

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25, D. C.



File No. 080

December 5, 1950

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. 17.

INSTRUCTIONS

1. RECURRING REQUESTS FOR CLIMATOLOGICAL DATA PRIOR TO PUBLICATION  
(REFERENCE: CSM NO. 14, ITEM 5): The following paragraphs clarify our policy on the above subject, outlined in the referenced item.

Preliminary processing of climatological data for cooperating agencies should be held at a minimum consistent with needs and also with a minimum possible amount of effort. For example:

If preliminary daily or hourly precipitation data are essential to the operation of the cooperating agency, they should, if possible, be furnished by either the Section Center or the WRPC, whichever can do it with the least expenditure of time and still meet the deadline of the cooperating agency.

The Section Center, being nearest in touch with the cooperating agency, is the logical office for furnishing such data if the requirement does not create an unreasonable burden on the Section Center staff. The Section Center is also in a better position than the WRPC to determine when such data are no longer needed by the cooperating agencies. It is therefore better able to terminate such an operation. If it becomes no longer possible for the Section Center or the WRPC to absorb the workload of increasing requests for preliminary data, and it is no longer possible to tactfully or diplomatically hold the line, the matter should be referred to the Central Office. When this becomes necessary, the reference should include an estimate of the extra work involved, and a description and evaluation of the work already being done in furnishing preliminary data to cooperating agencies.

2. LOAN OF RECORDS: Section Centers and River District Offices receive occasional requests for the loan of original Forms 1006, 1009, or similar forms. We strongly feel that records of this nature should actually remain in the office and should not be loaned. The paper

on which these records are made is not tough enough to withstand excessive handling and considerable damage in transit or in careless use may result. There is also the possibility, probably slight, of complete loss of records which can not be duplicated.

The eventual solution of this problem may be to furnish each Section Center with some inexpensive means of making reproductions. The following is intended to serve as a guide until such equipment can be obtained:

1. Use publications wherever possible to answer requests.
  2. Make original records available only to those users who can inspect them in the Weather Bureau Office.
  3. Refer all other requests for loan of original forms to the Central Office.
3. WB FORM 1090: This form, Daily Crop Weather Report, is a postal card form designed for the daily reporting of temperatures and precipitation from selected stations in the agricultural network. An initial supply has been furnished the Regional Offices. Section Directors who have been receiving daily telegrams from substations during the growing season should critically examine the need for daily reports by wire. We feel that a daily report by mail, perhaps supplemented by one or two telegrams per week (i.e., one on the day of summarization and perhaps one on the previous day), will provide adequate information concerning crop weather at most Section Centers.

Where Section Directors find this suggestion feasible, proper recommendations should be made to the Central Office for necessary amendments to Circular II.

4. FORWARDING COPIES OF CLIMATOLOGICAL DATA TO THE CENTRAL OFFICE: It is no longer necessary for Section Centers to forward copies of Climatological Data to the Central Office, since the WRPC's have instructions to do this. Section Centers which have been doing this should discontinue the practice.
5. NUMBER OF COPIES OF WEATHERWISE: It will soon be time to reorder Weatherwise for next year. Section Centers desiring a change in the number of copies they now receive should report to us the number now being received and the number desired.

#### GENERAL

6. TABLE 2 OF CLIMATOLOGICAL DATA: Effective with the January 1951 issues the column in Table 2 headed "Number of days with precipi-

tation .25 or more" has been changed to "Number of days with precipitation .50 or more". This change will be made because it is considered that precipitation of less than .50 is not especially important from an agricultural standpoint.

7.

HYDROLOGIC BULLETIN FILE (REFERENCE: CSM NO. 15, ITEM 6): A number of Section Centers have not yet made the report requested in the referenced item. Please let us have this report as soon as possible.

*R.S.*  
Terrill Bernard, Chief,  
Climatological and  
Hydrologic Services

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 17.

ITEM NO.

PAGE NO.

INSTRUCTIONS

1.	RECURRING REQUESTS FOR CLIMATOLOGICAL DATA PRIOR TO PUBLICATION.....	1
2.	LOAN OF RECORDS.....	1-2
3.	WB FORM 1090.....	2
4.	FORWARDING COPIES OF CLIMATOLOGICAL DATA TO THE CENTRAL OFFICE.....	2
5.	NUMBER OF COPIES OF WEATHERWISE.....	2

GENERAL

6.	TABLE 2 OF CLIMATOLOGICAL DATA.....	2-3
7.	HYDROLOGIC BULLETIN FILE.....	3