

CSSA MANUAL



NATIONAL WEATHER SERVICE
OFFICE OF CLIMATE, WATER, AND WEATHER SERVICES
OBSERVING SERVICES DIVISION

Operational Draft CSSA Manual Version 1.0
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CHAPTER 1 - SYSTEM OVERVIEW

Cooperative Station Service Accountability (CSSA)

Main Menu

Version 1.01 (OT&E)

- [Establish/Edit Station Data](#)
- [Establish/Edit ASOS Station Data](#)
- [Enter Inspection Data](#)
- [Edit/Update Inspection Data](#)
- [Add/Change/Cancel Payroll Data](#)
- [Process Rejected Form](#)
- [Open Form on Hold](#)
- [Reports Menu](#)

SYSTEM OVERVIEW

1. General. This manual is for the modernized Cooperative Service Accountability (CSSA) version 1.0. 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 Weather Service (NWS). The manual is written by the NWS Observing Services Division, Office of Climate, Water and Weather Services, and includes NWS policy for using the CSSA system. The manual has been divided into seven chapters covering system overview, the quality control workflow process, data entry, observer pay, station inspections, reports, and lookup tables. The NWS policy requirements in this manual shall be adhered to by all users of this system. Questions on the use of the CSSA system shall be referred to the regional cooperative program manager (RCPM).

2. Purpose. The CSSA has been revised to increase the quality and efficiency for the National Oceanic and Atmospheric Administration (NOAA) offices responsible for CSSA data. The new CSSA is an internet based system with enhanced quality; increased performance standards, consistency, and near real time availability of data. The National Climate Data Center (NCDC) continues as the primary provider of COOP station metadata to external customers.

2.1 History. The importance of metadata quality and its timely receipt by the user is paramount to understanding observational data for users of the data providing operational forecasts to those assessing climatic variability. The NWS means of documenting COOP station metadata has progressed rapidly during the last few years, 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. The prior CSSA program was based on DOS formats and users, including COOP managers at the Weather Forecast Office (WFO) level, experienced difficulty with quality entry and manipulation of data.

2.2 Modernized CSSA. The modernized CSSA system replaces the older DOS based FoxPro database system and contains high quality data graphical user interfaces for data entry and data quality control. The new CSSA provides a better level of support

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to the COOP program managers at all levels while providing a savings in manpower, an increase in reliability and availability to customers.

2.3 **CSSA Policy.** The new CSSA system shall be implemented by all NWS WFOs, NWS regional headquarters, and the NWS National headquarters. This requires the quality, approval, and timeliness of CSSA data provided by WFOs be the responsibility of the meteorologist in charge (MIC). 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 utilizes an Oracle workflow software process to approve or reject each form submitted using the CSSA system. All data are marked as preliminary pending final approval by the National Cooperative Program Manager or designee. Preliminary data is 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, the entries shall be checked for accuracy by the WFO. The MIC or designee shall approve all data entries submitted to the regional headquarters level. Chapter 2 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 changes related to:

- (a)** the station being opened (established),
- (b)** the station is reestablished,
- (c)** the station is closed,
- (d)** the station is made inactive,
- (e)** the station is 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 2.3.c.1

2.3.1 Responsibilities of 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 handbooks 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.

2.3.2 Responsibilities of National Cooperative Program

Manager (NCPM). The National Cooperative Program Manager (NCPM) establishes program activity and procedures needed to maintain the integrity of COOP program networks and to assure that the networks continue to meet the data requirements. The NCPM sets performance standards and procedures for inspecting and maintaining stations, monitors the COOP Program, provides liaison with other Government agencies, etc. The NCPM provides final approval or rejection authority for all CSSA data submissions through the Oracle workflow process.

2.3.3 Responsibilities of Regional Cooperative Program

Manager. RCPMs implement national policies and procedures and may add additional requirements unique to that region. RCPMs coordinate related meteorological and hydrological matters with NWS regional and field offices. They document COOP station descriptions and histories, maintaining necessary files. RCPMs work with the WFOs to manage the paid cooperative observer contract program within the region, assuring compliance with established laws and regulations regarding issuance of government contracts to private citizens and businesses. The RCPM provides regional level quality control of all CSSA data submissions in the RCPMs region through the Oracle workflow process.

2.3.4 Responsibilities of Local NWS Representatives.

Local NWS Representatives (NWSREP) work at a WFO. The NWSREP is the only level authorized, with the exception of CD-404 data, to enter data into the CSSA system. The NWSREP is responsible for

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the installation and maintenance of COOP station equipment, quality control of the observational data, observer training, verification of station forms (e.g. WS Form B-44), etc. NWSREPs may include assigned Hydrometeorological Technicians (HMT), the Data Acquisition Program Manager (DAPM), service hydrologists, and designated meteorologists or meteorologist interns.

2.3.5 Responsibilities of Observers. Observers provide observations or other services related to the operation of equipment. They are volunteers or contractors who are not NWS employees. COOP observers may serve on either a paid or unpaid basis.

2.3.6 Responsibilities of National Oceanic and Atmospheric Administration (NOAA) Support. The following agencies within NOAA support the COOP Program.

(1) **National Climatic Data Center (NCDC).** NCDC maintains it's own CSSA archives received from the centralized database. NCDC provides the national level quality control, then makes recommendations to the NCPM for final approval or rejection of a form. NCDC will make CSSA data available to customers on the NCDC web sites and through other requests after the form has been approved by the NCPM.

(2) **Administrative Support Center (ASC).** ASCs provide financial, budgeting, and accounting support to the COOP Program. The ASCs make quarterly payments to observers who are in a paid status.

3. 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 system is used to support the nearly 12,000 stations in the Cooperative network. The CSSA system is designed to provide:

- a. a single authoritative source for COOP station information;
- b. a means of indicating the date of the last change in

SYSTEM OVERVIEW

equipment, location, exposure, etc., at a station as well as the nature of station closures, relocations, etc.;

c. a means of selecting separate listings of station types according to geographical area, elevation, type of service, length of observer service for awards, and information for special studies; and

d. a basis for preparing reports of COOP stations, types of equipment, and services.

e. The data is used at the national level to account for the funds expended in operating and maintaining the cooperative stations. Information in the database system can be used in estimating annual operating costs for the reimbursable networks. The data are 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 websites for customers.

3.1 CSSA Software. The CSSA software uses version 8.05 of Oracle's relational data base system (RDBMS), version 4.0 of Oracle's Application Server (OAS), version 2.5 of Oracle's Workflow cartridge, and version 3.0 of Oracle's Report Server cartridge. The Oracle software resides on a server at NWSH. Access to the CSSA must be accomplished using the Microsoft Internet Explorer 5.0 (IE5.0) or higher browser. The CSSA must have Adobe Acrobat Reader software 4.05 or higher to display reports. IE5.0 and Adobe Reader 4.05 may be downloaded free from the Internet. 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. The Oracle Discoverer software program may be purchased to support queries of the CSSA data base. The Observing Services Division at NWSH will provide direct support for specific WFO requests for reports and queries of the database. Chapter 6 provides information on reports. Contact RCPMs for additional information on Oracle Discoverer.

3.2 CSSA Hardware. The modernized CSSA version 1.0 software resides on computer systems located at NWSH in Silver Spring, Md. 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 2.7. OAS and Report Server reside on a Gateway Pentium III server running Microsoft Windows NT 4.0. The servers are

SYSTEM OVERVIEW

attended 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.

3.3 CSSA Hardware Requirements for NWS Data Entry. A Pentium-II personal computer or its equivalent must be designated at each WFO for entering CSSA data, a mouse or other comparable pointer device must be available for use. This computer shall have connectivity to the Internet and be equipped with IE5.0 or higher and Adobe Acrobat Reader 4.05 or higher. Designation of the computer should be coordinated by the labor-management team (LOT) in each WFO. The system may be accessed from laptop personal computers with connectivity to the internet and capable of running IE5.0 or higher.

3.4 CSSA Database. One centralized CSSA database is operated. There are no regional or local CSSA databases. WFOs enter data through an internet browser form and submit renditions or corrections through the workflow process.

3.5 CSSA Access. The access to CSSA is protected through user names and passwords. The use of user names and passwords is restricted to authorized NOAA offices. Authorization will be issued through the designation of a user name and password for a particular office. Every WFO has been assigned a user name and password for the NWSREP and for the MIC. Application for the user names and passwords for WFOs and RFCs must be coordinated through the RCPM. Other offices may apply for password issuance through the NWS NCPM. There are five user name/password logon levels. The first level is NWSREP, the only data entry level. The second level is Meteorologist in Charge (MIC). The third level is the RCPM level. The fourth level is the NCDC level. The fifth level is the NCPM.

3.6 CSSA Enhancements. The new CSSA system will be enhanced to address additional requirements and refinements as recommended by the LOT and the RCPMs. The RCPMs will consolidate and forward these recommendations to the CSSA modernization working group.

3.7 CSSA Training. Every individual WFO staff member designated to enter data shall complete the National Weather Service Training Center (NWSTC) sponsored on-line CSSA training. WFO staff members belonging to the bargaining unit shall not be

held accountable for CSSA data until the NWSTC on-line CSSA training has been completed.

a. The NWSTC has developed on-line training for the new CSSA system. The training is available on the NWSTC Internet uniform resource locator (URL) web site home page at :

Internet Explorer 5.0 or higher must be used to access the NWSTC web site.

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

select: distance learning
Scroll down alpha list to: Coop listings
Select: CSSA training from the center column and the program starts.

b. The NWSTC training is initially directed towards NWS staff familiar with the previous CSSA system used by the NWS.

c. A training account (sponsored by NWSH) is available for any office to practice with the system. This training account may be accessed from the Internet URL :

http://cmorahome.nws.noaa.gov/cssatest/cssa_main.cssa_main_menu

d. To log in, use the following username and password (passwords will be changed periodically, consult with RCPM):

Username: **cssatrnl**
Password: **b44form**

e. Additional training will be made available on the NWSTC web site and through the NWSTC COOP class.

3.8 CSSA Workflow. CSSA uses an Oracle workflow process to ensure quality and accountability for quality of the new CSSA system. The workflow requires a chained approval process before the CSSA data is considered official and can be distributed to external customers. Until the approval chain has been completed the CSSA data is preliminary and authorized only for NOAA distribution. The workflow will be described in detail in Chapter 2.

SYSTEM OVERVIEW

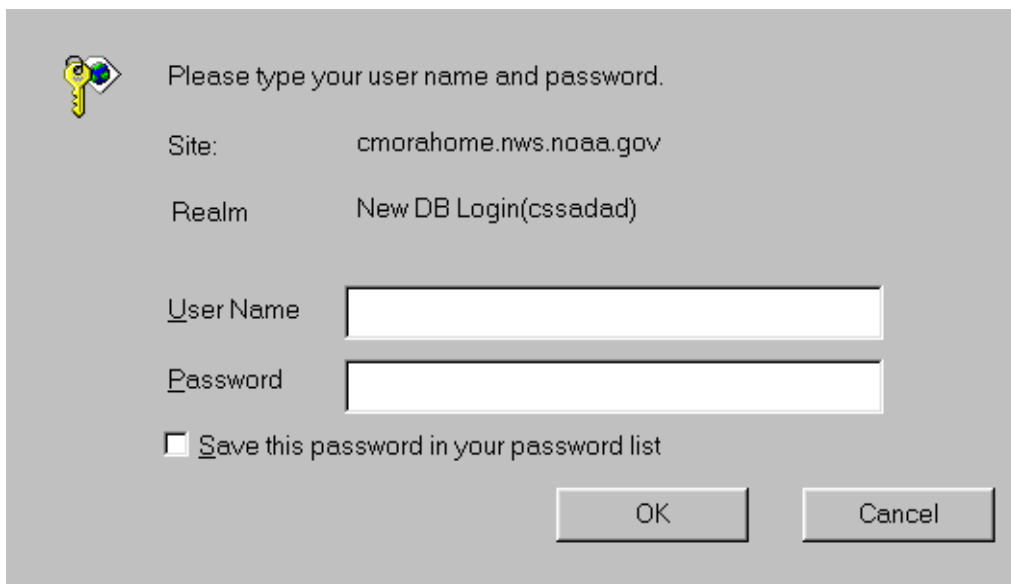
4. **Getting Started.**


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 web site and begin entering data. The following Internet URL used to access the CSSA main menu is:

http://cmorahome.nws.noaa.gov/cssaform/cssa_main.cssa_main_menu

c. After entering the URL, Exhibit 1-1, the Logon Screen will be displayed. The NWSREP should enter the assigned user name and password. Then select OK. Exhibit 1-2, CSSA Main Menu screen will then be displayed.





Please type your user name and password.

Site: cmorahome.nws.noaa.gov

Realm New DB Login(cssadad)

User Name

Password

Save this password in your password list

OK

Cancel

Exhibit 1-1. Logon

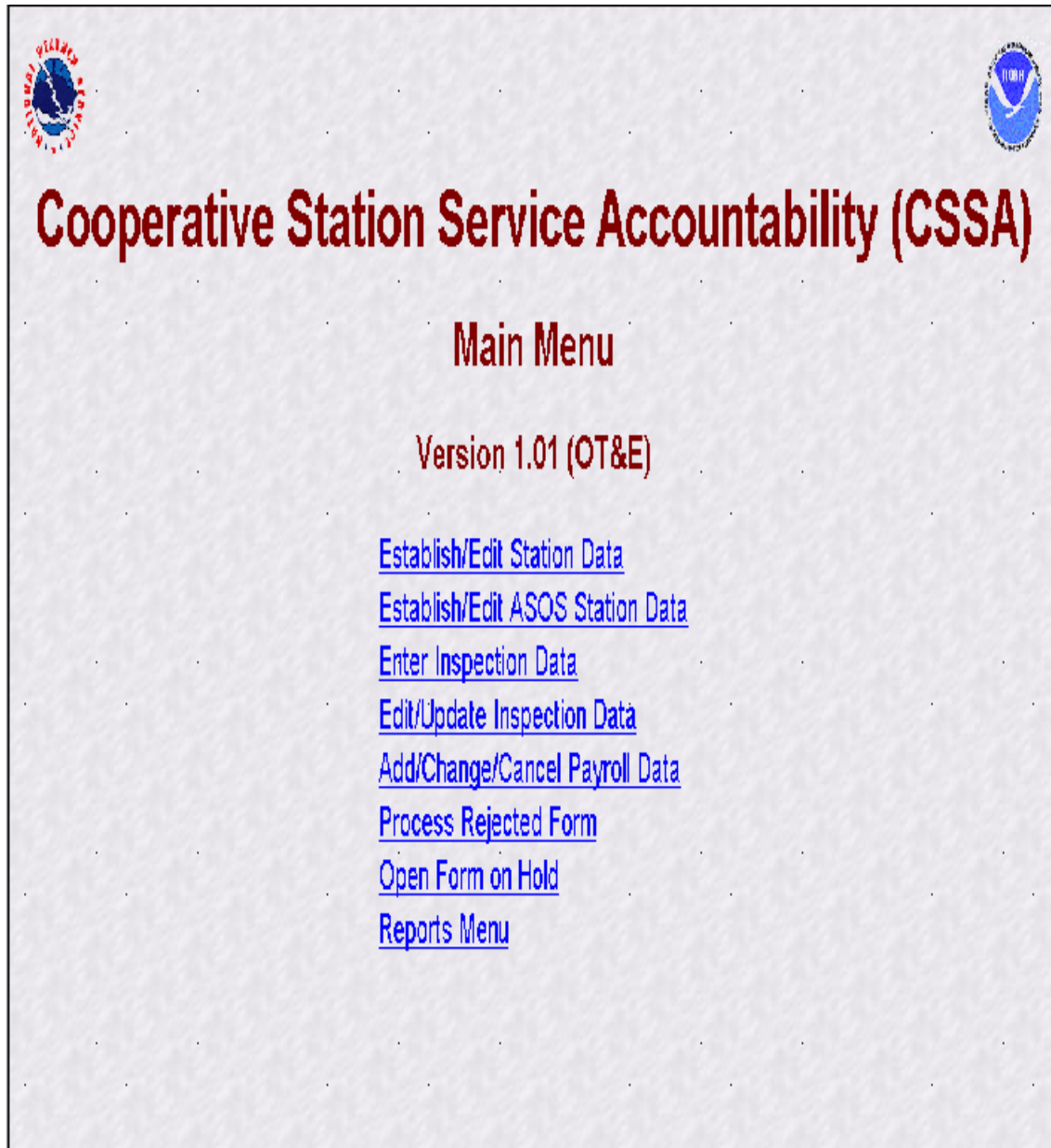


Exhibit 1-2. CSSA Main Menu

SYSTEM OVERVIEW

(1) Chapters 3 through 5 describe data entry rules and navigation actions to be followed from the CSSA Main Menu selection.

(2) The existing database has been loaded into the new system. Whenever a cooperative station residing in the previous database 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 obstructions data.

(B) The NWS representative responsible for the cooperative station data entry (NWSREP) should "cut and paste" 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.

(3) Refer to Exhibit 1-3 for additional documentation sources on the preparation of CSSA data:

Title	Description
NWS Operations Manual (WSOM) Chapters B-17, Cooperative Station Management, and WSOM B-11, Instrument Standards and Requirements.	WSOM B-17 defines the mission of the NWS COOP Program and related policies. WSOM B-11 set standards for siting and exposure of instruments.
Federal Geographic Data Committee (FGDC) metadata standards handbook www.fgdc.gov/metadata/meta_workbook.html to review the Handbook.	The FGDC sets standards for metadata reporting and NOAA complies with the Federal standards.
NWS Observing Handbook Number 2 (WSOH#2)	Cooperative Station Observations
NWS Observing Handbook Number 6 (WSOH#6)	COOP Program Operations
NWS Location Identifier (NWSLI) User's Manual	The NWSLI provides a listing of all official station identifiers (SID). Refer to regional directives for procedures in requesting new SIDs.

Exhibit 1-3 Documentation Sources on the Preparation of CSSA Data

CHAPTER 2 - THE WORKFLOW PROCESS



Review List

Click on the document number you wish to review.

