

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. 16.

INSTRUCTIONS

1. BIOGRAPHICAL WRITE-UPS FOR COOPERATIVE OBSERVERS' BULLETIN (REFERENCE: CSM No. 12, 13, and 15, Item 1): Some sections have not as yet submitted the stories and pictures for the Cooperative Observers bulletin.

We realize that it is not an easy task to assemble this material, but we feel that the finished product will be very much worthwhile. Each office which has not already done so should let us know when we may expect to receive all the material concerning the observers.

2. SUBSTATION RECORDS: Some Section Centers keep a file of cards for each substation. On one card are entered average monthly temperatures for each month for a ten-year period, on another the average minimum for each month, etc. In other sections, Form 1078 or some variations of it is used to keep a similar record.

In order that we may know how this type of record is kept at all Section Centers, each Center should make a brief report of the method it uses, submitting samples of the cards or other forms.

3. ENTRY OF EVAPORATION AMOUNTS TO HUNDREDTHS (REFERENCE: CSM No. 6, Item 12): The referenced instructions permit the entry of evaporation readings to hundredths instead of to thousands as formerly required. For the sake of uniformity and because entries to hundredths simplify the computation of daily and monthly values, Section Directors should encourage all observers to make readings to two decimal places.

We can not object seriously, however, if any observer or cooperating agency wishes to continue to record the readings to three decimal places.

4. REQUEST FOR REMITTANCE FOR PUBLICATIONS: W.B. Form 4052, a form letter requesting remittance for back issues of publications furnished to a requester, has been prepared as a result of an employee's suggestion. One hundred copies of this form have been sent to each Section Center. As additional supplies are needed they should be requested from the Regional Office.
5. ENTERING PRECIPITATION AND SNOWFALL ON FORMS 1006 AND 1009: Paragraphs 10 and 14 of Instructions for W.B. Form 1009 and the sample on the inside cover of the pad outline the desired method of indicating no precipitation or snowfall. In the "Rain, Melted Snow, etc." column no precipitation is shown by a zero. In the "Snow, Sleet, Hail" column no precipitation is shown by no entry, while in the third column, "Snow, Sleet, Hail, Ice on Ground", zero should be entered only on the first day after the cover has disappeared. Similar procedures apply also to Form 1006.

GENERAL

6. DEGREE DAYS IN CLIMATOLOGICAL DATA: The publication of monthly degree day totals in Table 2 for P.M. substations has been undertaken with the beginning of the 1950-51 heating season; and it is probable that heating season totals will be carried in the June 1951 issue of Climatological Data.

While there may be some demand for publication of daily degree day data, such publication would increase the size and cost of Climatological Data. Daily degree days are valuable mainly on a current day to day basis; and publication of these daily values a month or six weeks after the end of the month would therefore have relatively little value, whereas monthly and seasonal totals are of considerable value regardless of publication date, and do not add materially to the size or cost of the Climatological Data.

In order to avoid losing this valuable statistic where only one or a few temperatures (not exceeding 9) are missing, the WRPC is adjusting the monthly degree day totals in such cases by this formula:

$$\text{Adjusted total} = \frac{\text{Total Reported Degree Days}}{\text{Number of Days Reported}} \times \text{Number of Days in Month.}$$

This method of adjustment may result in a small overstatement or understatement of the monthly total for a station, depending on the temperature characteristics of the days when temperature data are missing. The actual number of degree days involved in such over or underestimate will be insignificant, however, and will be random in direction. Over a period of years, therefore, this method of adjustment will give an unbiased and fairly accurate estimate of the true monthly means.

Comment on this new feature of the Climatological Data and the methods used in computing and publishing will be appreciated.

7. COOPERATIVE NEWSLETTER MATERIAL: An interesting and very worthwhile series of sketches depicting a day in the life of the maximum and minimum thermometers has been carried in Cooperative Observer newsletters for Michigan, Wyoming, Utah, Nevada, Kansas, Colorado, and possibly some others. Other Section Directors are encouraged to carry these sketches, or adaptations from them, in their newsletters.
8. MONTHLY CLIMATIC DATA OF THE WORLD: In order to provide each Section Center with the "climat normals" for various stations throughout the world, it has been proposed that each Section Center be placed on the mailing list for one year to receive the "Monthly Climatic Data of the world". Accordingly, a sample copy of this publication will be sent to all Section Centers in the near future. If a study of this publication indicates that it would serve a useful purpose as reference material in your library, please request it by letter to the Central Office, Attention: Publications Section.

9. STANDARD BASE MAPS FOR DETERMINING SUBSTATION LOCATIONS
(REFERENCE: CSM No. 11, Item 13): Informal information has been obtained from the U. S. Bureau of Public Roads that the General Highway Series of County Maps for many states may be obtained gratis. Based on the response to referenced CSM item, the Bureau of Public Roads has been requested to furnish those Section Centers that indicated a need for these maps a complete set if available on a gratis basis. However, only one set can be supplied in this manner. Maps will be distributed to Section Centers directly or to Regional Office for redistribution at the discretion of the offices supplying the maps.
10. ANNUAL ACKNOWLEDGMENTS FOR COOPERATIVE OBSERVERS (REFERENCE: CSM No. 15, Item 3): Annual greetings to observers have been printed and a supply sent to marine centers for early distribution. The bulk supply for distribution to Section Centers and other supervising offices will be sent to Regional Offices as soon as we are advised by each Regional Office of the number desired.

These greetings should be signed by the local Official in Charge and may be sent, as usual, in franked envelopes.

Merrill Bernard
Merrill Bernard, Chief,
Climatological and
Hydrologic Services

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 16.

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