

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

h. harg

File No. 922

July 22, 1952

0-2.13

MEMORANDUM

TO: Section Centers, Hydroclimatic Inspectors, Field Aides,
WRPCs, River District Offices, and Area Engineers.
(With copies to Regional Offices for information.)

FROM: Climatological Services Division

SUBJECT: Climatological Service Memorandum No. 29

INSTRUCTIONS

1. CLIMATOLOGICAL DATA BOUND BY INDIVIDUAL SECTIONS: We are trying to arrange for each Section Center to have a set of bound Climatological Data for its section. One surplus set covering the period from about 1897-1940 has been distributed from the New York Weather Bureau Office to each Section Center not having Climatological Data individually bound by sections for its own section.

.. About 20 surplus individually bound all-section sets for the period 1896-1898 to June 1909 were reported at various Section Centers. Any Section Center needing these volumes covering its own or neighboring sections should advise us. In addition, any Section Center that could dispose of any of these sets to good advantage by giving them to other Weather Bureau Offices in the section, to libraries, or to others, should report to us, stating how many sets for their section they could profitably use in this manner. It is believed that libraries of State Colleges and Universities, State Historical Societies, and similar organizations would welcome these volumes.

As a result of the distribution outlined above, each Section Center should now have a bound set of Climatological Data or Climatological Service Bulletins for the period 1896-1898 through 1940. Any Center without a complete file for its section for this period should advise us of the missing issues.

We plan to furnish each Section Center not now having them individually bound volumes for the section from 1941 on; but it will be a few months before the volumes are delivered to the Centers. No Section Center action at this time is necessary in this connection.

Climatological Service Bulletins (issued previous to 1909) were preceded in many cases by State Weather Service bulletins. No surplus copies of these earlier bulletins have been reported and we do not plan to attempt to furnish them to Section Centers. In many cases only a few stations are published in the earlier issues. A list is attached, for information, giving the beginning year of the volumes on file in this Division.

<u>Section</u>	<u>Bound Volumes in C. S. Division</u> <u>File Begin With</u>
Alabama	October 1896
Alaska	Annual 1915
Arizona	October 1891
Arkansas	February 1893
California	September 1891
Colorado	January 1888
Florida	October 1891
Georgia	October 1891
Hawaii	January 1906
Idaho	April 1893
Illinois	January 1879
Indiana	January 1887
Iowa	April 1890
Kansas	January 1887
Kentucky	January 1889
Louisiana	January 1888
Maryland and Delaware	May 1891
Michigan	April 1887
Minnesota	December 1884
Mississippi	January 1889
Missouri	July 1884
Montana	November 1891
Nebraska	August 1879
Nevada	February 1888
New England	November 1884
New Jersey	July 1884
New Mexico	August 1891
New York	June 1889
North Carolina	January 1887
North Dakota	July 1891
Ohio	October 1882
Oklahoma	July 1892
Oregon	April 1889
Pennsylvania	September 1887
South Carolina	February 1888
South Dakota	June 1889
Tennessee	February 1883
Texas	September 1888
Utah	September 1891
Virginia	July 1891
Washington	August 1891
West Indies	January 1911
Cuba & Puerto Rico	June 1899
West Virginia	January 1893
Wisconsin	January 1891
Wyoming	October 1891

2. THE COOPERATIVE WEATHER OBSERVER: We believe that each Section Center has on hand enough copies of "The Cooperative Weather Observer" to serve its needs for the next five years. The principal use for this book will be to furnish it to new observers. Any Section Center without a sufficient supply for this purpose for the next five years should advise us.

Copies in excess of an estimated five years supply may be given to libraries or other educational institutions, or to individuals who are genuinely interested in the cooperative observer program.

A recent check indicates that 10,088 copies were furnished to cooperative observers, 651 copies to the press and radio stations, and about 500 copies to Member of Congress.

3. ERRORS ON FORMS 1006, 1009 AND 1024: We have been asked what should be done when obvious errors are noted on these forms several months after the data have been published.

These errors should be reported to the WRPC so that corrections can be made in Climatological Data and on the cards, and so that a corrected microfilm copy can be made. Discrepancies can be reported either by correcting the original form at the Centers and forwarding it to the WRPC for follow-up action, or by making a corrected copy of the form for the WRPC.

4. USE OF NATIONAL WEATHER RECORDS CENTER AS DEPOSITORY FOR CLIMATOLOGICAL DATA SEPARATES (REFERENCE: Multiple Address Letter No. 70-52): In order to assist the National Weather Records Center to function smoothly in filling requests for publications, those Section Centers which have not already done so are urged to send their Climatological Data separates to Asheville, as outlined in paragraph 2 of Multiple Address Letter No. 70-52. In addition, all separates of the third edition of Bulletin W, (with data through 1930) other than two file copies, should also be sent to the National Weather Records Center.