Document Number	Station Number	Station Name	Reason for Report	CPA
LWX1011112	46-7730	ROMNEY 1 SW	CHANGE	LWX
LWX1011114	46-5707	MARTINSBURG FAA AP	CHANGE	LWX
LWX1011834	46-6163	MOOREFIELD 1 SSE	CHANGE	LWX

[Return to Main Menu](#)

1. **Purpose.** The workflow process is introduced prior to the data entry chapter in this manual to ensure all participants of the CSSA system understand the importance of this process.

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 at NCDC. The station metadata and observer data provided on the B-44 are reviewed in the workflow. The CD-404 has an abbreviated workflow process and 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 will be automatically transmitted to the NWSREP whenever a form is rejected. Email accounts may be added to the workflow through consultation with the RCPMs. One entry level user name and password is established for each WFO, but there may be multiple workflow email accounts if desired. The Netscape email forwarding functions should be utilized if there is a question within a WFO of the mail being received. This chapter will describe the workflow at each level of the system and depict the screens. A summary table is provided at the end of the chapter.

3. **NWSREP Level.** This is the data entry level of the CSSA system. Chapter 3, describes data entry rules and navigation. After data entry is completed and the form has been submitted the workflow process begins.

a. The form is designated as preliminary until final approval by the NCPM. The form will remain designated as preliminary until the form has been quality controlled and approved through the workflow in the following order:

(1) MIC level, RCPM level, NCDC level, and NCPM level.

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

b. The NWSREP may either submit a corrected form with the same rendition number or cancel the form and take no further action. If the form is canceled the form data will be **PURGED** from the database. A correction to a rejected form should be submitted within 30 days of receiving the rejection notice.

THE WORKFLOW PROCESS

From:XXX

To; XXX

The following Cooperative Station Document has been rejected by NCDC (**MIC/RCPM/NCPM**) quality control measures:

Document Number: SHV101183

Submitted By: CSSASHV

Last Seen By: CSSASR

Station Name: ARCADIA

Station Number: 16-0277

Reason for Report: CHANGE

Reason for Rejection: **The specific fields requiring correction should be listed here.**

To review this request, go to the CSSA Form Web Site at

(http://cmorahome.nws.noaa.gov/cssaform/cssa_main.cssa_main_menu)

and select the Review Document link. Click on the Document Number Above.

Exhibit 2-1 Email Notification to the NWSREP

c. The workflow notices of approval or rejection will be received on the Netscape email system. Upon a notification, the NWSREP should logon to the system in accordance with Chapter 1, paragraph 4, and select *Process Rejected Forms*. Refer to Exhibits 1-1 and 1-2 for views of the Logon screen and CSSA Main Menu.

d. Upon selecting *Process Rejected Forms* from Exhibit 1-2, the NWSREP will see the Rejected Document List screen. Exhibit 2-2 depicts the Rejected Document List screen.

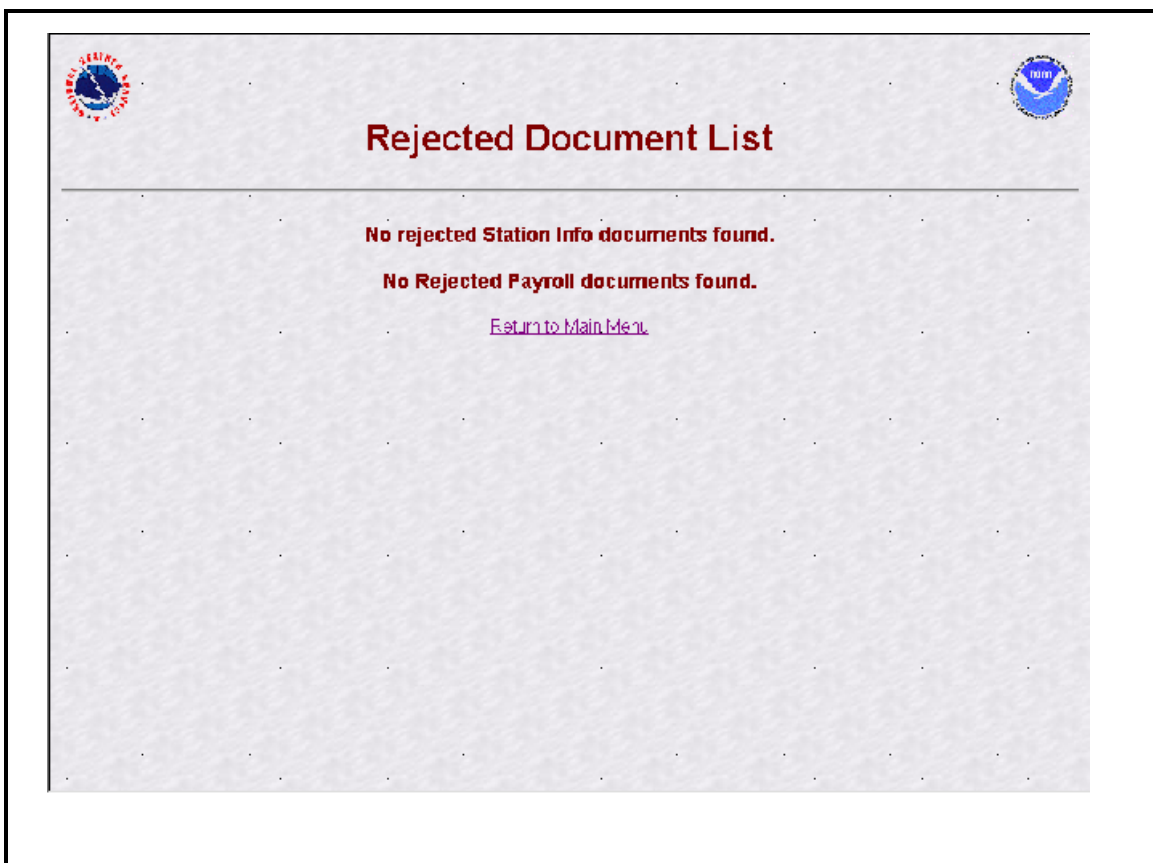


Exhibit 2-2. Rejected Document List

e. The NWSREP may select the form to act upon from the review list and Rejected Forms screen will be displayed. Exhibit 2-3, depicts the Rejected Forms screen.

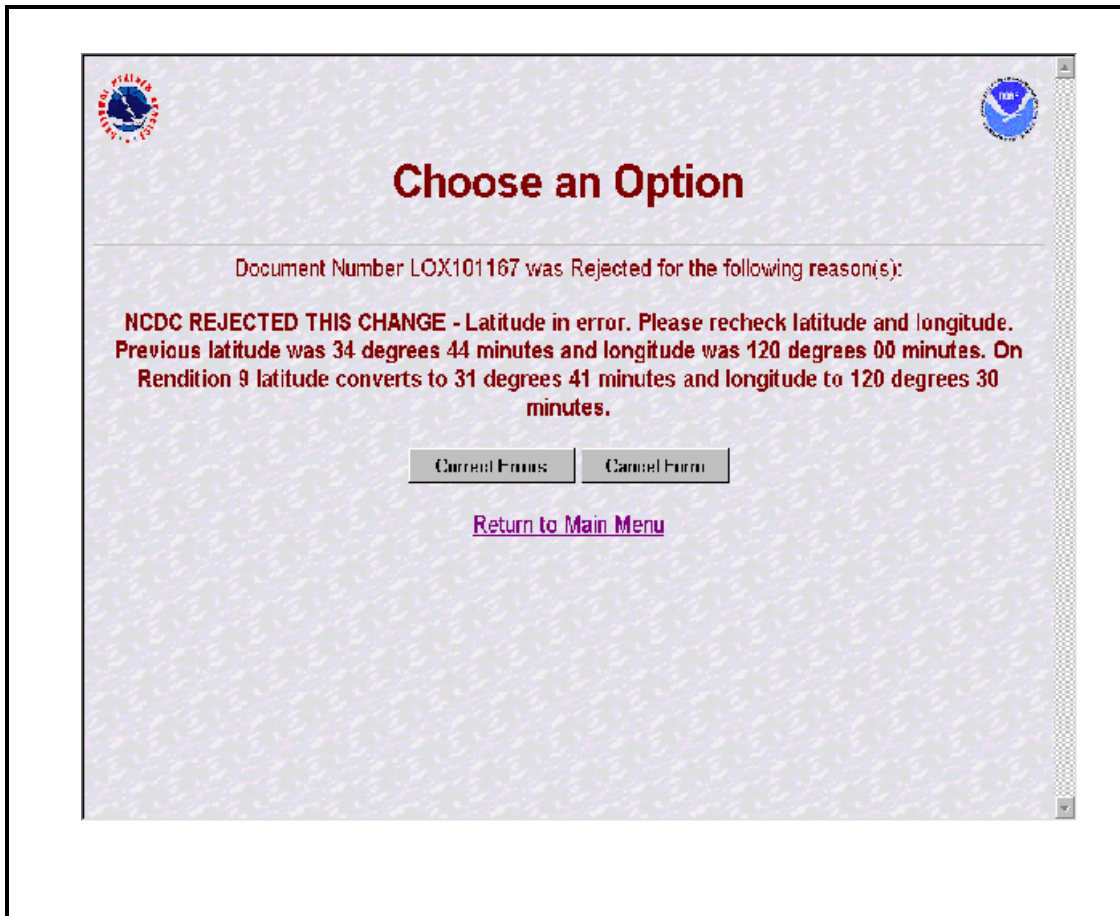


Exhibit 2-3. Rejected Forms

f. The NWSREP should then select from the three buttons on the Rejected Form screen:

(1) Selecting *Correct Form* will display the CSSA Enter Station Number screen (see Exhibit 3-1). The data entry rules in Chapter 3, paragraph 2.4, must then be followed in processing the rejected form.

(2) If the *Cancel Form* selection is made *****CAUTION MUST BE FOLLOWED WITH THIS SELECTION*****:

THE WORKFLOW PROCESS

(A) for a station newly established by the form, the form will be **PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION PREVIOUSLY ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED.**

(B) for a previously established station, the *Cancel Form* selection will cancel all changes made prior to submitting the form to the workflow process. **ALL INFORMATION PREVIOUSLY CHANGED WILL BE PURGED FROM THE DATABASE.**

(C) Selecting *Return to Main Menu* will return the NWSREP to the CSSA Main Menu with no further action taken.

g. Once a correction is made to the rejected form, the corrected form should be submitted in accordance with the rules in Chapter 3, paragraph 2.4. This will not cause a new rendition number to be generated.

h. Reasons for logging on at the NWSREP level.

(1) Initial data entry to a form.

(2) Correct data in a form.

(3) Notification received to correct form.

(4) Generation of a report.

i. When the rejected form has been corrected and is submitted the workflow process will begin over.

j. 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 should ensure the quality of the CSSA data before it is submitted to the RCPM level. The MIC or MIC designee should log onto the CSSA MIC workflow form using MIC user name and password and is responsible for ensuring accuracy of the data. The form can be approved, rejected, or a report of data can be generated from the MIC level. If in the opinion of the MIC or designee the quality of the form is accepted, the form is approved and released for quality review by the RCPM. If an error is noted in the form,

THE WORKFLOW PROCESS

the form may be rejected and comments provided with the reason for rejection. Comments should always be provided to the NWSREP explaining the reason for rejection. After the comments are entered into the dialogue box, the form should be submitted. If approved, the form should be submitted, with optional comments. If the form approval or rejection is canceled, it will be left on hold at the MIC level until submitted manually or automatically.

a. Timeliness of manual quality control at the MIC level is important in providing station metadata information. The MIC or designee will receive an email through the workflow process informing the MIC level there is a submitted station form awaiting approval or rejection. The MIC level will be notified every five calendar days by email as a reminder if the form has not been submitted from the MIC level. This reminder will occur three times.

b. After the third reminder, and fifteen days after the initial email notification of the form submission from the NWSREP level, the form will be automatically approved and forwarded to the RCPM. Notification will automatically be transmitted to NCDC and the NCPM of the automated approval.

c. If rejected, a notification is sent via email to the NWSREP. The NWSREP must follow required actions in Chapter 2, paragraph 3.

d. Logon to the CSSA following steps in Chapter 1, paragraphs 4.b and 4.c. The MIC user name and password shall be used.

(1) Exhibit 2-4, depicts the Workflow Main Menu.

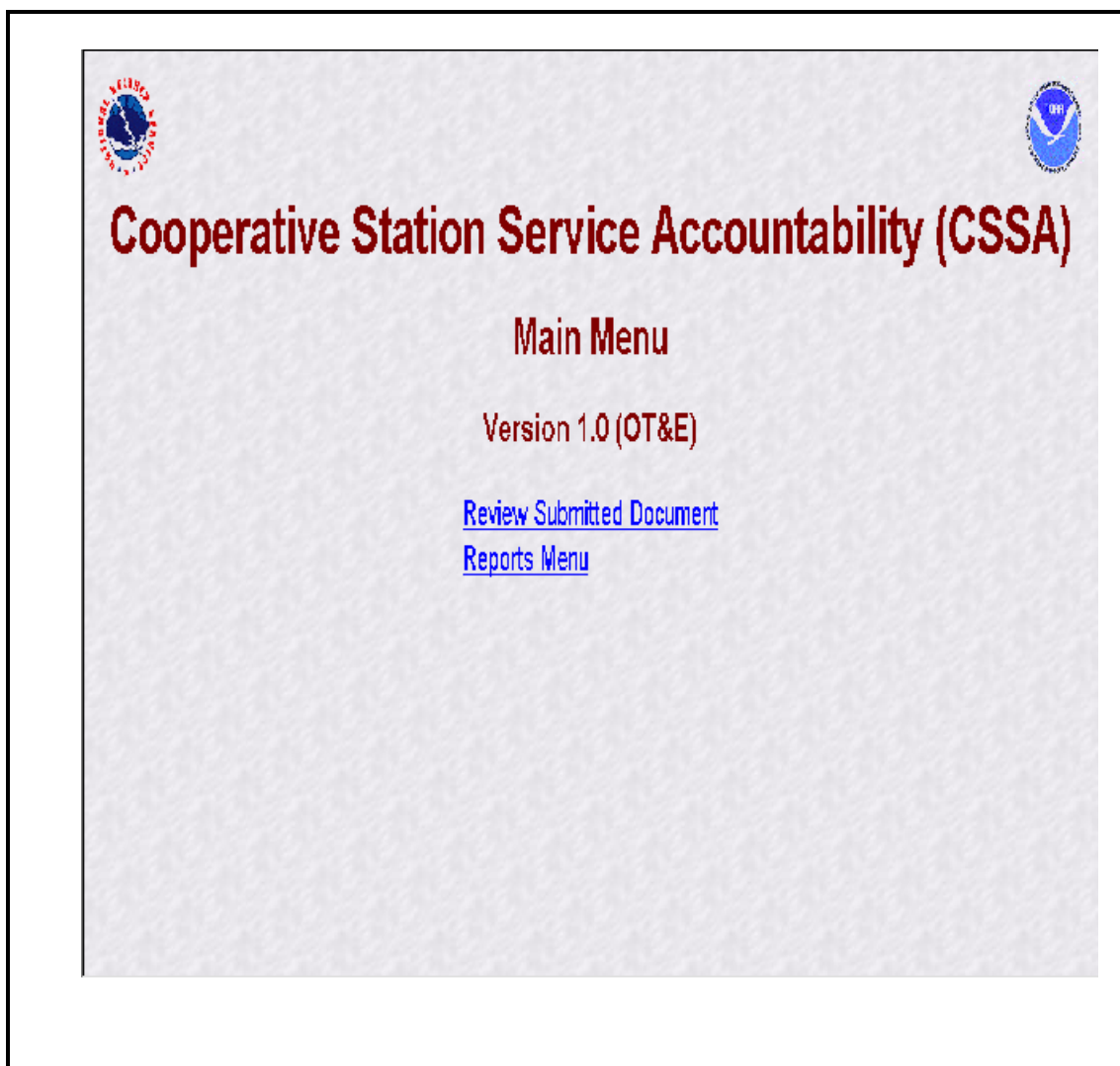


Exhibit 2-4. CSSA Workflow Main Menu

(2) The MIC or designee should then select *Review Submitted Document* (select with the left mouse button). The *Reports Menu* option will be described in Chapter 6, The Reports. Exhibit 2-5, depicts the Review List screen.

