

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

File No. 922

June 29, 1951

0-2.13

MEMORANDUM

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

FROM: Climatological Branch, C&HS Division

SUBJECT: Climatological Service Memorandum No. 21.

INSTRUCTIONS

1. IDENTIFICATION ON FORMS 1006 AND 1009: As mentioned in CSMs from time to time we have tried to find a way to identify Forms 1006 and 1009 easily and legibly at the Section Centers before they are issued to the observer. Perforation of the number on the pads by machine was tried at Raleigh. This plan has been abandoned on recommendation of the Chattanooga WRPC since the perforated numbers were difficult to read.

At Baltimore the station name and number is placed on loose sheets of 1006 and 1009 by addressograph. The identification is easily read but this plan requires that all observers be furnished with a substantial binder to hold the loose forms in close register so that satisfactory carbon copies may be made. This plan is not being adopted nationally since the financial situation does not allow us to furnish these binders.

Several suggestions to hand stamp the forms with the station number were received. The Salt Lake City Office is now doing this, with excellent results. The time involved is estimated there at 1 hour per month for 200 substations.

The hand stamping method appears to be the most practical and we urge all Section Centers to adopt it. The 7 digit index number should be placed at the upper left of the form, just under the legend "WB Form 1006" or "WB Form 1009" and about 1 inch in from the left edge. Black stamp pad ink should be used to insure satisfactory microfilm reproduction. Care must be taken to insure that the pads of numbered forms are sent to the proper station.

Each Section Center desiring one of these hand stamps should advise us so that a consolidated order may be placed here.

2. WEIGHTING STATE AVERAGES IN TABLE 1 OF CLIMATOLOGICAL DATA (REFERENCE CSM NO. 20, ITEM 1): The second paragraph should be changed to the following:

"Weighted state normals may then be prepared by averaging the weighted division values for each month for the period of record."

3. WB FORM 4035A - SEVERE STORM DATA: We have a continuing need for an additional copy of this report. Section Centers are therefore asked to make one extra carbon copy and to send to this Division the original and one carbon.

When Form 4035A is next reprinted the instructions on the form will be revised in line with the above.

4. CHANGES IN FLOOD STAGES: Effective May 17, 1951, flood stages at four river stations on the Mississippi River in the Burlington, Iowa River District were changed as follows:

Keokuk, Iowa from 12 feet to 16 feet  
Quincy, Illinois from 14 feet to 17 feet  
Hannibal, Missouri from 13 feet to 16 feet  
Louisiana, Missouri from 14 feet to 15 feet

Effective April 1, 1951, flood stages on the Merrimack River, Concord River District, were changed as follows:

Lowell, Massachusetts from 55 feet to 54 feet  
Lawrence, Massachusetts from 22 feet to 20 feet

These revisions will be published in the 1951 Daily River Stages. All records in station files should be changed accordingly.

5. MATERIAL FOR RIVER DISTRICT SERVICE MANUALS: Central Office Multiple Address Letter, O-2.24 (file 620.032), dated September 18, 1950, calls for inclusion of a schematic diagram of the river systems in the river district service manuals. A number of river districts have prepared their own schematic diagrams. This is not necessary as schematic diagrams for most districts (in one to four pages) were prepared and printed by the Central Office in 1948. These are available on request to the C&HS Division.

River districts supervising reporting substations on transferred funds (FC 2-30) should include in their river district manual a description of the network, list of stations chargeable to transferred funds, and instructions for proper notations on vouchers for payroll and communication costs for these stations.

#### GENERAL

6. COOPERATIVE OBSERVER'S NEWSLETTERS: It is suggested that, as a paper conservation measure, Section Center Newsletters be printed on both sides of the paper.

7. TRAVELS OF A FORM 1009 THROUGH THE PROCESSING CENTER: The Official in Charge of the Chattanooga WRPC, Mr. V. D. Steves, has prepared an interesting article on the travels of a Form 1009 through the Processing Center. This article describes the various operations and outlines some common errors found on the forms in processing.

We believe this article will be of interest and value to all observers. A supply sufficient to furnish each observer a copy has been printed here and will soon be sent to Section Centers for distribution to all observers.

8. REQUESTS MADE UPON SUBSTATION OBSERVERS BY OTHER AGENCIES: As you probably know, we have in the past occasionally received complaints from many supervising offices that without their knowledge substation observers have been approached by other Federal agencies to perform work. At the last meeting of the Subcommittee on Hydrology of the Federal Inter-Agency River Basin Committee, this matter was brought to the attention of all members present.

The following is quoted from the Minutes of the 51-6 Meeting of the Subcommittee, held June 5, 1951, and referred to above:

"Some instances were reported by the Weather Bureau and the Geological Survey of other agencies arranging for additional services from observers without prior clearance with the supervising agency. This has resulted in occasional loss of observers because of added duties and perhaps conflicting instructions. It was agreed by the Subcommittee that any plans involving increased or additional services from observers maintained by either of these agencies should be cleared through the appropriate field office of the agency concerned. The Weather Bureau and Geological Survey were requested by other members of the Subcommittee to report any cases where this procedure is not followed."

In following up the above recommendation made by the 51-6 Meeting of this Subcommittee, Section Directors are requested to notify the Central Office, C&HS Division, of particular cases where the prescribed procedures for requesting additional services from substation observers are not followed.

*R. E. Spencer*

R. E. Spencer,  
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*[Handwritten signature]*

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 21.

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