

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
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MEMORANDUM

TO: Section Centers, Hydroclimatic Inspectors, Field Aides,  
WRPC's, and River Centers.  
(With copies to Regional Offices for Information.)

FROM: Chief, C&HS Division

SUBJECT: Climatological Service Memorandum No. 14.

INSTRUCTIONS

1. CHANGE IN FORMAT OF CSM: The following changes in arrangement of the CSM are to be effective with CSM No. 14. We believe that these changes will make the material contained in these memoranda more readily available.
  - A. Divide items into two groups, headed "Instructions" and "General".
  - B. Print only on one side of sheets so that separates may be filed with related material.
  - C. Furnish each Section Center and River District Office an additional copy of the CSM for filing as outlined in Item B above.

In addition to the above, we plan to carry in the next issue a comprehensive index of all major items carried in CSM No. 1 through CSM No. 14. Comments and suggestions for improvement of the CSM will be welcome at any time.

2. MINIMUM THERMOMETER CHECK: Our attention is frequently called to the deficiencies of the present type maximum and minimum thermometers used at cooperative stations. It is probable that many of these cases are due to cooperative observers' failure to follow existing instructions to make comparative readings of the "set" maximum and minimum thermometers, and to report whenever these two "set" readings differ two degrees or more. The following action is recommended to be taken by Section Centers for keeping better informed both as to the accuracy and consistency of the instruments, and as a check on the observers' understanding of how to obtain the "set" maximum and minimum readings:

- (a) Issue more detailed instructions to substation observers on making these comparisons of "set" readings and urge them to enter, for the last five days of each month, the "set" minimum thermometer reading on the left hand margin of the form immediately to the left of the date to which the reading applies.
- (b) Whenever a new thermometer is sent to a station, instruct the observer to make comparative "set" readings of the maximum and minimum thermometers for five days and advise you as to the results.
- (c) Instruct all hydroclimatic inspectors to inspect the substation thermometers minutely for faulty operation, and wherever practicable, make comparative "set" readings. They should also, wherever possible, check on the observers' procedure in reading the instruments and assure themselves that the observer really knows how to read them.

In (a) above, if it is pointed out that, to achieve accuracy in reports from a climatological network, it is essential that accuracy of instruments be maintained, and that each observer's cooperativeness in furnishing these comparative readings will help the Section Center to detect inaccurate instruments, we believe that most observers will comply.

3. DISPOSITION OF BLANK BULLETIN W WORK FORMS BW 410-453 AND OTHER RELATED BW FORMS: The revision of Bulletin W and bringing it up to date is urgently required and a program for accomplishing it is being planned.

In the meantime, all data compilations on the above forms already done should be preserved along with marked copies of old Bulletin W sections which may be useful later in the final revision.

Large supplies of blank BW forms now on hand at Section Centers which are taking up valuable storage space may be destroyed at the discretion of the Section Director. Section Centers that have accomplished part of the compilations should keep enough of the blank forms on hand to complete any phases deemed useful to the section.

4. DISPOSITION OF WB FORM 1078D, HOURLY PRECIPITATION TRANSCRIPTION:  
Form 1078D, transcription sheets of hourly precipitation recordings, prepared by the WRPC's are now being microfilmed and then destroyed. Any Section Centers desiring these transcriptions for their files should arrange with the appropriate WRPC, to have them mailed along with other substation forms each month.
5. RECURRING REQUESTS FOR CLIMATOLOGICAL DATA PRIOR TO PUBLICATION:  
Comments on Item 1, CSM No. 11, indicate that only eight of the Section Centers have need of a published preliminary monthly precipitation summary. If the future demand for these preliminary summaries warrants their publication at other Section Centers, approval should be obtained from the Central Office. In such cases the Central Office should be fully informed as to the circumstances attending the request for approval.

There are undoubtedly many agencies which have a legitimate need for our data as early as possible after the end of the month. It is apparent that most requests for advance data concern precipitation.

It would be difficult to argue against those cases dealing with records from non-recording gages, where the computation of monthly values is not too time-consuming. Even in this type of service, however, a "hold the line" attitude should be adopted.

When "strong" representations are made by the requester for preliminary data that involves the evaluation of weighing rain gage charts or the processing of temperature data normally accomplished at a WRPC, and the request involves but few stations, it may be possible for the WRPC to prepare such data in advance of their regular procedure. These cases, of course, should be held to a minimum. It must be remembered that evaluation, checking and processing of data must be effected in a routine manner at the WRPC in order to accomplish overall completion in time to meet necessary deadlines. Any deviation or break in this routine tends to severely interrupt the smooth flow of work so necessary to the orderly completion of the many duties imposed upon the WRPC.

To reiterate, we cannot refuse legitimate requests, but on the other hand we must necessarily hold duplicate computation to a minimum. This calls for tactful management on the part of the Section Director.

There are, however, two points that should be considered regarding recurring requests:

- (a) Can the several requests be compromised so that a single list of stations would satisfy all needs?

- (b) Are some of the requests valid only on special occasions? It may be that some requests are received when a special problem develops and are continued on a permanent basis after the real need is over.

Present circumstances of consolidation beyond the control of the WRPC's have resulted in a delay in the publication of Climatological Data bulletins. It is hoped, however, that in the future it will be possible to publish these bulletins within, at the most, six weeks after the end of the month of record.

6. COOPERATIVE OBSERVER NEWSLETTER STENCILS: These stencils will no longer be stocked at the Central Office. A small supply will be sent to Regional Offices. Section Centers should request them from the Regional Office as needed.

Regional Offices are asked to submit to the Central Office an estimate of the number of these stencils required in their regions for the next six months, and to do this at 6-month intervals in the future.

7. CLIMATOLOGICAL DATA BASE MAPS: Climatological Data section maps for 36 sections have been completed and the negatives supplied to the WRPC's for printing.

The following section maps will complete the series of 45 sections as soon as the Section Centers have submitted their preliminary maps and reviewed the proof for the final map:

Arkansas	Missouri
Arizona	New Mexico
Hawaii	Tennessee
Iowa	Utah
Washington	

Important changes that develop in the station network as shown on published maps should be reported to the C&HS Division by marking all changes necessary to bring the map up to date on one of the printed maps. Coordinates should be given for relocations and new stations for accurate plotting on the master maps.

#### GENERAL

8. ENTERING STATION NUMBERS ON FORMS 1006 AND 1009 (REFERENCE: ITEM 7 OF CSM NO. 12): A hand model perforator has been sent to the Raleigh Office for testing its value in placing station numbers on Forms 1006 and 1009.

GPO has scheduled August 15, 1950, as delivery date for Forms 1006 and 1009.

8. CLIMATOLOGICAL DATA MAPS: When copies of these maps are used for preparing precipitation charts or isohetyl maps for publication, they should be neatly done, making drawn lines no heavier than the heaviest lines in the map base. Curved lines should be smooth. Data should be entered in the same reading position as the base.

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for Merrill Bernard, Chief,  
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GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 14.

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