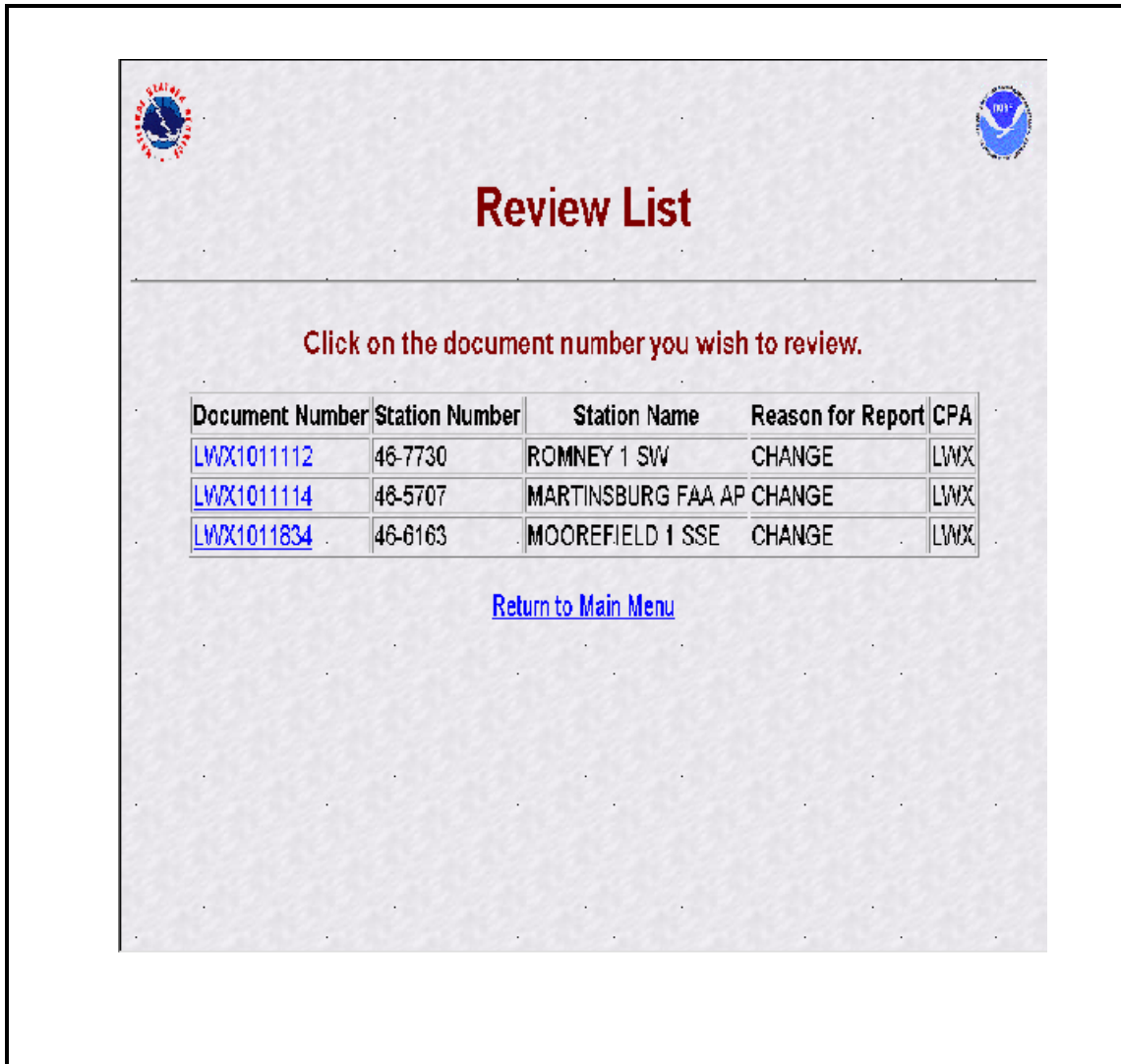


Exhibit 2-5. Review List

(3) The MIC or designee should then select a station. Exhibit 2-6, 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		OBSERVER DATA		OB INFO		OTHER EQUIP INFO		OBSTRUCTIONS		PUBLICATION DATA			
Station Name: ROMNEY 1		Station Number: 46-7730		Climate		Division: 06		Elevation: 13		SW			
STATION LOCATION				Station ID: ROMW2				STATION DETAIL					
Latitude	Longitude	Horiz Ref Datum	Vert Ref Datum	Zero Datum (River Sites)		Time Zone							
39.3389	78.7728	NAD83	NAVD88			EASTERN							
Lat/Lon Source				CRA Rgn				Station Type					
INITIAL DATABASE LOAD - LAT/LON IN PLACE				ER				COOPERATIVE OBSERVER STN - 92					
County				State		Elevation		COOP Network					
HAMPSHIRE		VY		670		COOP STATION CLIMATE - HYDRO (AB)							
STATION ADMIN													
STATION MGMT			Authorizing Doc			Authorization Date		Station Begin Date		Primary Auth		Secondary Auth	
CFA	CNA	HSA	B43			03/23/1988		03/23/1988		CALVIN MEADOWS, HMTCPM/LWX			
ET	RFC	RHA (MARFC)			Reason for Report (see Remarks)			Effective Date		NWSEEP			
			10			CHANGE		08/01/2000		TCR			
Topography													
MOUNTAINOUS, 8 BRANCH POTOMAC RVR LOCATED JUST S & W OF STATION. LAT/LON BY GPS													
Driving Directions													
FROM JCTN OF RT US 60 & 28 (TRAFFIC LIGHT) IN CENTER OF TOWN, PRO-CEED W ON RT 60 1.0 MI TO WATER PLANT ON R - IT IS JUST BEFORE CROSSING RVR.													
Remarks													
COR EXP & TOPO AND CHG OBSERVATION & EQUIP SECTS													
				Approve Document				Reject Document				Cancel	

Exhibit 2-6. Workflow Station Information

(4) The MIC or designee should evaluate all fields on the station information screen for quality. Fields requiring correction should be noted and the MIC or designee should move to the next screen, Observer Data by selecting the tab on the top of the screen, *Observer Data*. Exhibit 2-7, depicts the Observer Data screen.

THE WORKFLOW PROCESS

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

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

<i>Station Name:</i> ROMNEY 1 SW	<i>Station Number:</i> 46-7730	<i>Climate Division:</i> 06	<i>Rendition:</i> 13	<i>Other Observers</i>
-------------------------------------	--------------------------------	-----------------------------	----------------------	------------------------

<i>Title</i> MR	<i>Observer's Name/Focal Point</i> JONATHAN E. LEWIS	<i>Observer Type</i> INDIVIDUAL	<i>Gender</i> MALE	<i>Observer Ranking</i> PRIMARY
<i>Institution Name</i> -		<i>Observer Svc Date</i> 01/01/1985	<i>Family Svc Date</i> -	<i>Last Award Date</i> -
<i>Mailing Address</i> 260 SCHOOL ST. ROMNEY WATER PLANT		<i>Home Phone</i> -	<i>Office Phone</i> -	<i>Office Extension</i> -
<i>City</i> ROMNEY,		<i>Fax Number</i> -	<i>Alternate Phone</i> -	<i>Alternate Extension</i> -
<i>State</i> WEST VIRGINIA	<i>Zip Code</i> 25757	<i>Email Address</i> -		
<i>Web Address</i> -				

Observer Contact Information
-

Previous Observer	1 of 2	Next Observer
Approve Document	Reject Document	Cancel

Exhibit 2-7. Workflow Observer Data

(5) The MIC or designee should evaluate all fields on the Observer Data screen for quality. Fields requiring correction should be noted and when there are multiple observers select *Next Observer* and review the quality of field entries. The MIC or designee should then move to the next screen, *Ob Info* by selecting the tab on the top of the screen, *Ob Info*. Exhibit 2-8, depicts the *Ob Info* screen.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

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

Station	Station	Climate	
Name: ROMNEY 1 SW	Number: 46-7730	Division: 06	Rendition: 13 Other Obs

Observed Element: **TEMPERATURE**

EQUIPMENT

Equipment Code	Serial Number	Owner	Exp Tel	Equipment Description	Azimuth	Distance
MMTS-1		NWS	N	MOD-AC/Serial No: 3074	230	12

REPORTING/PAY

Ob Time	Rept Method	Recipient	Sponsor	Paid	Data Ingest Via	Special Network	Node Relay When?
0800	E91	LWX.NCDC	S&E(H)	N			
0800	RDP	LWX	S&E(H)	N			

Previous Element	3	of 3	Next Element
------------------	---	------	--------------

Approve Document	Reject Document	Cancel
------------------	-----------------	--------

Exhibit 2-8. Workflow Ob Info

THE WORKFLOW PROCESS

(6) The MIC or designee should evaluate all fields on the Ob Info screen for quality. Fields requiring correction should be noted and when there are multiple observation elements select *Next Element* and review the quality of field entries. The MIC or designee should then move to the next screen, Other Equip Info, by selecting the tab on the top of the screen, *Other Equip Info*. Exhibit 2-9, depicts the Other Equip Info screen.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

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

Station Name: ROMNEY 1	Station Number: 46-	Climate	Rendition: 13
SW	7730	Division: 06	

EQUIPMENT #1	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
	MISC	CRS		NWS		N	220	16	N
Equipment Description									

EQUIPMENT #2	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
	DAA	TOUCH		NWS		N	000	0	N
Equipment Description AT&T MODEL 730 SPEAKERPHONE									

EQUIPMENT #3	EqCat	Equip	Serial Number	Owner	Exp	Tel	Azimuth	Dist	Backup?
	TEMP	MXMN		NWS		N	220	16	Y
Equipment Description									

Approve Document	Reject Document	Cancel
------------------	-----------------	--------

Exhibit 2-9. Workflow Other Equipment Info

THE WORKFLOW PROCESS

(8) The MIC or designee should evaluate all fields on the Obstructions screen for quality. Fields requiring correction should be noted. The MIC or designee should then move to the next screen, Publication Data, by selecting the tab on the top of the screen, *Publication Data*. Exhibit 2-11, depicts the Publication Data screen.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)					
STN INFO	OBSERVER DATA	OB INFO	OTHER EQUIP INFO	OBSTRUCTIONS	PUBLICATION DATA
Station Name:	ROMNEY 1 SW	Station Number:	46- 7730	Climate	Bendition:
				Division: 06	13
PUBLICATIONS					
Document Name	Publication	Mailed?	Mail Frequency		
CLIMATE DATA	DAILY MAX/MIN TEMPERATURE	NO			
CLIMATE DATA	DAILY PRECIPITATION	NO			
HOURLY PRECIPITATION DATA		NO			
Approve Document		Reject Document		Cancel	

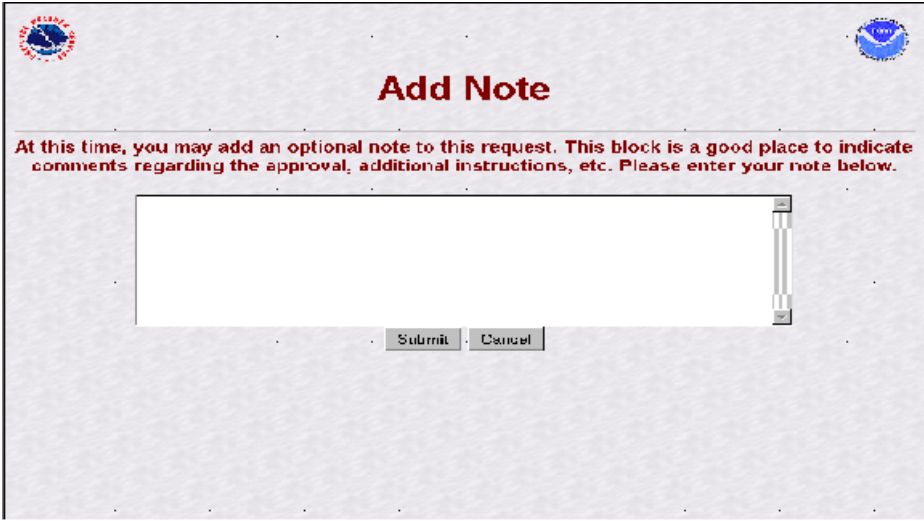
Exhibit 2-11. Workflow Publication Data

THE WORKFLOW PROCESS

(9) The MIC or designee should evaluate all fields on the Publication Data screen for quality. Fields requiring correction should be noted. After reviewing all fields on all screens, the MIC or designee may then select the *Approve Document*, *Reject Document* or *Cancel* buttons on the bottom of each screen.

(10) If *Cancel* is selected the screen will return to the CSSA Workflow Main Menu (see Exhibit 2-4) and the form will remain in a pending review status.

(11) If *Approve Document* is selected, the Add Note screen will display. Exhibit 2-12, depicts the Add Note screen. A note may be added to approved forms. After optionally adding a note the form should be submitted or canceled, by selecting the appropriate *Cancel* or *Submit* button on the bottom of the screen. Canceling the form will return it to review pending status and display the CSSA Workflow Main Menu. Submitting the form will generate an automated email informing the RCPM the form has been approved and is ready for RCPM quality review.

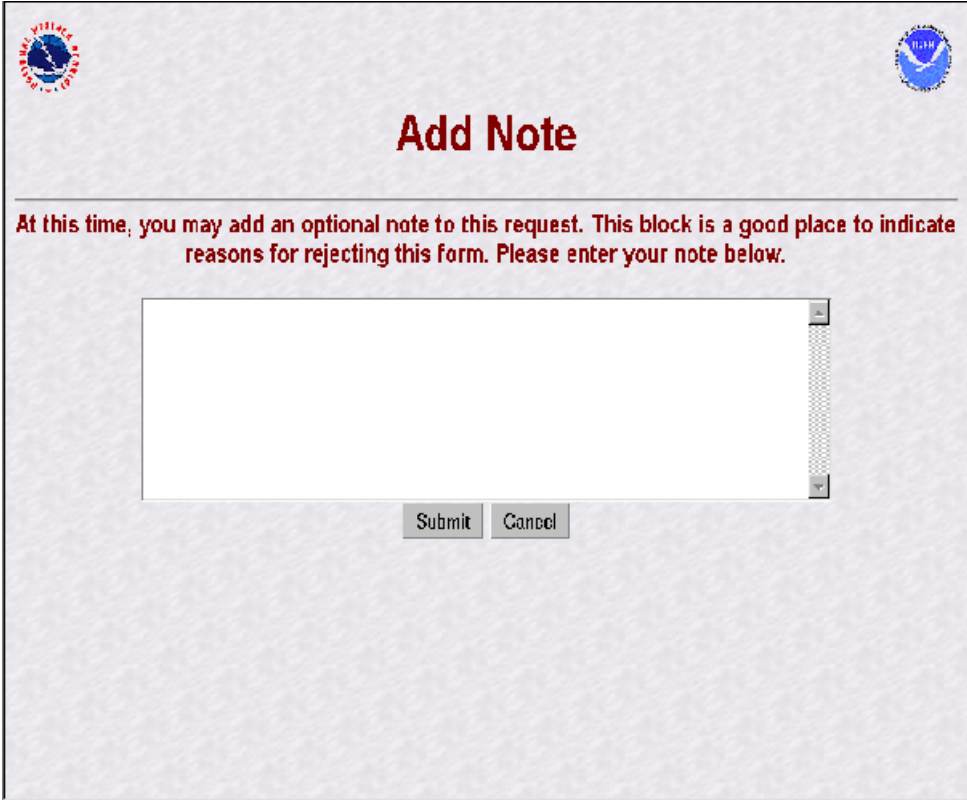


The screenshot shows a web interface titled "Add Note". At the top left and right are logos for the U.S. Coast Guard and the U.S. Navy. The main heading is "Add Note" in red. Below the heading is a red instruction: "At this time, you may add an optional note to this request. This block is a good place to indicate comments regarding the approval, additional instructions, etc. Please enter your note below." Underneath this text is a large, empty text input field with a vertical scrollbar on the right side. At the bottom of the input field are two buttons: "Submit" and "Cancel".

Exhibit 2-12. Add Note (approval)

THE WORKFLOW PROCESS

(12) If the *Reject Document* button is selected, the Add Note screen will display. Exhibit 2-13, depicts the Add Note screen (rejection). It is strongly recommended a note be added to rejected forms. The note should state which field is rejected and should provide a brief explanation for the rejection. After adding a note the form should be submitted or canceled, by selecting the appropriate *Cancel* or *Submit* button on the bottom of the screen. Canceling the form will return it to review pending status and display the CSSA Workflow Main Menu. Submitting the form will generate an automated email informing the NWSREP the form has been rejected and includes the note.



The screenshot shows a web interface titled "Add Note" in red text. At the top left is a circular logo with a globe and the text "NATIONAL WEATHER SERVICE". At the top right is a circular logo with a blue and white design. 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 reasons for rejecting this form. Please enter your note below." Below this text is a large, empty text input field with a vertical scrollbar on the right side. At the bottom of the form are two buttons: "Submit" and "Cancel".

Exhibit 2-13. Add Note (rejection)

(13) Upon MIC approval of a form submitted for any reason identified in Chapter 1, paragraph 2.3.c.1, an automated email notification of the activity will be transmitted to NCDC.

5. **RCPM Level**. The RCPM is responsible for providing the regional quality evaluation of all CSSA data in the region. The RCPM should log onto the CSSA RCPM workflow form using RCPM user name and password and is responsible for ensuring accuracy of the data. The form can be approved, rejected, or a report of data can be generated from the RCPM level. If in the opinion of the RCPM the quality of the form is accepted, the form is released for quality review by NCDC and is approved. If an error is noted in the form, the form may be rejected and comments provided with the reason for rejection. Comments should always be provided to the NWSREP explaining the reason for rejection. After the comments are entered into the comments dialogue box, the form should be submitted. If approved, the form should be submitted with optional comments provided. If the form approval or rejection is canceled it will be left on hold at the RCPM level until submitted manually or automatically. The RCPM is the approving authority in the workflow for the CD-404 payroll management information.

a. Timeliness of manual quality control at RCPM is important in providing station metadata 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 form has not been submitted from the RCPM level. This reminder will occur three times.

b. After the third reminder and fifteen days after the initial email notification of the form submission from the MIC level the form will be automatically approved and forwarded to NCDC. Notification will automatically be transmitted to NCDC and the NCPM of the automated approval.

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 Chapter 2, paragraph 3.

d. Logon to the CSSA following steps in Chapter 1, paragraphs 4.b and 4.c. The RCPM user name and password shall be used.

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e. Follow the steps in Chapter 2, paragraph 4.d, substituting the RCPM level for MIC level where appropriate.

f. The RCPM evaluates the CD-404 payroll data submitted by the NWSREP and is the final approving authority. The CD-404 workflow does not go beyond the regional level. The CD-404 workflow process is the same as described for B-44 data, but is only between the NWSREP and the RCPM. Chapter 4, The Payroll, describes the CD-404 Payroll Management entries.