If these publications are in Weather Bureau filing cases that can be spared and are in fair or better condition, the publications should be shipped in the cases.

Instructions for shipping and transfer of property should be requested from Central Office Procurement and Supply Section.

GENERAL

5. WISCONSIN OBSERVERS RECEIVE STATE HIGHWAY MAPS: As a result of the following letter from the Section Director to the Wisconsin State Highway Commission each Wisconsin cooperative observer has received a 1952 Wisconsin Highway Map.

"As you perhaps know, the Weather Bureau has about 225 Cooperative Weather Observers in as many communities in Wisconsin. These Observers take a weather observation each day throughout the year, Sundays and holidays included; and receive no monetary compensation from state or federal governments for their services as Cooperative Observers.

"These Cooperative Observers are public-spirited citizens who are interested in their communities and Wisconsin. Would it be possible for this office to receive about 225 of the 1952 Wisconsin Highway Map for distribution to each Observer? We would send a letter of transmittal with each map."

6. LETTER TO A COOPERATIVE OBSERVER: (REFERENCE - ITEM 5 - C.S.M. NO. 28) The following improved versions have been received of the April 5, 1902 letter to a cooperative observer, carried in C.S.M. No. 28.

Dear Mr. Doe:

An examination of your March report leads us to believe that you have been unable to keep your usually accurate record, possibly because of illness or the press of business. We appreciate your past efforts and thank you for the statement that rainfall was less than 1 inch. Meagre as such information is, still it is better than no information. We hope that by this date you are now back to your daily observations, and that your important contribution to the nation's climatological network will continue with as brief an interruption as possible.

In the event that you are unable to continue your observational program during April or succeeding months we will greatly appreciate a note from you giving us a few details as to the status of your station and your plans.

Thanks, Mr. Jones, for your interest and time, and we look forward to hearing from you in a few weeks.

Very truly yours,

Section Director

Dear Mr. Dce:

We received _____ weather report for March yesterday and appreciate your mailing it to us so promptly.

Presumably you are having some trouble with your rain-gage as the daily rainfall entries were estimated. As you know, we need very accurate measurements of rainfall from every station so that these amounts can be printed in our monthly Climatological Data for the benefit of many people who use this information.

We are mailing you a new raingage measuring stick in case the one you had was misplaced or broken. Please notify us immediately if any of your equipment is in need of repairs or replacement.

Sincerely,

Section Director

Dear Mr. Doe:

We note the only entry of precipitation on your Form 1009 for June was an estimate, "less than an inch fell during the month". While this is of some assistance your record is of much greater value if daily amounts are correctly measured and entered on your monthly forms. Some of the reasons for this are listed below:

- (1) Many of the legal and engineering interests making use of your records can only do so if daily amounts are recorded.
- (2) Scientific studies and research of many types require daily precipitation values. Many of these studies are very important to the agricultural and industrial economy of your community.
- (3) Daily amounts of precipitation from your station are published in the "Climatological Data" where they receive wide distribution not only in the United States but several foreign countries as well. Obviously for your station you would desire the record to be as correct and complete as possible.

We realize that accurate measurement may have been impossible due to a defective gage or measuring stick or that you may have been away from home a considerable portion of the month. If the first is true, please let us know and serviceable equipment will be sent you immediately. If the second is true, please let us suggest that in the future, if possible, obtain a substitute observer to take the measurements for you. If this is impossible your record would still be of much greater value if at the time of your first observation upon your return you would accurately measure the total precipitation that has accumulated in your gage during your absence and enter that total on the Form 1009 for that date together with a note in the Remarks Column, "This is total for the period (date of first missed observation) until (date of measurement)."

Please accept our sincere thanks not only for your cooperation in this matter but upon the many other occasions it has been forthcoming in the past.

Very truly yours,

Climatologist

Dear Mr. Doe:

We always look forward to receiving your weather report so that we can check the extent and intensity of various storms that visit our state. We are particularly interested in the storm of March ____ to _____. I wonder if your personal notes may not show information on rainfall during that period, as well as on other days during March? If you can send the daily rainfall amounts during March based on your personal records, it will help us out tremendously.

I am sure you can readily understand how important it is to obtain daily rainfall values, and even times of beginning and ending of rain when studying a particular storm pattern. Your careful recording of weather data will help us to check the accuracy of surrounding data as well as providing a permanent record of storms in your locality.

If you have a leak in your raingage at any time let us know and we will see that a new gage is forwarded immediately.

