JALISCO	7		J1	MX
MC	MICHOACAN	7		C9	MX
MR	MORELOS	7		R2	MX
MX	MEXICO	7		X1	MX
NL	NUEVO LEON	7		L2	MX
OX	OAXACA	7		O4	MX
PB	PUEBLA	7		O3	MX
QR	QUINTANA	7		Q3	MX
QT	QUERETARO	7		Q2	MX
SL	SAN LUIS POTOSI	7		S3	MX



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SN	SINALOA	7		S5	MX
SO	SONORA	7		S6	MX
TB	TABASCO	7		T3	MX
TL	TLAXCALA	7		T5	MX
TP	TAMAULIPAS	7		T4	MX
VC	VERACRUZ	7		V4	MX
YC	YUCATAN	7		Y1	MX
ZC	ZACATECAS	7		Z1	MX
AK	ALASKA	5	50	A2	US
AL	ALABAMA	2	1	A1	US
AR	ARKANSAS	2	3	A4	US
AZ	ARIZONA	4	2	A3	US
CA	CALIFORNIA	4	4	C1	US
CO	COLORADO	3	5	C2	US
CT	CONNECTICUT	1	6	C3	US
DC	DISTRICT OF COLUMBIA	1	18	D2	US
DE	DELAWARE	1	7	D1	US
FL	FLORIDA	2	8	F1	US
GA	GEORGIA	2	9	G1	US
HI	HAWAII	6	51	H1	US
IA	IOWA	3	13	I4	US
ID	IDAHO	4	10	I1	US
IL	ILLINOIS	3	11	I2	US
IN	INDIANA	3	12	I3	US
KS	KANSAS	3	14	K1	US
KY	KENTUCKY	3	15	K2	US
LA	LOUISIANA	2	16	L1	US
MA	MASSACHUSETTS	1	19	M3	US
MD	MARYLAND	1	18	M2	US
MI	MICHIGAN	3	20	M4	US
MN	MINNESOTA	3	21	M5	US
MO	MISSOURI	3	23	M7	US
MS	MISSISSIPPI	2	22	M6	US
MT	MONTANA	4	24	M8	US
NC	NORTH CAROLINA	1	31	N7	US
ND	NORTH DAKOTA	3	32	N8	US
NE	NEBRASKA	3	25	N1	US
NH	NEW HAMPSHIRE	1	27	N3	US

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NJ	NEW JERSEY	1	28	N4	US
NM	NEW MEXICO	2	29	N5	US
NV	NEVADA	4	26	N2	US
NY	NEW YORK	4	30	N6	US
OH	OHIO	1	33	O1	US
OK	OKLAHOMA	2	34	O2	US
OR	OREGON	4	35	O3	US
P1	PACIFIC REGION I	6	91	P5	US
P2	PACIFIC REGION II	6	92	P6	US
P3	PACIFIC REGION III	6	93	P7	US
P4	PACIFIC REGION IV	6	94	P8	US
PA	PENNSYLVANIA	6	36	P1	US
PR	PUERTO RICO	6	66	P4	US
RI	RHODE ISLAND	1	37	R1	US
SC	SOUTH CAROLINA	1	38	S1	US
SD	SOUTH DAKOTA	3	39	S2	US
TN	TENNESSEE	2	40	T1	US
TX	TEXAS	2	41	T2	US
UT	UTAH	4	42	U1	US
VA	VIRGINIA	1	44	V2	US
VT	VERMONT	1	43	V1	US
WA	WASHINGTON	4	45	W1	US
WI	WISCONSIN	3	47	W3	US
WV	WEST VIRGINIA	1	46	W2	US
WY	WYOMING	3	48	W4	US
VI	VIRGIN ISLANDS	2	67	V3	US

Table G-28 NWS Location Identifier (NWSLI) Region

Region Number Values	Region Name Values	Region Abbreviation Values
1	EASTERN REGION	ER
2	SOUTHERN REGION	SR
3	CENTRAL REGION	CR
4	WESTERN REGION	WR
5	ALASKA REGION	AR
6	PACIFIC REGION	PR
7	INTERNATIONAL	IT
8	NATIONAL HQ/NC	NH

Table G-29 NWS Location Identifier (NWSLI) SID

Field Name	Field Type	Field Length
SID	Text	5
City	Text	25
County	Text	30
State	Text	2
Station Name	Text	128
Station Detail	Text	255
Country	Text	2
Region	Numeric	1
Latitude	Text	9
Longitude	Text	10
Mile	Text	10
Type	Text	8
WFO	Text	5

ET ID	Text	5
COOP ID	Text	5
HSA ID	Text	5
RFC ID	Text	5
ICAO ID	Text	5