6. NCDC Level. NCDC provides National level quality control to the CSSA forms. The NCDC should log onto the CSSA NCDC workflow form using NCDC user name and password and is responsible for ensuring accuracy of the data. The form can be recommended for approval, rejection, or a report of data can be generated from the NCDC level. If in the opinion of NCDC, using standardized evaluation techniques, the quality of the form is acceptable, the form is recommended for final approval by the NCPM. If an error is noted in the form, the form may be recommended for rejection and comments provided with the reason for rejection. Comments should always be provided for the NWSREP explaining the reason for rejection. The NCPM will receive the recommendation for rejection notice, if any, and must agree with the rejection prior to the notice being sent to the NWSREP on the authority of the NCPM. After the NCDC comments are entered into the comments dialogue box, the form should be submitted. The form should be submitted with optional comments provided. If the form recommendation for approval or rejection is canceled it will be left on hold at the NCDC level until submitted manually or automatically.

a. Timeliness of quality control at NCDC is important in providing station metadata information. The NCDC will receive an email through the workflow process informing them there is a submitted station form awaiting approval or rejection. The NCDC will be notified every five calendar days by email as a reminder if the form has not been submitted from the NCDC to the NCPM. This reminder will occur three times.

b. After the third reminder and fifteen days after the initial email notification of the form submission from the RCPM level, the form will be automatically approved and forwarded to NCPM. Notification will automatically be transmitted to the RCPM, NCDC, and the NCPM of the automated approval.

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- c.** If the form is rejected or approved by NCDC, a notification is sent via automated email to the NCPM for concurrence. The NCPM action is described in Chapter 2, paragraph 7.
- d.** Logon to the CSSA following steps in Chapter 1, paragraphs 4.b and 4.c. The NCDC user name and password shall be used.
- e.** Follow the steps in Chapter 2, paragraph 4.d, substituting the NCDC level for MIC level where appropriate.
- 7.** **NCPM Level**. The NCPM is responsible for approving or rejecting the NCDC recommendations for national approval or rejection of a CSSA form. The NCPM should log onto the CSSA NCPM workflow form using NCPM user name and password. The NCPM has the authority to determine which forms should be accepted or rejected based on recommendations from the National level quality control performed by NCDC. Once the form is approved at the NCPM level it is final and official. NCDC will be notified via automated email with notification copies to the RCPM, MIC and NWSREP levels. If the form is rejected at the NCPM level, the NWSREP will be notified with notification copies to the NCDC, RCPM, and MIC levels. A report of data can also be generated from the NCPM level. If the form has received final approval from the NCPM, NCDC should publish the NCDC desired metadata on their internet location for COOP program metadata and in other publications. If the form approval or rejection is canceled it will be left on hold at the NCPM level until submitted manually or automatically.

 - a.** Timeliness of final approval at the NCPM is important in providing station metadata information. The NCPM will receive an email through the workflow process informing the NCPM there is a submitted form awaiting approval or rejection. The NCPM level will be notified every five calendar days by email as a reminder if the form has not been submitted from the NCPM level. This reminder will occur three times.
 - b.** After the third reminder and fifteen days after the initial email notification of the form submission from the NCDC, level the form will be automatically approved and forwarded to NCDC. Notification will automatically be transmitted to NCDC and the NCPM of the automated approval.

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- c. If the form is rejected, a notification is sent via email to the NWSREP with a copy to the NCDC, the RCPM, and the MIC level. The NWSREP must then follow actions required in Chapter 2, paragraph 3.
- d. Logon to the CSSA following steps in Chapter 1, paragraphs 4.b and 4.c. The NCPM user name and password shall be used.
- e. Follow the steps in Chapter 2, paragraph 4.d, substituting the NCPM level for the MIC level where appropriate. While the NCPM is not expected to evaluate each form for quality, it is expected the NCPM review forms NCDC recommends for rejection to ensure appropriate standards are in place.

8. **Summary Table.** Table 2-1, is a summary of the workflow and related notifications. The workflow process ensures accountability for enhanced quality assurance to the data. The following table describes the workflow

Level in workflow process	Action required	Time frames for accessing workflow screens	Action taken if form is approved	Action taken if form is rejected	Comments
WFO NWSREP (NWS official responsible for entering the meta data for a particular cooperative observing station)	Enter data and submit form. It is the responsibility of the data entry official to ensure accuracy and timeliness of data entry.	Refer to paragraph 3 in policy statement.	Submit form.	Enter the required corrections and submit form.	If a form is rejected during the workflow process the NWSREP reviews the reason for corrections and makes appropriate corrections; the cycle starts over.

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Level in workflow process	Action required	Time frames for accessing workflow screens	Action taken if form is approved	Action taken if form is rejected	Comments
*MIC or Designee	Approve or Reject form from the MIC screen.	An automated email reminder will be issued every 5 days for 15 days after receipt of form from NWSREP. After 15 days if no action is taken by the MIC the form will automatically be approved.	Submit form to RCPM Level for quality assurance review by approval command button.	Reject form and enter reason for rejections in comments field of form. NWS REP is notified via automated email to make corrections and resubmit form. Verbal direction may also be provided to NWSREP.	RCPM and NCPM notified of auto-approval via automated email.
**Regional Cooperative Program Manager	Approve or Reject form from the RCPM screen	An automated email reminder will be issued every 5 days for 15 days after receipt of form from MIC. After 15 days if no action is taken by the RCPM the form will automatically be approved.	Submit form to NCDC for quality assurance review by approval command button.	Reject form and enter reason for rejections in comments field of form. NWS REP is notified via automated email to make corrections and resubmit form.	Notify NCPM of auto-approval via automated email.
NCDC	Approve or Reject form from the NCDC screen	An automated email reminder will be issued every 5 days for 15 days after receipt of form from RCPM. After 15 days if no action is taken the form will automatically be approved.	Submit form to NCPM for quality assurance review by approval command button.	Reject form and enter reason for rejections in comments field of form. NCPM is notified via automated email of rejection.	Notify NCPM of auto-approval via automated email.

THE WORKFLOW PROCESS

Level in workflow process	Action required	Time frames for accessing workflow screens	Action taken if form is approved	Action taken if form is rejected	Comments
National Cooperative Program Manager	Approve or Reject form	An automated email reminder will be issued every 5 days for 15 days after receipt of form from NCDC. After 15 days if no action is taken the form will automatically be approved.	Automated update to form as final in Oracle snapshot. Notify RCPM, MIC, and NWSREP form is final.	Reject form and enter reason for rejections in comments field of form. RCPM notified via automated email and NWS REP is notified via automated email to make corrections and resubmit form.	
<p>* Upon MIC approval of form, if reason for report is any reason listed in Chapter 1, paragraph 2.3.c.1, then an automated email will be sent to NCDC. This will provide preliminary information to NCDC on the station.</p>					
<p>**Upon RCPM rejection of form, if reason for report is any reason listed in Chapter 1, paragraph 2.3.c.1, then an automated email will be sent to NCDC.</p>					

Table 2-1. Summary of Workflow Process

1. **General.** This chapter is designed to cover the data entry areas of the modernized CSSA system. Chapter 3 is divided into sections covering entry of WS Form B-44 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 **Introduction.** The B-44 has been used to provide a complete and permanent record of a COOP station's information and metadata. This new Internet-based form contains a complete file on the location, observation and equipment information, observer name, etc., for each COOP station. While the electronic B-44 will continue to be used, the data requirements have changed from previous versions. Some fields have been deleted and others have been added to the requirements for station information and metadata.

2.2 **Reasons for Entering Data.** The NWSREP responsible for the COOP station enters data in the CSSA system for 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, inactivating, or discontinuing a station (30 days to submit form after action), or

b. documenting any changes at a station (change of equipment, instrument exposure, time of observation, etc.) or to the observing program (60 days to submit form after action).

c. Detailed explanations on the various reasons for reports are provided in Chapter 7, paragraph 3.1.

2.3 **CSSA Data Entry Area.**

a. To begin the data entry process, refer to Chapter 1, paragraph 4, 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*. Exhibit 3-1, depicts the Enter Station Number screen and the required format.

DATA ENTRY

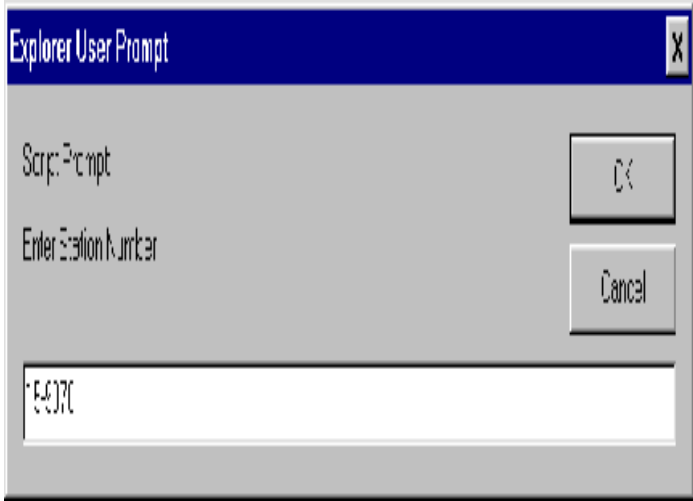
Station Number Entry Screen Depiction	Format
 A screenshot of a Windows-style dialog box titled "Explorer User Prompt". The dialog has a blue title bar with a close button (X) on the right. The main area is light gray and contains the text "Script Prompt" and "Enter Station Number". Below the text is a white text input field containing the number "14070". To the right of the input field are two buttons: "OK" and "Cancel".	<p>The station number must be entered in the format ss-nnnn. Where ss = state number. nnnn=index number. The station number is assigned by NCDC.</p>

Exhibit 3-1. Enter Station Number

- b.** If the station number is a new station, the Station Not Found in CSSA Database screen is displayed. Exhibit 3-2, depicts the Station Not Found in CSSA Database screen.

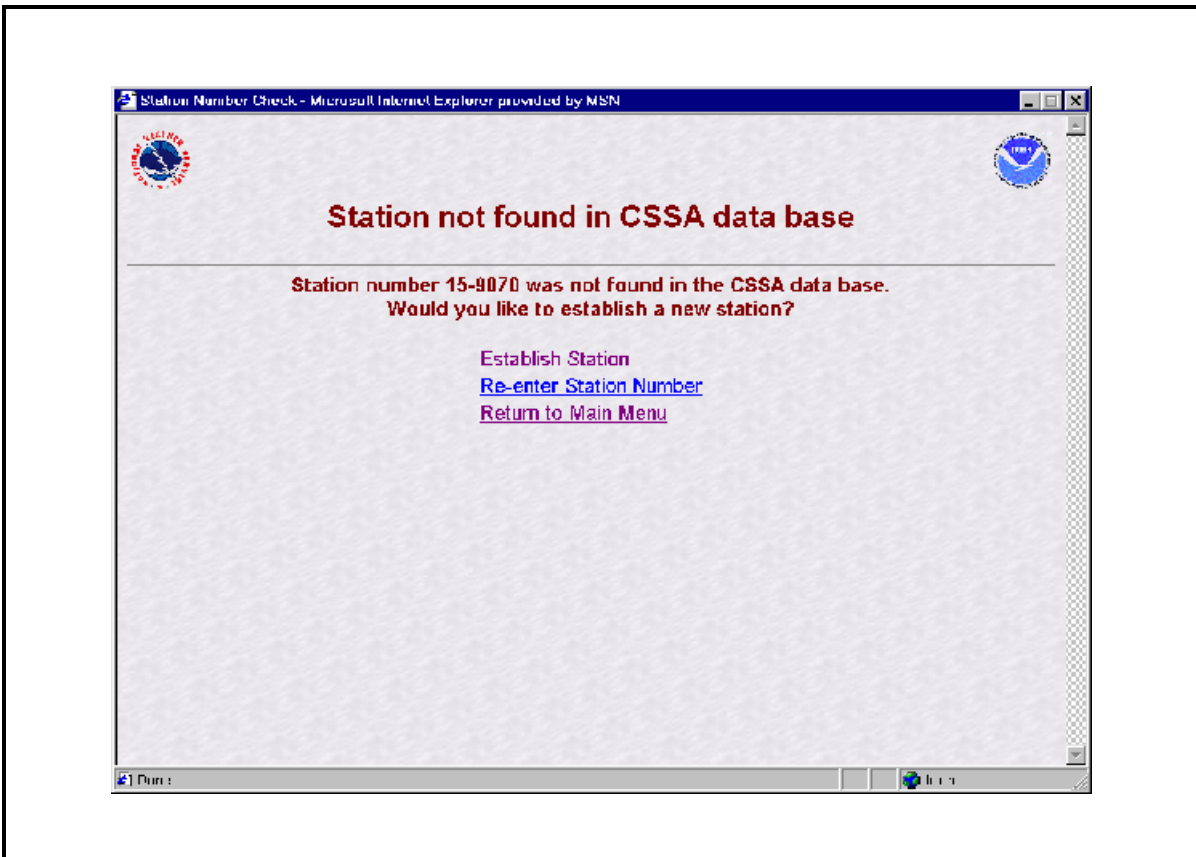


Exhibit 3-2. Station Not found in CSSA Database

c. If the station is a current station or you are reactivating a station enter the correct station number into the Station Number Entry screen. The Station Number ss-nnnn was Found in the Database screen is displayed. Exhibit 3-3, depicts the Station Number ss-nnnn was Found in the Database screen.

DATA ENTRY

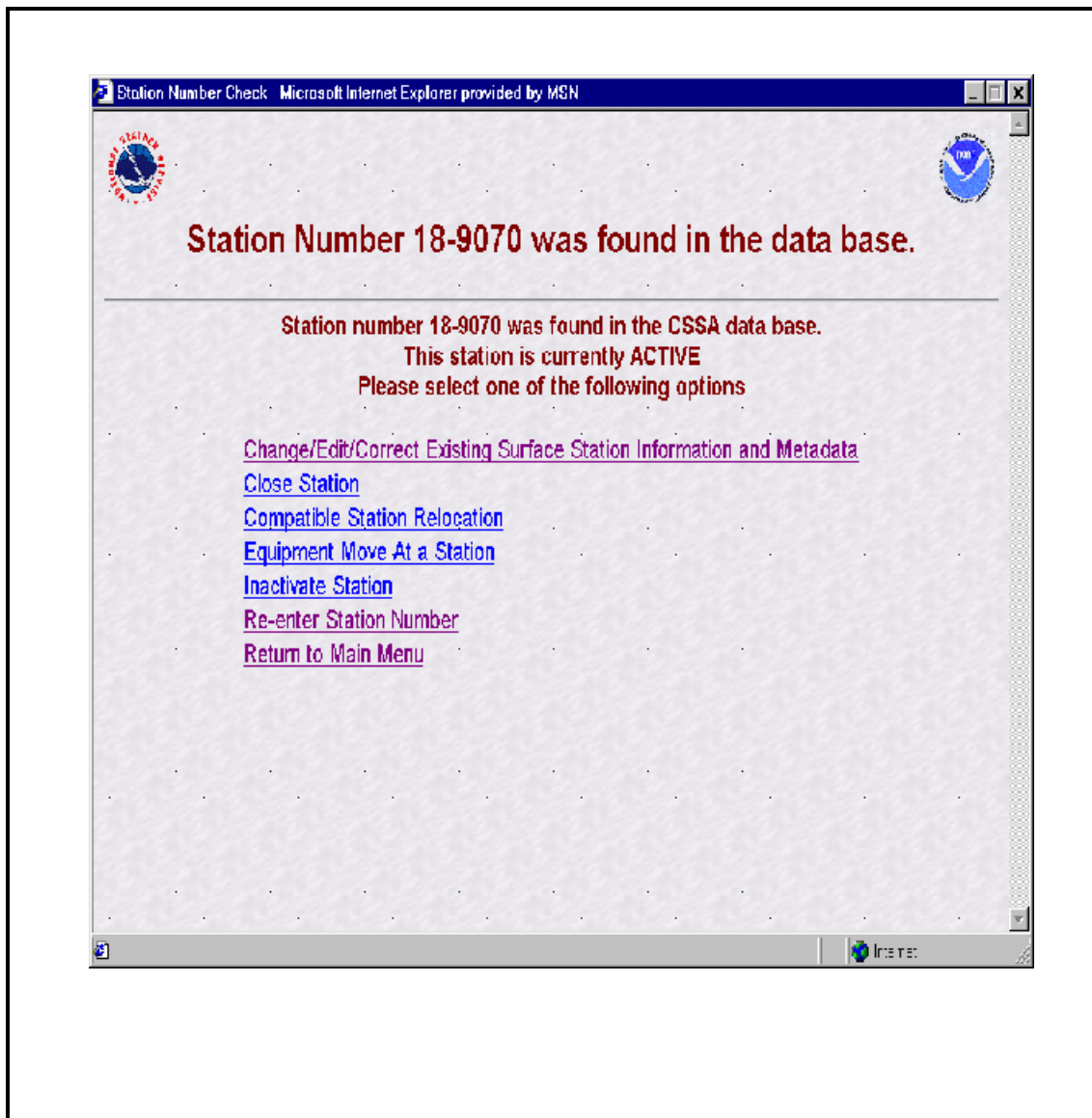


Exhibit 3-3. Station Number ss-nnnn was Found in the Data Base.

d. Table 3-1, provides information on the menu selections for the screen depictions in Exhibits 3-2 and 3-3.

Menu selection Exhibit 3-2	Action
Establish Station	Displays Cooperative Station Service Accountability (CSSA) screen. Ready for data entry of new station data.
Re-enter station Number (common to Exhibits 3-2&3-3)	Displays Station Number Entry Screen. (Exhibit 3-1)
Return to Main Menu (common to Exhibits 3-2&3-3)	Displays CSSA Main Menu. (Exhibit 1-2)
Menu selection Exhibit 3-3	
Change/Edit/Correct Existing Surface Station Information and Metadata	Displays Cooperative Station Service Accountability (CSSA) screen. Ready for editing of existing data. Ensure the proper menu selection to safeguard the correct "Reason for Report" code is generated.
Close Station	
Compatible Station Relocation	
Equipment Move At a Station	
Inactivate a Station	

Table 3-1 Menu Selections for Exhibits 3-2 and 3-3.

e. To begin entering new data or editing existing data, choose the applicable menu selections in Exhibits 3-2 or 3-3. Refer to Chapter 7, paragraph 3.1, for explanations on choosing the proper menu choice. This will display the Cooperative Station Service Accountability (CSSA) Screen. For existing stations the previous values are in place for each field and may be edited.

f. At the time of implementation of the new CSSA system the selection for reestablishing a station is not available. If a previously established station needs to be reestablished contact the RCPM for instructions. This selection will be added to the program as the historical database is integrated

DATA ENTRY

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. Chapter 3, paragraph 2.4, describes the fields in detail. Chapter 7 provides information on lookup values within the fields.

a. To facilitate data entry, the form has been subdivided into six tabbed entry areas. Depictions of the screens are included in the description of each area. Exhibit 3-4 depicts the Cooperative Station Service Accountability (CSSA) Screen.

The screenshot displays the 'COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)' data entry form. At the top, a tabbed menu bar includes 'STN INFO', 'OBSERVER DATA', 'OR INFO', 'OTHER EQUIV INFO', 'OBSTRUCTIONS', and 'PUBLICATION DATA'. The 'STN INFO' tab is selected. The form contains several sections: 'STATION LOCATION' with fields for Latitude, Longitude, North Lat, North Long, and Station ID; 'STATION DETAIL' with fields for Date, Date, Date, Date, Date, Date, and Station Type; 'STATION MON' with fields for LWS, CWS, JWS, Authorizing Date, Authorization Date, Station Regn Date, Primary Date, and Secondary Date; and 'REMARKS' with a large text area. A 'Save Work in Progress' button is located at the bottom of the form.

Exhibit 3-4. Cooperative Station Service Accountability (CSSA).

b. Moving between fields should be accomplished by depressing the *tab* key after entry or editing of fields. 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 Chapters 3, 4, and 5, the various fields will be explained through the use of tables following each field name. Table 3-2, Table Definitions, defines the table parameters.

Field Name	The name of the field.
Method of Entering Data	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.
Mandatory Entry	Field names highlighted in RED on the screens are mandatory entries. Field names in BLUE are optional entries. "Yes" for mandatory or "No" for optional is provided in the table.
Field Description	An explanation of the field specific requirements.
Field Type	The choices are: 1. Text (alphanumeric) 2. Numeric 3. Floating Point Number 4. Date (format mm/dd/yyyy)
Field Length	Maximum length of the field.
Values	Range of entries or menu selection choices. Chapter 7 provides menu selection choices. When there are no specific values this row may be deleted.

Table 3-2. Table Definitions

2.4.1 STN INFO. The first tab on the CSSA screen is the "STN INFO" tab. The station information tab provides information on station location and administration. The station information tab is the default screen whenever the selection is made to access the data entry area. Each field will be described for the station information screen. Exhibit 3-4, Cooperative Station Service Accountability (CSSA), also depicts the STN INFO screen.

2.4.1.1 Station Name.

Field Name	Station Name
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p><i>Existing stations -</i> Official Name as it appears on the Station's B-44 and/or 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 that is in a current edition of the Rand-McNally Atlas. Station names are WFO assigned in accordance with WSOH #2. e.g., Kansas City.</p> <p>For new stations being established clearly outside the city limits, suffix 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 from a credible map. e.g., Kansas City 8NNW. If desired, a secondary name may follow the <u>Primary Name</u> to provide clarification. e.g., Kansas City NWSTC.</p> <p><i>Re-Activation -</i> Assure the <u>Primary Name</u> of the station at reactivation is the same as it was when inactivated.</p>

Field Type	Text
Field Length	80 characters

2.4.1.2 Station Number.

Field Name	Station Number
Method of Entering Data	Auto Fill Locked by the program.
Mandatory Entry	Yes (Auto Filled)
Field Description	This number is requested from NCDC to establish a new station.
Field Type	Text
Field Length	7 characters, format ss-nnnn ss = state number nnnn = index number
Values	Supplied by NCDC in sequential order by state.

2.4.1.3 Climatic Division.

Field Name	Climatic Division
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	State climatic divisions are usually assigned by NCDC in conjunction with the station number. Climatic Division maps also appear on the back cover of a state's Climatological Data publication.
Field Type	Text
Field Length	2
Values	01-10

DATA ENTRY

2.4.1.4 Rendition. Rendition is controlled by the program (auto filled) and there will be no minor renditions. Rejected forms that are corrected will not generate a new rendition number. Rendition cannot be changed by the NWSREP.

Field Name	Rendition
Method of Entering Data	Auto Fill Locked by program.
Mandatory Entry	Yes
Field Description	Sequentially entered after every submission. A correction to a preliminary form will not increase the rendition number.
Field Type	Numeric
Field Length	4
Values	01-9999

2.4.1.5 Station ID.

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

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

Field Name	Latitude
Method of Entering Data	Text

Mandatory Entry	Yes
Field Description	The station latitude is entered to the nearest second as referenced from the primary rain gauge, or observing instrument if no rain gauge. Latitude may be entered in decimal or Degrees.minutes.seconds. Format: 1. In Degrees.minutes.seconds the format is DD.mm.ss <u>N</u> (<u>N</u> orth or <u>S</u> outh) 2. In Decimal the format is DD.nnnn <u>N</u> nnnn=decimal equivalent of mm.ss The program will convert DD.mm.ssN and display only decimal. North is positive and south is negative. The Federal standard is for decimal. Decimal degrees is the desired mode. Entries in degrees.minutes.seconds will be automatically converted to decimal.
Field Type	Text/Floating Point
Field Length	9

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

Field Name	Longitude
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	The station longitude is entered to the nearest second as referenced from the primary rain gauge, or observing instrument if no rain gauge. Longitude may be entered in decimal or Degrees.minutes.seconds. Format: 1. In Degrees.seconds.minutes the format is DD.mm.ss <u>W</u> (<u>E</u> ast or <u>W</u> est)

DATA ENTRY

	<p>2. In Decimal the format is DD.nnnn<u>W</u> nnnn=decimal equivalent of mm.ss The program will convert DD.mm.ssW and display only decimal. The Federal standard for West Longitudes is for the decimal group to be prefixed with a "-". Ensure the "W" or "E" is suffixed in entering decimal or Degree.minutes. Decimal degrees is the desired mode. Entries for West longitudes degrees.minutes.seconds<u>W</u> will be automatically converted to a decimal prefixed with a "-". The <u>W</u> must be suffixed.</p>
Field Type	Text/Floating Point
Field Length	10

2.4.1.8 Horizontal Reference Datum. This is a new field for the CSSA, and is in the station location section of the form. Horizontal reference datum is required to be reported/changed when latitude or longitude is changed or a new station is established.

Field Name	Horizontal Reference Datum
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	<p>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.</p>
Field Type	Text
Field Length	16

Values	Chapter 7, paragraph 3.2
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2.4.1.9 Vertical Reference Datum. This is a new field for the CSSA and is in the station location section of the form. Vertical reference datum is required to be reported/changed when elevation is changed or a new station.

Field Name	Vertical Reference Datum
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the vertical reference datum used to determine the elevation of the station. Do not use unconfirmed GPS elevations. Refer to legend/notes on maps or software used to determine station's elevation and note vertical datum used. Every effort should be made to determine the proper datum, select "unknown" when in doubt.
Field Type	Text
Field Length	16
Values	Chapter 7, paragraph 3.3

2.4.1.10 Lat/Lon Source. This is in the station location section of the form. Latitude and longitude source is required to be reported/changed for changes to lat/lon information or for new stations.

Field Name	Lat/Lon Source
Method of Entering Data	Pull Down
Mandatory Entry	Yes

DATA ENTRY

Field Name	Lat/Lon Source
Field Description	Select the source of latitude and longitude data. If the GPS receiver used is not listed, contact your RCPM to have it added to the CSSA drop down selection list.
Field Type	Numeric
Field Length	3
Values	Chapter 7, paragraph 3.4

2.4.1.11 **CPA Region.** This is in the station location section of the form.

Field Name	CPA Region - COOP Program Area Region
Method of Entering Data	Auto Fill - locked by program
Mandatory Entry	Yes
Field Description	NWS Region the station is located in.
Field Type	Text
Field Length	5
Values	NWSLI Table

2.4.1.12 **County.** This is in the station location section of the form.

Field Name	County
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	The county the station is located in.
Field Type	Text
Field Length	30

Field Name	County
Values	NWSLI Table

2.4.1.13 **State**. This is in the station location section of the form.

Field Name	State
Method of Entering Data	Auto Fill/Pull Down
Mandatory Entry	Yes
Field Description	The state the station is located in.
Field Type	Text
Field Length	2
Values	NWSLI Table

2.4.1.14 **Elevation**. This is in the station location section of the form.

Field Name	Elevation
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Enter the elevation of the station to the nearest whole foot above MSL. <u>Do Not</u> use GPS elevations. 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><u>Tower/Roof tops</u> - This ground elevation also applies to elevated gauges located on towers and/or roof tops. 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><u>River Stage/Lake Level Only</u> - At</p>

DATA ENTRY

Field Name	Elevation
	stations with no rain gauge, the elevation entered will be the ZERO DATUM of the gauge. <i>1st & 2nd Order Stations</i> - The elevation of the official temperature sensor for the station is entered for elevation.
Field Type	Numeric
Field Length	6

2.4.1.15 Zero Datum. This is in the station detail section of the form.

Field Name	Zero Datum
Method of Entering Data	Text
Mandatory Entry	Mandatory only if hydrologic values such as river or lake levels are reported by the station.
Field Description	Enter the agreed/published standard elevation of the primary river gauge to the nearest hundredth of a foot. This is usually the Gauge ZERO of the river or lake gauge. Leave blank if no hydrologic values, e.g., river or lake levels are reported.
Field Type	Floating Point
Field Length	9.2
Values	0.00-999999.99

2.4.1.16 Time Zone. This is in the station detail section of the form.

Field Name	Time Zone
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	The time zone the station is in.
Field Type	Numeric
Field Length	2
Values	Chapter 7, paragraph 3.7

2.4.1.17 Station Type. This is in the station detail section of the form.

Field Name	Station Type
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the appropriate station type from the drop down list. Cooperative Weather stations are normally type "92", ASOS are type "06". If more than one type applies, enter the lowest numbered type.
Field Type	Text
Field Length	2
Values	Chapter 7, paragraph 3.6

2.4.1.18 COOP Network. This is in the station detail section of the form. If a coop is in the "a" network the station it is a climatological station and must be published in the CD (PCN and TMP). Each "a" station must have at least one piece of

DATA ENTRY

temperature and one piece of precipitation equipment. Stations in the "b" network are maintained to support the hydrologic and stations in the "c" network support meteorological activities.

Field Name	COOP Network
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the network as shown on an existing B-44 or approved B-43 for the station. Network definitions appear in WSOM Chapter B-17 and WSOH#6.
Field Type	Text
Field Length	16
Values	Chapter 7, paragraph 3.5

2.4.1.19 CPA. This is in the station management section of the form. The program sets the RFC as a default value based on the user name logon. The NWSREP level may select a different CPA to enter in the database.

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

2.4.1.20 CWA. This is in the station management section of the form. The program sets the CWA as a default value based on the user name logon. The NWSREP may select a different CWA.

DATA ENTRY

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

2.4.1.21 **HSA**. This is in the station management section of the form. The program sets the HSA as a default value based on the user name logon. The NWSREP may select a different HSA.

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

2.4.1.22 **ET**. This is in the Stn Management Section of the form. The NWSREP may select an ET if necessary.

DATA ENTRY

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

2.4.1.23 RFC. This is in the station management section of the form. The program sets the RFC as a default value based on the user name logon. The NWSREP may select a different RFC.

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

2.4.1.24 Authorizing Doc. This is in the station administration section of the form.

DATA ENTRY

Field Name	Authorizing Doc
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Indicate the document type authorizing the establishment of this station. Normally a WS Form B-43, some stations may have other authorizing documents.
Field Type	Text
Field Length	16

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

Field Name	Authorization Date
Method of Entering Data	Text
Mandatory Entry	No
Field Description	The date the authorizing document was signed and approved. Normally the date the authorizing B-43 was approved by Regional Headquarters. The date must be provided if known, otherwise leave blank.
Field Type	Date (format mm/dd/yyyy)
Field Length	Fixed

DATA ENTRY

2.4.1.26 Station Begin Date. This is in the station administration section of the form.

Field Name	Station Begin Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the date the station was established as appearing 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> .
Field Type	Date
Field Length	Fixed

2.4.1.27 Primary Auth. This is in the station administration section of the form.

Field Name	Primary Auth - Primary Authority
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Used to indicate the title (HMT, DAPM) and location (SID) of the primary person responsible for the station and entries on the B-44. Regional and/or local guidelines apply. Use the format: DAPM/XXX. (Or other applicable title)
Field Type	Text
Field Length	32

2.4.1.28 Secondary Auth. This is in the station administration section of the form.

Field Name	Secondary Auth
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Indicate the title and location (SID) of the secondary person responsible for B-44 quality control at the local office. This may be the MIC or MIC designate. Regional and/or local guidelines apply. Use the format: MIC/XXX, DAPM/XXX, etc.
Field Type	Text
Field Length	32

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

Field Name	Effective Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the effective date that the change(s) relative to this B-44 submission take effect. Use the format mm/dd/yyyy. <i>For a new station</i> , effective date refers to the date the first observation/reports are taken/reported from the station and not the date of the B-43 authorizing the establishment. <i>For changes to an existing station</i> ,

DATA ENTRY

	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 which is also the date of service for all future longevity awards, e.g., an MMTS is installed at the station the effective date is the date the data from the MMTS was first reported.
Field Type	Date
Field Length	Fixed

2.4.1.30 **NWSREP**. This is in the station administration section of the form.

Field Name	NWSREP - National Weather Service Rep
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	The initials of the individual with management and maintenance responsibility for this station.
Field Type	Text
Field Length	5

2.4.1.31 Topography. This is in the station administration section of the form. Topography describes the type of terrain/vegetation in the vicinity of the station. **Do not** put lat/lon source in this section.

Field Name	Topography
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Describe the topography within the vicinity of this station. (No longer report lat/lon source in the field) This is a scrolling 512 character free form field with word wrap.
Field Type	Text
Field Length	512

2.4.1.32 Driving Directions. This is in the station administration section of the form.

Field Name	Driving Directions
Method of Entering Data	Text
Mandatory Entry	Yes

DATA ENTRY

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

2.4.1.33 **Remarks.** This is in the station administration section of the form.

Field Name	Remarks
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Available for any additional information relative to this station which does not appear elsewhere on the form. Assure remarks contains information that: 1. May affect the safety of future visitors, e.g., dangerous dog, hazardous bridge, etc. 2. Might restrict or provide access, e.g., gate locked at 5PM. Key in vehicle glove box. 3. Limited hours available for visitations, e.g., hours of operation are 7AM-4PM Mon-Fri only. 4. This is a scrolling 512 character, free form field with word wrap.
Field Type	Text
Field Length	512

2.4.1.34 Reason for Report. Refer to Chapter 7, paragraph 3.1, for additional information.

Field Name	Reason for Report
Method of Entering Data	Auto Fill Locked
Mandatory Entry	Yes
Field Description	System generated based on Exhibits 3-2 and 3-3 menu selections. Additional comments are required in the remarks section (see Chapter 7, paragraph 3.1)
Field Type	Numeric
Field Length	2

DATA ENTRY

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

Button	Function/Result
Save Work in Progress	Saves form 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 form 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 ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	For a station newly established by the form, the form will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED. For a previously established station, ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.

2.4.2 Observer Data. The second tab on the CSSA screen is the "OBSERVER DATA" tab. This tab provides general information about the COOP station's observer(s). The Observer Data tab may be selected with the left mouse button at the top of the CSSA screen. Exhibit 3-5, depicts the Observer Data screen. Each field is described for the Observer Data screen. The names, addresses, telephone numbers, and other information are included.

- 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.
- c. An Institution does not take observations, a person

does, and that person/focal point should be identified on this 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: Station Number: 15-7090 Climate Division: 01 Bandition: 1 <input type="button" value="100=1 Observers"/>					
Title Observer's Name/Focal Point <input type="text"/>		Observer Type Gender Observer Ranking INDIVIDUAL <input type="text"/> PRIMARY		Observer Svc Date Family Svc Date Last Award Date <input type="text"/> <input type="text"/> <input type="text"/>	
Institution Name <input type="text"/>		Home Phone Office Phone Office Extension <input type="text"/> <input type="text"/> <input type="text"/>		Fax Number Alternate Phone Alternate Extension <input type="text"/> <input type="text"/> <input type="text"/>	
Mailing Address <input type="text"/> <input type="text"/> <input type="text"/>		Email Address <input type="text"/>			
City <input type="text"/>		Web Address <input type="text"/>			
State Zip Code KENTUCKY <input type="text"/>					
Observer Contact Information <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
<input type="button" value="Add Observer"/> <input type="button" value="Previous Observer"/> 1 of 1 <input type="button" value="Next Observer"/> <input type="button" value="Delete Observer"/>					
<input type="button" value="Save Work in Progress"/> <input type="button" value="Submit for Approval"/> <input type="button" value="Clear Changes"/> <input type="button" value="Leave Form"/>					

Exhibit 3-5. The Observer Data

DATA ENTRY

2.4.2.1 Title.

Field Name	Title
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the title of the observer or focal point from pull down list. If there is no title select "no title"
Field Type	Numeric
Field Length	2
Values	Chapter 7, paragraph 3.9

2.4.2.2 Observer's Name/Focal Point.

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

2.4.2.3 Observer Type.

Field Name	Observer Type
Method of Entering Data	Pull Down
Mandatory Entry	Yes

Field Description	<i>Person</i> - Individuals or private residences where individual awards are to be presented based on 5 year increments, after completing the first 10 years and equipment on private property. <i>INSTITUTION</i> - If the station is not at a private residence and LOS awards are to be provided on 25 year increments, e.g., water treatment plant, radio station, etc. Any local, Federal or state government other than the NWS. <i>GOVERNMENT</i> - NWS or other Government agencies not eligible for LOS awards.
Field Type	Text
Field Length	1
Values	Person, Institute or Government

2.4.2.4 Gender.

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

DATA ENTRY

2.4.2.5 Observer Ranking.

Field Name	Observer Ranking
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the primary official observer/focal point at the site or select secondary/supplemental for backup observers.
Field Type	Numeric
Field Length	2
Values	Chapter 7, paragraph 3.8

2.4.2.6 Institution Name.

Field Name	Institution Name
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the name of the institution, e.g., ANYTOWN WATER TREATMENT PLANT, USDA SOIL CONSERVATION OFFICE Leave blank for stations not indicated as Institution.
Field Type	Text
Field Length	40

2.4.2.7 Observer Service Date.

Field Name	Observer Service Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the date the station type began service with the COOP program. This refers to the date the observer took the first observation. Use mm/dd/yyyy format. Regional guidelines apply.
Field Type	Date
Field Length	Fixed

2.4.2.8 Family Service Date.

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

DATA ENTRY

2.4.2.9 Last Award Date.

Field Name	Last Award Date
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the date of the last award 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. Regional guidelines apply.
Field Type	Date
Field Length	Fixed

2.4.2.10 Mailing Address.

Field Name	Mailing Address
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the mailing address of the observer or institution. Do not use abbreviations. Do not enter the observer's <i>name, city, or zip code</i> in this field.
Field Type	Text
Field Length	40 per line

2.4.2.11 City.

Field Name	City
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the complete city name for the observer/station's mailing address.
Field Type	Text
Field Length	25

2.4.2.12 State.

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

2.4.2.13 Zip Code.

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

DATA ENTRY

2.4.2.14 Home Phone.

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

2.4.2.15 Office Phone.

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

2.4.2.16 Office Extension.

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

2.4.2.17 Fax Number.

Field Name	Fax Number
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the complete Fax number, including area code, of the observer or station. Use 888 888-8888 format.
Field Type	Text
Field Length	12

2.4.2.18 Alternate Phone.

Field Name	Alternate Phone
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter as needed, complete with area code. Use 888 888-8888 format.
Field Type	Text
Field Length	12

DATA ENTRY

2.4.2.19 Alternate Extension.

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

2.4.2.20 Email Address.

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

2.4.2.21 Web Address.

Field Name	Web Address
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter complete URL of observer/focal point home or office web site.
Field Type	Text
Field Length	128

2.4.2.22 Observer Contact Information.

Field Name	Observer Contact Information
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter any supplemental information that may be beneficial in contacting the observer/focal point, e.g., focal point's office is on the 2 nd floor of the water plant in room 119.
Field Type	Text
Field Length	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
Save Work in Progress	Saves form 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 form 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.

DATA ENTRY

Submit for Approval	Submits preliminary form 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.
Cancel Form ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	For a station newly established by the form, the form will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED. For a previously established station, ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.
Add Observer	Add a new observer, then enter all information.
Previous Observer	Go to the previous observer screen.
Next Observer	Go to the next observer screen.
Delete Observer	Delete the observer and associated information.
Other Observers	Views the list of observers not on the current screen.

2.4.3 OB INFO. The third tab on the CSSA screen is the "OB INFO" tab. The observation information tab may be selected with the left mouse button from the button at the top of the CSSA screen. Exhibit 3-6, depicts the Ob Info screen. Each field will be described for the Ob Info screen.

a. Each observer provides at least one element. Each station has at least one observation element, equipment type, and time the element is observed. The report method used (how the element is transcribed/forwarded), the recipient (who gets the element data), and the sponsor (who pays for the service) are also documented.

b. Only one primary piece of equipment can be associated with each observation element. Backup or secondary equipment shall be entered on the Other Equipment Info Screen.

c. **Note:** Selecting OB INFO tab may 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 new equipment orientation and obstructions into the current web based 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. Observe new CSSA EXPOSURE DATA entry formats!***

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

Field Name	Observed Element
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the observation element from the pull down menu.
Field Type	Text
Field Length	16
Values	Chapter 7, paragraph 3.10

2.4.3.2 Equipment Code. Only one equipment code may be selected for each observed element. Backup or secondary equipment is selected from the Other Equipment Info screen. The equipment code lists selections for the observation element.

Field Name	Equipment Code
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	For the <i>observed element</i> being entered/edited, select the appropriate piece of equipment. Note: Separate element-specific pull down equipment lists appear for different elements being entered.
Field Type	Text
Field Length	10
Values	Chapter 7, paragraph 3.10

DATA ENTRY

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

Field Name	Serial Number
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Mandatory for F&P, MMTS, Antenna, and Binary-Decimal Transmitter. Other serial numbers, when known, should be entered. If the serial number is unknown enter "unknown". Examples: F&P gauges serial numbers include the year and month the gauge was manufactured and the gauge number, e.g., F&P Serial number (SN) <u>ZMA1022M77</u> . List Belfort serial numbers in their entirety, e.g., 7603A2217M101. For Antenna, e.g., is 34. Binary-Decimal Transmitter, e.g., 6411M33. Refer to Regional guidelines.
Field Type	Text
Field Length	16

2.4.3.4 Owner. The owner of the primary observing equipment.

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

Field Name	Owner
Values	Chapter 7, paragraph 3.16

2.4.3.5 Exp.

Field Name	Exp - Exposure
Method of Entering Data	Pull Down
Mandatory Entry	No
Field Description	Only used to indicate equipment exposure for specific equipment located on: R - Rooftop, T - Tower S - Shielded rain gauges, Combinations acceptable, e.g., RTS = Rooftop, Shielded, Tower. Leave blank if not applicable.
Field Type	Text
Field Length	8
Values	Chapter 7, paragraph 3.17

2.4.3.6 Tel.

Field Name	Tel. - Telemetered
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select Yes (Y) or No (N) if this specific piece of equipment is telemetered (queried remotely). Applies to the F&P recording rain gauge, or other telemetered gauges.
Field Type	Text
Field Length	1
Values	T or F

DATA ENTRY

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

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

DATA ENTRY

	<p>river gauge to the nearest hundredth of a foot, e.g., Check Bar: 24.32.</p> <p>SF - Enter the Section Ranges for each section of the Staff River Gauge and mounting location, e.g., 2-6/6-10/10-14 on West Bridge Pier.</p> <p>PALMER - Enter the Probe Depth/Probe Cover/Soil Type/Slope Dir, e.g., 4"/Bare/Loam/2 degrees NNW.</p> <p>SRG - Enter the type of funnel and measuring tube, e.g., Fiberglass funnel, plastic tube.</p> <p>SNWSTK - Enter the length of the snow stake in whole feet, e.g., 10 ft.</p> <p>Storage Gauge - Enter the can type and length, and the orifice height For example, 42" x 8" can/orifice height - 10.2 feet</p> <p>Antenna - Enter the type, e.g., YAGI.</p> <p>Binary-Decimal Transmitter - Enter the type, e.g., 5ODBl 014A.</p> <p>Wind Equipment - Enter the model number or ASN, e.g., F104D.</p>
Field Type	Text
Field Length	256

DATA ENTRY

2.4.3.8 Azimuth.

Field Name	Azimuth
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	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 TRUE. Note: Enter a 3 digit azimuth from the primary gauge, e.g., SRG is primary, azimuth = 000, MMTS azimuth = 103. Rain gauge priority list: <i>SRG standard rain gauge</i> <i>Recording Rain Gauge (F&P, Univ or HTP)</i> <i>4 inch plastic rain gauge (PLASTIC)</i> <i>Tipping bucket rain gauge (TB)</i>
Field Type	Text
Field Length	3
Values	000-360

2.4.3.9 Dist.

Field Name	Dist - Distance
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	For each azimuth entry, enter a corresponding distance in feet to this specific piece of equipment. e.g., SRG is primary, distance = 000, MMTS distance = 012.
Field Type	Text
Field Length	4

Field Name	Dist - Distance
Values	0-9999

2.4.3.10 Ob Time.

Field Name	Ob Time - Observation Time
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the local time the element is observed using a 24 hour time convention ranging from 0001 to 2400. Recording precipitation gauges should be entered as "MID" . Manual observations taken at midnight should be entered as 2400. SR = Sunrise, SS = Sunset, VAR = Variable (nonspecific ob time).
Field Type	Text
Field Length	6
Values	Chapter 7, paragraph 3.11

DATA ENTRY

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

Field Name	Rept Method
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the form on which the element is recorded or the method in which reports are transmitted. Elements recorded on a form and also transmitted by the observer are documented as 2 separate elements, e.g., B91 (Entered by observer on B91 form), RDP (PCPN digital report sent, e.g., ROSA)
Field Type	Text
Field Length	16
Values	Chapter 7, paragraph 3.12

2.4.3.12 Recipient. Enter the SID of the WFO that receives the observation data. If data is forwarded to NCDC, an acceptable entry of SID,NCDC where SID is the identifier for the CPA.

Field Name	Recipient
Method of Entering Data	Text
Mandatory Entry	No

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

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

Field Name	Sponsor
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the corresponding sponsor code that represents the funding for taking, collection, and/or transmission of this element, e.g., S&E(H) - NWS hydrology funding. FC-6 - Yazoo River funded. FC-1 - NWS S&E Recording Rain Gauge Network.
Field Type	Text
Field Length	8
Values	Chapter 7, paragraph 3.13

DATA ENTRY

2.4.3.14 Paid.

Field Name	Paid
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Indicate "Y" Yes, if the observer is paid for performing this particular observation or service element.
Field Type	Text
Field Length	1
Values	Y or N

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

Field Name	Data Ingest Via
Method of Entering Data	Text
Mandatory Entry	Mandatory only for RDP (reported digitally from observer), REP (reported manually from observer), TEL (Telemetered data), and ADP (Data reported electronically to NCDC).
Field Description	The telephone number, radio frequency or Internet URL of the data collection system used by the observer/station, e.g., 816 555-5555 (phone number called by observer), 816 999-9999 (Primary Phone number of ROSA computer called by observer), 102.45 mhz (Radio frequency used to report data), www.nws.office.rosa Internet address.
Field Type	Text
Field Length	16

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

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

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

Field Name	Mode
Method of Entering Data	Text
Mandatory Entry	Mandatory only for RDP, REP, TEL, and ADP.
Field Description	e.g., ROSA (ROSA reports entered via telephone), WEB (reports via Internet, WXCODER), RADIO (Reports transmitted by radio).
Field Type	Text
Field Length	16
Values	Separate values with a Comma

DATA ENTRY

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

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

2.4.3.19 When. Enter the frequency the data is collected.

Field Name	When
Method of Entering Data	Text
Mandatory Entry	Mandatory only for RDP, REP, TEL, and ADP.
Field Description	How often the data are relayed to the recipient, e.g., 7PM if river stage above 12' .
Field Type	Text
Field Length	64

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

Button	Function/Result
Save Work in Progress	Saves form 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 form 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 ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	For a station newly established by the form, the form will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED. For a previously established station, ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.
Add Observer	Add a new observer, then enter all information.
Previous Observer	Go to the previous observer screen
Next Observer	Go to the next observer screen
Delete Observer	Delete the observer and associated information. The deletion occurs at the time of form submission.

2.4.4 Other Equipment Info. The fourth tab on the CSSA screen is the "OTHER EQUIP INFO" tab. This tab may be used to document equipment that is used as backup or secondary equipment to support the observations collected at the station. The other

DATA ENTRY

equipment information tab is selected with the left mouse button on the button at the top of the CSSA screen. Exhibit 3-7, 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)

STATION INFO	OBSERVER DATA	ADLINE	OTHER EQUIP INFO	ADDITIONS	DUPLICATION DATA				
Station Name: <input type="text" value="Arlington"/> Number: 15-7090		City/County: <input type="text" value="Dover/01"/>		Round: <input type="text" value="1"/>					
EQUIPMENT #1	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #2	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #3	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #4	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #5	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #6	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #7	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #8	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #9	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
EQUIPMENT #10	EqCat	Eqm	Serial Number	Owner	Exp	Tel	Arizeth	Dist	BackUp?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Equipment Description: <input type="text"/>									
<input type="button" value="Save Work in Progress"/> <input type="button" value="Submit/Approve"/> <input type="button" value="Clear/Cancel"/> <input type="button" value="Cancel Print"/>									

Exhibit 3-7. Other Equip Info

2.4.4.1 EqCat. This is the backup or secondary category of equipment used for an observation or to support the observation transmission.

Field Name	EqCat - Equipment Category
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select an equipment category for backup, secondary, or dissemination equipment used at this site, e.g., TEMP (CRS with MXMN as backup to an MMTS)
Field Type	Text
Field Length	10
Values	Chapter 7, paragraph 3.15

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

Field Name	Equip - Equipment
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the actual equipment used as backup or secondary, e.g., CRS .
Field Type	Text
Field Length	10
Values	Chapter 7, paragraph 3.15

DATA ENTRY

2.4.4.3 Serial Number. This is the serial number for the equipment selected in Chapter 3, paragraph 2.4.4.2.

Field Name	Serial Number
Method of Entering Data	Text
Mandatory Entry	Mandatory for F&P, MMTS, Antenna, and Binary-Decimal Transmitter. Refer to Regional Guidelines
Field Description	Enter the serial number for equipment. If the serial number is unknown enter "unknown". See Chapter 3, paragraph 2.4.3.3, for additional instructions. Refer to Regional Guidelines.
Field Type	Text
Field Length	16

2.4.4.4 Owner.

Field Name	Owner
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the owner of the equipment, e.g., OBSVR for observer owned.
Field Type	Text
Field Length	8
Values	Chapter 7, paragraph 3.16

2.4.4.5 Exp.

Field Name	Exp - Exposure
Method of Entering Data	Pull Down

Field Name	Exp - Exposure
Mandatory Entry	No
Field Description	Refer to instructions in Chapter 3, paragraph 2.4.3.5.
Field Type	Text
Field Length	8
Values	Chapter 7, paragraph 3.17

2.4.4.6 Tel.

Field Name	Tel - Telemetered
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Refer to instructions in Chapter 3, paragraph 2.4.3.6.
Field Type	Text
Field Length	1
Values	T or F

2.4.4.7 Azimuth.

Field Name	Azimuth
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Refer to instructions in Chapter 3, paragraph 2.4.3.8.
Field Type	Text
Field Length	3
Values	0-360

DATA ENTRY

2.4.4.8 Dist.

Field Name	Dist - Distance
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Refer to instructions in Chapter 3, paragraph 2.4.3.9.
Field Type	Text
Field Length	4
Values	0-9999

2.4.4.9 Backup.

Field Name	Backup
Method of Entering Data	Pull down
Mandatory	Yes
Field Description	Select "Y" or "N" depending if this is backup or not to a primary observing piece of equipment.
Field Type	Text
Field Length	1
Value	Y or N

2.4.4.10 Equipment Description.

Field Name	Equipment Description
Method of Entering Data	Text
Mandatory	As provided in the field description.
Field Description	Refer to instructions in Chapter 3, paragraph 2.4.3.7.
Field Type	Text
Field Length	256

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

Button	Function/Result
Save Work in Progress	Saves form 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 form 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 ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	For a station newly established by the form, the form will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED. For a previously established station, ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.

2.4.5.1 Obstruction.

Field Name	Obstruction
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Document all potential obstructions within 200 feet of the primary gauge. Other obstructions may be documented, e.g., BLDG, TREE</p> <p>TREE LINE</p> <p>If there are no obstructions, leave this field blank.</p> <p>NOTE: <i>When documenting obstructions, there must be corresponding entries in Azimuth, Distance/Range, and Angle to match the obstruction(s) listed. Every Azimuth/True Direction entry must have corresponding Distance/Range entries as well as corresponding Angle entries.</i></p>
Field Type	Text
Field Length	32
Values	0-9999

DATA ENTRY

2.4.5.2 Azimuth/True Direction.

Field Name	Azimuth/True Direction
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>From the <u>primary gauge</u>, enter the TRUE Azimuth direction in whole degrees (3 digits) for each obstruction (tree) or obstruction group (tree line) starting from north and proceeding clockwise around the gauge, e.g., 005-040 (for the BLDG), 050 (for the TREE) 070-150 (for the TREE LINE) 070-150-195 (for the split TREE Line) Azimuth ranges are not to exceed 90 degrees total. If ranged obstruction exceeds 90 degrees of the horizon, break it up into entries separated by a dash. See split tree line example above. ALQDS cannot be used.</p>
Field Type	Text
Field Length	32

2.4.5.3 Distance/Range.

Field Name	Distance/Range
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	From the primary gauge enter the corresponding distance in whole feet for every azimuth entry. Distance entries shall correspond with associated azimuth entries, e.g., 120-150 (for the BLDG) 60 (for the TREE) 160-180 (for the TREE LINE) 160-180-195 (for the split TREE Line)
Field Type	Text
Field Length	32

2.4.5.4 Angle.

Field Name	Angle
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Mandatory - From the primary gauge enter a corresponding elevation angle in whole degrees (2 digits) for every obstruction azimuth/distance entry. Angles are to be taken from the top of the primary gauge, e.g., 20-15 (for the BLDG) 28 (for the TREE) 16-022 (for the TREE LINE) 16-22-30 (for the split TREE Line)
Field Type	Text
Field Length	32

DATA ENTRY

Field Name	Angle
Values	0-90

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 form 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 form 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 ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	For a station newly established by the form, the form will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED. For a previously established station, ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.

2.4.6 Publication Data. The sixth tab on the CSSA screen is the "PUBLICATION DATA" tab. This tab indicates how NCDC will publish the data and should not be confused with the dissemination of data documented on the "OBS INFO" screen. The publication data tab is selected by clicking with the left mouse button on the tab at the top of the CSSA screen. Exhibit 3-9, depicts the Publication Data screen. Each field will be described for the Publication Data screen.

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA)

STN. NO.	OBSERVER DATE	SITE INFO	OTHER ESL. F. INFO	OBS. INSTR. TABS	FLIGHT DATA
Station Name: ROMNEY 1 SW	Station Number: 46-7730	Climate Division: 06	Zone: 13		

PUBLICATIONS

Weekly Prescriptions Data (WPD)

Published? Distributed? Frequency

Yes Paper Monthly
 No None

Climatological Data (CD)

Temperature	Precipitation	Evaporation	Soil Temperature
Published? Distributed? Frequency <input checked="" type="radio"/> Yes <input type="radio"/> Paper <input type="radio"/> Monthly <input type="radio"/> No <input type="radio"/> None <input type="radio"/> Annually Only	Published? Distributed? Frequency <input checked="" type="radio"/> Yes <input type="radio"/> Paper <input type="radio"/> Monthly <input type="radio"/> No <input type="radio"/> None <input type="radio"/> Annually Only	Published? Distributed? Frequency <input type="radio"/> Yes <input type="radio"/> Paper <input type="radio"/> Monthly <input type="radio"/> No <input type="radio"/> None <input type="radio"/> Annually Only	Published? Distributed? Frequency <input type="radio"/> Yes <input type="radio"/> Paper <input type="radio"/> Monthly <input type="radio"/> No <input type="radio"/> None <input type="radio"/> Annually Only

Exhibit 3-9. Publication Data

DATA ENTRY

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.

Field Name	HPD
Published ?	Check "yes" if the hourly precipitation data is published in the HPD. Check "no" if unpublished.
Distributed ?	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.
Frequency ?	Check "monthly" if the published hourly precipitation data is distributed to the observer monthly. Check "annually only" if the published hourly precipitation data is distributed to the observer once a year only.

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.

Field Name	Temperature
Published ?	Check "yes" if the summary of the day temperature data is published in the CD publications. Check "no" if the answer is negative

Field Name	Temperature
Distributed ?	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.
Frequency ?	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.

Field Name	Precipitation
Published ?	Check "yes" if the summary of the day precipitation data is published in the CD publications. Check "no" if the answer is negative.
Distributed ?	Check "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.
Frequency ?	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.

DATA ENTRY

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

Field Name	Evaporation
Published ?	Check "yes" if the summary of the day evaporation data is published in the CD publications. Check "no" if the answer is negative.
Distributed ?	Check "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.
Frequency ?	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.

Field Name	Soil Temperature
Published ?	Check "yes" if the summary of the day soil temperature data is published in the CD publications. Check "no" if the answer is negative.
Distributed ?	Check "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.

Field Name	Soil Temperature
Frequency ?	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 form 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 form 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 ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	For a station newly established by the form, the form will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED. For a previously established station, ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.

DATA ENTRY

3. ASOS Locations Designated as COOP Stations. Some automated surface observation (ASOS) locations have been assigned COOP Station numbers. This section of Chapter 3, will provide information on data entry specific to the ASOS.

3.1 ASOS Menu Selection. The CSSA menu screen may be accessed after logon, from the CSSA Main Menu. Select *Establish/Edit ASOS Station Data* from the CSSA Main Menu. Enter the station number at the prompt. Exhibits 3-3 or 3-2 will be displayed. Select the appropriate menu choice and if applicable complete the form following instructions in Chapter 3, paragraph 2.4. Chapter 3, paragraph 3.2, provides reporting criteria specific to the ASOS.

3.2 Reporting Criteria for ASOS in the CSSA.

a. ASOS locations assigned COOP station numbers shall be entered into the new CSSA database.

b. The fields for the ASOS portion of the new CSSA should follow the rules in Chapter 3, paragraph 2.4.

c. The elevation for the ASOS is the elevation of the ASOS primary precipitation gauge.

d. Remarks should include information about the ASOS commissioning and backup equipment. For example, "ASOS site commissioned 03/01/1994. SRG at WFO used as backup, SRG 1.2 miles west of the ASOS precipitation gauge".

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.

CHAPTER 4 - THE PAYROLL

*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-14W0026**

OBSERVER DATA		CONTRACT DATA	
Observer:	<input type="text" value="JONATHAN E. LEWIS"/>	Sub:	<input type="text" value="12 MONTHS OF PAY"/>
Paid Observer's Name:	<input type="text" value="JONATHAN E. LEWIS"/>	Order Date:	<input type="text" value="3/01/2000"/>
Address Line 1:	<input type="text" value="100 WATERWAY"/>	Cancellation Date:	<input type="text"/>
Address Line 2:	<input type="text" value="WATER PLANT"/>	Tax/Social Security:	<input type="text" value="No"/>
Address Line 3:	<input type="text"/>		
City:	<input type="text" value="WATERLOO"/>	St:	<input type="text" value="WV"/>
		Zip:	<input type="text"/>

PAID SERVICES					
Line	Period	Description	Qty	Rate	Task Code
1	12 MONTHS	PRECIPITATION REPORTING (HYDROLOGIC)	12	\$7.30	84M.20CP
2	12 MONTHS	PENDING PRECIPITATION (CHANGE C-ART OR TAPE)	12	\$5.30	84M.20CP
3					

1. **Introduction.** The CD-404 is an agreement with an observer at a COOP station where payment is involved. When a new station is opened or when an existing station changes its pay status. The NWSREP and RCPM should coordinate on preparing the form.

2. **Filling in the CD-404 Data.** Electronic CD-404 information is entered by the NWSREP responsible for the COOP Station. The information is quality controlled by the RCPM through an abbreviated workflow process. The RCPM approves the regional CD-404 for quality prior to submission to the ASC. The CD-404 must be printed out from the reports menu (see Chapter 6) and mailed to the ASC. Future revision of the system may allow for automated transmission of the CD-404.

3. **Processing of Form CD-404.** The CSSA program provides the means to prepare CD-404 data for mail. CD-404 data are mailed to the appropriate ASC by the WFO. The ASC makes quarterly payments to observers. During July or August, the ASCs send draft CD-404s to the regional headquarters. The RCPM coordinates with the NWSREP who will edit the CD-404s if necessary. The modified CD-404s are returned to the ASCs.

4. **Reporting Cycle.** The following reporting cycles are observed.

a. **Weekly.** NWSREPs and RCPMs review CD-404 data.

b. **July or August.** ASCs review CD-404 data and modify as necessary. Forward modified CD-404s to RCPMs.

c. **September/October.** The NWSREP compiles end of the fiscal year data.

4. **CD-404 CSSA Main Menu.** Refer to Chapter 1, paragraph 4, 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 Chapter 3. At the CSSA Main Menu select *Add/Change/Cancel Payroll Data*. Enter the station number as required. Select *Modify Contract* at the This Station was found/(not found) in the database screen. The CD-404 Payroll Management screen will be displayed. Exhibit 4-1, depicts the CD-404 Payroll Management screen.

THE PAYROLL

*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: <input type="text" value="JONATHAN E. LEWIS"/>		Sub: <input type="text" value="2 MONTHS OFFPAY"/>	
Paid Observer's Name: <input type="text" value="JONATHAN E. LEWIS"/>		Order Date: <input type="text" value="11/17/2008"/>	
Address Line 1: <input type="text" value="23 WATER WAY"/>		Cancellation Date: <input type="text"/>	
Address Line 2: <input type="text" value="WATER PLANT"/>		Tax/Social Security No: <input type="text"/>	
Address Line 3: <input type="text"/>			
City: <input type="text" value="WATER TOWN"/> St: <input type="text" value="WY"/> Zip: <input type="text"/>			

PAID SERVICES					
Line	Period	Description	Qty	Rate	Task Code
1	12 MONTHS	PRECIPITATION REPORTING (HYDROLOGIC)	12	\$7.00	8M1J3CP
2	12 MONTHS	RECORDING PRECIPITATION (CHANGE CHART OR TAPE)	12	\$3.00	8M1J3CP
3					

Exhibit 4-1. CD-404 Payroll Management

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

5.2 Fields for the CD-404. Information is provided in this paragraph about the fields on this screen.

5.2.1 Observer.

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

5.2.2 Paid Observer's Name.

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

5.2.3 Paid Observer's Mailing Address.

Field Name	Paid Observer's Mailing Address
Method of Entering Data	Text
Mandatory Entry	No

THE PAYROLL

Field Name	Paid Observer's Mailing Address
Field Description	Enter the paid observer's street address. 3 lines are available. 40 characters per line.
Field Type	Text
Field Length	40 per line

5.2.4 City.

Field Name	City
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the paid observer's address city.
Field Type	Text
Field Length	25

5.2.5 State.

Field Name	State
Method of Entering Data	Pull Down
Mandatory Entry	No
Field Description	Select the paid observer's address state from the pull down menu.
Field Type	Text
Field Length	2
Value	NWSLI Table

5.2.6 Zip.

Field Name	Zip - Zip code
-------------------	----------------

Method of Entering Data	Text
Mandatory Entry	No
Field Description	Enter the paid observer's address zip code.
Field Type	Text
Field Length	10

5.2.7 Sub.

Field Name	Sub
Method of Entering Data	Pull Down
Mandatory Entry	No
Field Description	This is the number of months, in quarterly increments, left in the fiscal year the observer will be paid. Select from the pull down menu. A selection can also be made if the Pay Order (PO) is to be canceled or the Paid Observer's address changes.
Field Type	Text
Field Length	14
Value	Chapter 7, paragraph 3.19

5.2.8 Order Date.

Field Name	Order Date
Method of Entering Data	Text
Mandatory Entry	Yes

THE PAYROLL

Field Name	Order Date
Field Description	The Order Date is the effective date of the CD-404; the date on which services began. This is a critical entry, used in the computation of the quarterly payment amount, first quarterly payment date, number of quarterly payments, and in building the actual Order Number and accounting data. This date must be the first calendar day of a calendar quarter: January 1, April 1, etc..
Field Type	Date
Field Length	format=mm/dd/yyyy

5.2.9 Cancellation Date.

Field Name	Cancellation Date
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the date the PO is canceled. Every time a Cancel PO is found in the SUB field, the following statement is printed on the CD-404, CANCEL ALL EFFECTIVE mm/dd/yyyy. The date must be the first day of a calendar quarter: January 1, April 1, etc..
Field Type	Date
Field Length	Format must be mm/dd/yyyy

5.2.10 Tax/Social Security Number.

Field Name	Tax/SSN
Method of Entering Data	Text

Field Name	Tax/SSN
Mandatory Entry	Yes
Field Description	The observers social security number or tax number. Do not use hyphens.
Field Type	Text
Field Length	12

5.2.11 Period.

Field Name	Period
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the period of time for which payment is being made. Typical entries; WKENDS & HOL or SAT AM, OCT-JUN . For a recording precipitation service the entry would be 12 MONTHS .
Field Type	Text
Field Length	16

5.2.12 Description.

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

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Field Name	Description
Field Length	1
Value	Chapter 7, paragraph 3.18

5.2.13 Qty.

Field Name	Qty - Quantity
Method of Entering Data	Auto Fill
Mandatory Entry	Yes
Field Description	The computer calculates the number of months left in the fiscal year. An example, if the Order Date is 04011988, the calculated entry is 6 .
Field Type	Text
Field Length	1

5.2.14 Rate.

Field Name	Monthly Rate
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	Enter the monthly rate of pay in dollars and cents. E.g., \$7.60
Field Type	Floating Point
Field Length	6.2

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

Field Name	Task Code
Method of Entering Data	Auto Fill/Pull Down Menu
Mandatory Entry	Yes

Field Name	Task Code
Field Description	The task code is auto filled under which the services/observations are paid.
Field Type	Text
Field Length	8

5.2.16 **Navigation Buttons.** The navigation buttons at the bottom and 1 in the upper right of the CSSA CD-404 Payroll Management Screen. The table below lists the button functions.

Button	Function/Result
Save Work in Progress	Saves form 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 form 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 ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	For a station newly established by the form, the form will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, INCLUDING THE STATION NUMBER, WILL BE REMOVED. For a previously established station, ALL INFORMATION CHANGED WILL BE PURGED FROM THE DATABASE.

CHAPTER 5 - THE STATION INSPECTION

*Items in Red indicate required fields

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

Station Name: **ROMNEY 1 SW** Station Number: **46-7730** Climate Division: **06** Revision: **12**

INSPECTION DATA

Inspector: Per Item:

Inspection Type: Trap Number:

Inspection Date: Supplies Cost:

Staff Hours: Total Cost:

Motor Driven:

EQUIPMENT Maintenance Performed More than one may be chosen

CRS	<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
HRG	<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
IOUCH	<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
PAP	<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
MMIS-1	<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
MMIS	<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:

THE STATION INSPECTION

1. **Introduction.** This chapter 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 Chapter WSOM B-17.

3. **Station Inspection Menu.** Refer to Chapter 1, paragraph 4, 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 Chapter 3.

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 Chapter 5, paragraph 3.3, provide information on entering data to the Site Inspection Report screen. Exhibit 5-1, depicts the Site Inspection Report screen.

3.2 **ASOS Site Inspection Report.** The ASOS Site Inspection Report screen provides ASOS specific information about the COOP station's inspection information. Exhibit 5-2, depicts the ASOS Site Inspection Report screen.

THE STATION INSPECTION

*Items in **Red** indicate required fields

COOPERATIVE STATION SERVICE ACCOUNTABILITY (CSSA) SITE INSPECTION REPORT

Station Name: **ROMNEY 1 SW** Station Number: **48-7730** Climate Division: **06** Condition: **12**

INSPECTION DATA

Inspector: Per Diem:

Inspection Type: Trip Number:

Inspection Date: Supplies Cost:

State House: Trap Cost:

Miles Driven:

EQUIPMENT	Maintenance Performed - More than one may be chosen				
CRS	<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
SRG	<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
TOUCH	<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
ILP	<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
MCTS 1	<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
MOXNY	<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:

Exhibit 5-1. Site Inspection Report

THE STATION INSPECTION

*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:

Exhibit 5-2. ASOS Site Inspection Report

THE STATION INSPECTION

3.3 Fields for the Site Inspection Report Screen.

3.3.1 Inspector.

Field Name	Inspector
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the position of the Inspector from the pull down list.
Field Type	Text
Field Length	4
Values	Chapter 7, paragraph 3.23

3.3.2 Inspection Type.

Field Name	Inspection Type
Method of Entering Data	Pull Down
Mandatory Entry	Yes
Field Description	Select the type of the inspection from the pull down menu.
Field Type	Text
Field Length	2
Values	Chapter 7, paragraph 3.24

3.3.3 Inspection Date. This is the date the station is visited for an inspection.

Field Name	Inspection Date
Method of Entering Data	Text
Mandatory Entry	Yes

THE STATION INSPECTION

Field Description	Enter the date of inspection using the format mm/dd/yyyy. Example 01/31/2001
Field Type	Date
Field Length	Fixed

3.3.4 Staff Hours.

Field Name	Staff Hours
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	<p>Enter the time spent driving to and from the site and at the site. For driving time calculation for multiple station visits divide the driving time equally among each site. As in Time and Attendance (T&A), 15 minutes = .1, 30 minutes = .2 and 45 minutes = .3. Round your numbers to the nearest 15 minute mark.</p> <p>Example: You visited five stations and total driving time was 3 hours and you were at station "A" for 1 hour and 15 minutes then you would encode 1.3 for total staff hours at station A. This includes 32 minutes (180/5) for driving and 1 hour and 15 minutes for being at the station. If two personnel were on the trip then just double the total time. In this example the new total time would be 3 hours and 30 minutes.</p>
Field Type	Floating Point
Field Length	6

THE STATION INSPECTION

3.3.5 Miles Driven.

Field Name	Miles Driven
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	If only one station is visited for the day then enter all the mileage with that station. If you visit more than one station then divide the miles equally among each station visited.
Field Type	Text
Field Length	4
Values	0-9999

3.3.6 Trip Number.

Field Name	Trip Number
Method of Entering Data	Text
Mandatory Entry	Yes
Field Description	For day trips enter DT and for all other trips enter the travel order number/voucher number.
Field Type	Text
Field Length	4

3.3.7 Supplies Cost.

Field Name	Supplies Cost
Method of Entering Data	Yes
Mandatory Entry	Yes
Field Description	<p>Enter the monthly supply cost in dollars and cents in the first station visited following the month the costs were accrued in. Include in the cost all credit card 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.</p>
Field Type	Floating Point
Field Length	10.2

3.3.8 Trip Cost.

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

THE STATION INSPECTION

Field Description	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.
Field Length	10.2

3.3.9 Remarks.

Field Name	Remarks
Method of Entering Data	Text
Mandatory Entry	No
Field Description	Use this block to better describe your actions during the station visit. Enter the established Check Bar Value (EWW) and the current Check Bar reading (WW). Adjust if the difference exceeds .06. River Staff Gage (SF) and Water Stage Recorder Reading (WSR) and time completed if applicable. <i>Example: Replaced MMTS-1 with MMTS-7 model. Replaced fluids in F/P. EWW 22.22 WW 22.34. Adjusted Check Bar.</i>
Field Type	Text
Field Length	256

3.3.10 Check Boxes. The check boxes are self explanatory and should be used where applicable. ASOS locations will only be inspected for the heated tipping bucket and the hygrometer in the COOP Program (See Exhibit 5-2).

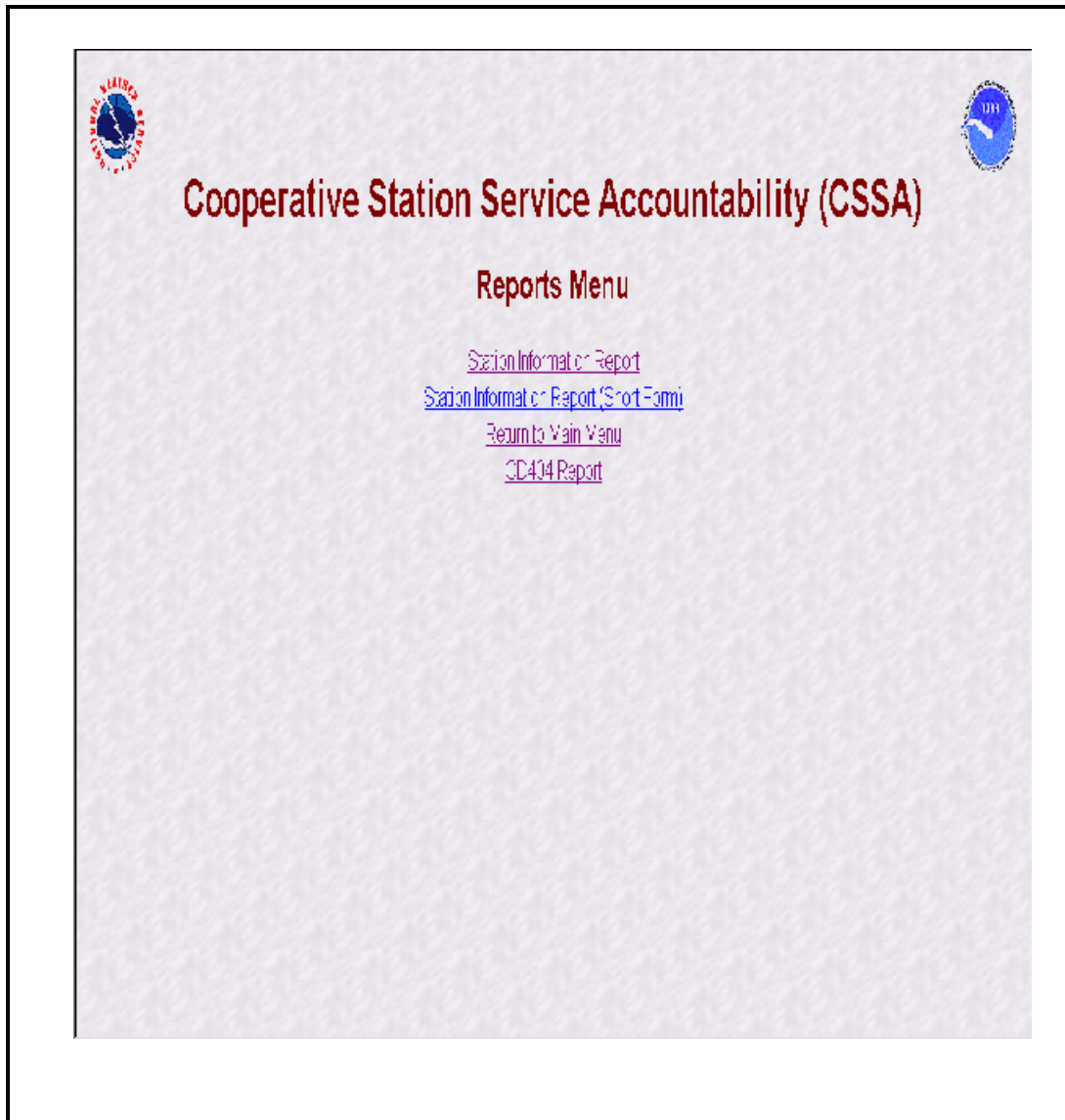
3.3.11 Navigation Buttons. There are 3 navigation buttons at the bottom of the Site Inspection Report screen. The table below lists the button functions.

Button	Function/Result
--------	-----------------

THE STATION INSPECTION

Save Inspection Report	Saves Report to CSSA database.
Clear Changes	Clears the changes on the current screen.
Cancel Changes ***CAUTION MUST BE FOLLOWED WITH THIS SELECTION***	The changes will be PERMANENTLY PURGED FROM THE DATABASE, ALL INFORMATION ENTERED, WILL BE REMOVED.

CHAPTER 6 - THE REPORTS



1. **Introduction.** This chapter is designed for the reports of the modernized CSSA system. Screen depictions for the reports menu are provided to explain how to generate reports.

2. **Station Reports.** The requirements for generating CSSA reports are described in NWS Observing Handbook No. 6, WSOM Chapter B-17, and regional headquarters guidance.

3. **Station Report Menu.** Refer to Chapter 1, paragraph 4, for instructions to logon to the CSSA system. Reports cannot be generated unless a station has been established in the CSSA system. Establish the station, if necessary, in accordance with Chapter 3. The reports require Acrobat Adobe 4.05, or greater, software to be loaded on the computer. Currently there are three reports available from the reports menu. Additional reports shall be provided in the future. The reports will load directly onto the Adobe software and are available for viewing or printing. Exhibit 6-1, depicts the CSSA Report Menu screen. The report menu is a selection on the review screen (see Exhibit 2-4) or from the CSSA Main Menu (see Exhibit 1-2).

3.1 **Report Menu Screen.** The screen provides a series of predefined reports that can be printed for a station or a series of stations. Additional reports will be provided and the selections for the reports menu will change from those depicted in Exhibit 6-1.

3.2 **Browsing Forms.** The CSSA forms may be browsed using the reports selection. Select the CSSA report, and the report is available after entering the station number (see Exhibit 3-1). This browse feature is read only.

3.3 **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.

THE REPORTS



Exhibit 6-1. Report Menu

CHAPTER 7 - CSSA LOOKUP TABLES

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

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

1. **Introduction.** This chapter describes the new CSSA lookup tables. While this manual attempts to capture the current state of the new CSSA system, due to ongoing development, some of the table values may be changed.

2. **Purpose.** These tables are used to generate pull down menu lists to facilitate data entry. Each table is described in the applicable subsection. Table values may be added or removed through coordination with the LOT and the RCPM.

3. **Lookup Tables.**

3.1 **CSSA Reason for Reporting Code Lookup Table.** This lookup table contains remarks to describe code enabling the NWSREP to make the most accurate menu selection choice from the menu selections in Exhibits 3-2 and 3-3.

Field Values	Description - Reason for Report
01	ESTABLISH A STATION - This entry is used when a station is being installed for the first time 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 service should have a statement in remarks, A NETWORK AUTHORIZATION FROM ANYTOWN, USA (99-9999-0) CLOSED 2/2/66.
02	CLOSE A STATION - This entry is used whenever a station is closed or expected to be inactive (refer to code 06) for longer than 6 months. If the station had "a" network services, remarks should have a statement, A NETWORK AUTHORIZATION REVERTS TO PLANNED STATUS
03	REESTABLISH A STATION (COMPATIBLE) - This entry is used when a station is reinstalled at the same location or at a climatologically compatible location. Entry includes the distance in miles and direction using a 16-point compass from the old site to the newly, re-established site and the station number for the old station. If the location is identical, enter REESTABLISHED SAME SITE (Stn #) . Example: In 1940, a station was established at Bliss, ID. The station was within the town boundaries and was assigned the station number, 10-1002-7. In 1975, the station was closed

CSSA LOOKUP TABLES

Field Values	Description - Reason for Report
	<p>when the observer quit. No replacement observer was found until 1983. The new observer was located at a ranch 4 miles NW of the Bliss Post Office. The data from both locations are considered climatologically compatible. Entry: REESTABLISHED 4 MI NW (10-1002-7) Remarks might be: A NETWORK AUTHORIZATION FROM BLISS, ID (10-1002-7) CLOSED 1975. PREVIOUS NAME - BLISS</p>
04	<p>RELOCATE A STATION (COMPATIBLE) - Used when a station is moved and remains climatologically compatible with its previous location. Enter the distance and direction from the old site to the new site and the old station number, if different. Example: RELOCATED 1.3 MI SW. Remarks might be: LOCATIONS COMPATIBLE. PREVIOUS NAME - ANYTOWN 4 NW.</p>
05	<p>LOCALIZED EQUIPMENT MOVE (COMPATIBLE AND SAME NAME) - Use this entry when the observing equipment is moved, but the station remains at the same site for all practical purposes. An observer might ask that an equipment be moved to another area of his/her yard or the NWSREP/DAPM/HMT might move equipment to improve exposure. Enter the distance in feet and the direction from the old site to the new site. Example: EQUIPMENT MOVED 100 FT E</p>
06	<p>INACTIVATE A STATION - Use this entry when a station will be inactive for not more than six months and it is expected that observations will resume within that period. This situation might occur when an observer is on vacation and there is no relief observer or when equipment becomes inoperative and the NWSREP/DAPM/HMT is unable to visit the site. If observations are not resumed within six months, the station should be closed. Remarks might be: OBSERVER ON SUMMER RANGE FOR 2 MOS, NO BACKUP OBSERVER AVAILABLE. or MR. JONES QUIT 3/3/88, WILL TRY NEW RECRUITMENT JUNE 1988.</p>
07	<p>REACTIVATE AN INACTIVE STATION - Entry is used to change the status of a station from inactive to active. Example: REACTIVATE STATION. Stations that are reactivated at new locations should select</p>

Field Values	Description - Reason for Report
	relocate a station (code 04).
09	CORRECT A PREVIOUS RENDITION - NOT AVAILABLE
10	CHANGE - Use this entry to note any changes to WS Form B-44 items not covered by the above codes. Example: CHANGE OBSERVATION TIME AND HOME PHONE.

3.2 CSSA Horizontal Datum Lookup Table.

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

3.3 CSSA Vertical Datum Lookup Table.

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

3.4 CSSA Lat/Lon Source Lookup Table. Select from one of the menu choices in the table. If a Lat/Lon source being used is not on the table list contact the RCPM and the table will be updated.

Field Values	Description - Lat/Lon Source
10	GPS - NON-SPECIFIC/BRAND NOT SPECIFIED
20	USGS TOPOGRAPHICAL MAP
30	GPS - GARMIN, MODEL 45
60	GPS - GARMIN, MODEL III
40	GPS - GARMIN, MODEL 450
50	GPS - GARMIN, MODEL 50
70	GPS - GARMIN BRAND, MODEL NOT GIVEN
80	GPS - LOWRANCE GLOBALMAP 100
90	GPS - MAGELLAN MARINER
100	GPS - MAGELLAN MERIDIAN XL

CSSA LOOKUP TABLES

Field Values	Description - Lat/Lon Source
110	GPS - MAGELLAN NAV 5000
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/LONG IN PLACE
61	GPS - GARMIN, MODEL III PLUS

3.5 CSSA Network Code Lookup Table.

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 (C)

3.6 CSSA Station Type Code Lookup Table.

Field Values	Description - Station Type
92	COOPERATIVE OBSERVER STATION
6	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)

3.7 CSSA Time Code Zones Lookup Table.

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)

3.8 CSSA Climate Observer Ranking Lookup Table.

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

3.9 CSSA Observer Title Lookup Table.

Field Values	Description - Observer Title
1	MR.
2	MRS.
3	MS.

CSSA LOOKUP TABLES

Field Values	Description - Observer Title
4	MISS
5	DR.
6	REV.
7	NO TITLE

3.10 CSSA Observed Elements Lookup Table.

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

3.11 Observation Time Lookup Table.

Field Values	Description - Observation Time
0700	7:00 AM
1700	5:00 PM
MID	MIDNIGHT
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

CSSA LOOKUP TABLES

0800	8:00 AM
1000	10:00 AM
1030	10:30 AM
1100	11:00 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
MID	MIDNIGHT
2400	MIDNIGHT
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

CSSA LOOKUP TABLES

3.12 CSSA Reporting Method Lookup Table.

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)

3.13 CSSA Sponsor Code Lookup Table.

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)

Sponsor Code Value	Network	Description - Sponsor
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	MORRINGSPORT RESERVOIR
FC-30	B	ROANOKE RIVE
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-COSTAL 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

CSSA LOOKUP TABLES

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 (R)	C	SALARY AND EXPENSES (MARINE)
SCS-1	B	NATURAL RESOURCES CONSERVATION SERVICE
SJRA	B	SAN JACINTO RIVER AUTHORITY

3.14 CSSA Equipment Category Lookup Table.

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

3.15 CSSA Equipment Code Lookup Table.

Equipment Code	Equipment Category	Description Needed	Equipment Code Description
AWS	TEMP	F	AIRWAYS SHELTER
ATEMP	TEMP	F	ASOS HYGROTHERMOMETER
HTG	TEMP	F	HYGROTHERMOGRAPH
HYGR	TEMP	T - Mandatory	HYGROTHERMOMETER

CSSA LOOKUP TABLES

Equipment Code	Equipment Category	Description Needed	Equipment Code Description
MMTS-1	TEMP	T - Mandatory	MAX/MIN ELECTRONIC TEMP SYSTEM (C450-1)
MMTS-7	TEMP	T - Mandatory	MAX/MIN ELECTRONIC TEMP SYSTEM (C450-7)
MXMN	TEMP	F - Mandatory	MAX/MIN THERMOMETERS
PSY	TEMP	F	PSYCHROMETER
SIX-T	TEMP	F	SIXES THERMOMETER - TAYLOR
TG	TEMP	F	THERMOGRAPH
TEMPX	TEMP	T - Mandatory	OTHER TEMPERATURE EQUIPMENT
AHTB	PCPN	F	ASOS HEATED TIPPING BUCKET
F&P	HPCPN	T - Mandatory	PUNCH TAPE RECORDING RAINGAUGE
PLASTIC	PCPN	F	4-INCH PLASTIC RAINGAUGE
SRG	PCPN	F	8-INCH STANDARD RAINGAUGE
STO	PCPN	T - Mandatory	STORAGE GAUGE
TB	HPCPN	T - Mandatory	TIPPING BUCKET RAINGAUGE
UNIV	HPCPN	T - Mandatory	UNIVERSAL RECORDING RAINGAUGE
PCPNX	PCPN	T - 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	T -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	T - Mandatory	WIRE WEIGHT RIVER GAGE
RIVX	RIV	T - Mandatory	OTHER RIVER EQUIPMENT
TOUCH	DAA	T - Mandatory	ENCODER PAD OR TOUCH-TONE PHONE
MODEM	DAA	T - Mandatory	MODEM
DAAX	DAA	T - Mandatory	OTHER DATA ACCESS EQUIPMENT
ARC	TEL	F	AUTO REMOTE COLLECTION

CSSA LOOKUP TABLES

			SYSTEM
ANT	TEL	T - Mandatory	ANTENNA
DARD	TEL	F	DARDC (AHOST)
DCPH	TEL	F	DATA COLLECTION PLATFORM - HANDAR
DCPO	TEL	T - Mandatory	DATA COLLECTION PLATFORM - OTHER
LARC	TEL	F	LIMITED AUTOMATIC REMOTE COLLECTION
RADIO	TEL	T - Mandatory	RADIO TRANSMITTED
TELX	TEL	T - Mandatory	OTHER TELEMETRY EQUIPMENT
EVAP-C	EVAP	F	PAN, ANEMOMETER, GAGE, SIXS
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	T - 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	T - Mandatory	OTHER SNOW EQUIPMENT
BRISTOL	SOIL	T - Mandatory	BRISTOL RECORDER
FRONTIER	SOIL	T - Mandatory	FRONTIER
PALMER	SOIL	T - Mandatory	PALMER
SOILX	SOIL	T - Mandatory	OTHER SOIL EQUIPMENT
PYR	SOLR	N	PYRANOMETER
PYRH	SOLR	F	PYRHELIOMETER
SOLRX	SOLR	T - Mandatory	OTHER SOLAR EQUIPMENT
ACCUM	WIND	F	DIRECTION COMPONENT
ANEM	WIND	T - Mandatory	VELOCITY TRANSMITTER ONLY
REMOTE	WIND	T - Mandatory	VELOCITY/DIRECTION TRANSMITTER

CSSA LOOKUP TABLES

WINDX	WIND	T - Mandatory	OTHER WIND EQUIPMENT
CRS	MISC	F	COTTON REGION SHELTER
TOWER	MISC	T - Mandatory	EQUIPMENT TOWER
WSHIELD	MISC	T - Mandatory	WIND SHIELD
MISCX	MISC	T - Mandatory	OTHER MISCELLANEOUS EQUIPMENT

3.16 CSSA Equipment Owners Lookup Table.

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	GEOLOGICAL SURVEY
NRCS	NATURAL RESOURCES CONSERVATION SERVICE
USBR	BUREAU OF RECLAMATION
USCG	COAST GUARD
USFS	FOREST SERVICE
USDA	DEPARTMENT OF AGRICULTURE

3.17 CSSA Equipment Exposure Lookup Table.

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

CSSA LOOKUP TABLES

ST	SHIELDED, TOWER
T	TOWER

3.18 CSSA Documentation Codes Lookup Table.

Document Code Values	Description
HPD	HOURLY PRECIPITATION DATA
CD	CLIMATE DATA

3.19 CSSA Publication Codes Lookup Table.

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

3.20 CSSA Coop Program Area Sequence Lookup Table.

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

3.21 CSSA CD-404 Sub Code Lookup Table.

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

3.22 CSSA CD-404 Paid Description Code Lookup Table.

Field Values	Description
A	PRECIPITATION REPORTING (HYDROLOGIC)

CSSA LOOKUP TABLES

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

3.23 CSSA Inspector Code Lookup Table.

Field Values	Description - Inspector
DPM	NETWORK PROGRAM MANAGER
ET	ELECTRONICS TECHNICIAN
HMT	HYDRO-MET TECHNICIAN
MIC	METEOROLOGIST IN CHARGE
OTH	OTHER
RCPM	REGIONAL CPM
SH	SERVICE HYDROLOGIST

3.24 CSSA Inspection Type Code Lookup Table.

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

CSSA LOOKUP TABLES

ES	EMERGENCY&SEMI-ANNUAL
EA	EMERGENCY&ANNUAL

3.25 CSSA CAMS Project Task Lookup Table.

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 not maintained by the NWS Headquarters, Observing Services Division, National Cooperative Program Manager (W/OS7). These tables are used as external validation tables within the new CSSA system. Information is provided on each table. The tables are maintained by the Configuration Management Branch.

4.1 NWSLI County Lookup Table.

Field Name	Field Type	Field Length
Place Name	Text	128
County Name	Text	128
State Abbreviation	Text	2
Compressed Name	Text	128

4.2 NWS Location Identifier (NWSLI) State Lookup Table.

State Abb.	State Name	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	7	76	E1	CA

CSSA LOOKUP TABLES

State Abb.	State Name	State Region	State No.	SID Code	State Country
	ISLAND				
PQ	QUEBEC	7	77	Q1	CA
SK	SAKATCHEWAN	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
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

CSSA LOOKUP TABLES

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
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

CSSA LOOKUP TABLES

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

4.3 NWS Location Identifier (NWSLI) Region Lookup Table.

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

4.4 NWS Location Identifier (NWSLI) SID Lookup Table.

Field Name	Field Type	Field Length
SID	Text	5
City	Text	25
County	Text	30
State	Text	2
Station Name	Text	128
Station	Text	255

CSSA LOOKUP TABLES

Detail		
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