Many thanks for your help in straightening out the March weather report. I do hope we can count on you for future reports which can be used to accurately chart storm patterns in your county.

Sincerely,

Section Director

Parentheses in the following letter are Section Center editorial comments.

Dear Mr. Doe: (Use of his name shows him that you know who he is. and cannot possibly do any damage. "Sir" isn't always well received.)

Many thanks for sending so promptly (if he sent it promptly) your record for March. It always helps to have these reports well ahead of the scheduled publication date. (Find something to praise--it will make him more receptive of what comes next). However, your remark that the total rainfall was less than one inch leaves us a little uncertain of what we should print in Climatological Data. We are sorry that we can't use the report of less than an inch for the month; actual measurements are all that we can print. If such measurements were made, please let us have them.

Because no measurements are shown on your March report, we wonder if your gage is leaking, or if some other trouble caused the omissions. Please let us know what the trouble may have been. We will do our best to help, to the extent of replacing your gage if necessary. We will be glad to answer any questions you care to send us.

Very truly yours,

Dear Mr. _____

Your report form for March shows that no precipitation occurred at your station during that month. Was this actually the case, or did you find it necessary for one reason or another to omit measurements?

Other stations in your area reported a total of from .50 to 1.00 inch during March. Our weather maps in this office indicate that rainfall was rather general in your section of the state on March ____ and ___, and it appears that some rain must have fallen at your station on one or more of those dates.

If your rain-gage is out of order please let us know immediately and we shall take prompt action to repair or replace it. If there were other reasons why your report shows no precipitation for March we should like to know what they were so that appropriate notations may be made in the records. Published precipitation data from your station as well as from all other reporting stations in the state are extremely valuable not only for current uses but they will be referred to time and again in the future.

Continuity of record is highly important so it will be appreciated if you will always make an appropriate notation on your monthly report form whenever the observation data for any day are missing.

I know you must be very busy right now getting ready for your spring planting but I hope you can spare a few minutes to write us a short note explaining the absence of precipitation entries in your March report.

Very truly yours,

Section Director

OF INTEREST TO WRPCs

7. AMENDMENT TO INSTRUCTIONS: Paragraph 1009.6131 Cancel the reference to Forms 5116 and 5117 and substitute the following:

"5117 L Left side of seasonal table
5117 R Right side of seasonal table"

Paragraph 1009.652 - Change the definition of the reference letter "R" to "Daily values and monthly totals from recording gage".

This change will permit the use of "R" in Table 2 as well as in Table 3.

Change "June" to "July or August", in the explanation for the letter "S", also change the word "issue" to "issues".

Paragraph 1009.671 - Change "June" to "July" in two places in the first paragraph. Cancel the words "July or" in the second and third paragraphs.

Paragraph 1009.672 - Change "June" to "July or August".

8. TEMPERATURE-CHANGE MAPS: These maps, formerly made by NOTU for the WRPCs, will not be resumed at the NWRC. The WRPCs have indicated that these maps can be discontinued without serious loss of efficiency.
9. CLIMATOLOGICAL DATA BASE MAPS: A recent employee's suggestion was that substations in adjoining states near the border of the state concerned be shown on Climatological Data base maps. We favor this proposal, as do all three of the WRPCs.

Future revisions of Climatological Data base maps should therefore be governed by the following.

 1. Stations in adjoining states may be shown in the same size and style as stations in the state.
 2. Only nearby stations (those within 20-30 miles of the border) should be shown.
 3. Map revisions should not be made merely to include nearby substations. These stations should be added at the next regular map revision.
 4. Adjoining Canadian and Mexican stations should not be shown unless data from the stations are published in Climatological Data.
10. SEASONAL SNOWFALL AND DEGREE DAY TABLES: By this time, WRPCs have received W.B. Forms 5117 L and 5117 R, in continuous form for use on the 407 tabulator. These forms are to be used in preparing the seasonal tables for publication in the June Climatological Data, utilizing the monthly summary cards for this purpose.

W. F. McDonald

W. F. McDonald
Chief, Climatological
Services/Division

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 29

<u>ITEM NO.</u>	<u>INSTRUCTIONS</u>	<u>PAGE NO.</u>
1.	CLIMATOLOGICAL DATA BOUND BY INDIVIDUAL SECTIONS	1 - 2
2.	THE COOPERATIVE WEATHER OBSERVER	3
3.	ERRORS ON FORM 1006, 1009 AND 1024	3
4.	USE OF NATIONAL WEATHER RECORDS CENTER AS DEPOSITORY FOR CLIMATOLOGICAL DATA SEPARATES	3
	<u>GENERAL</u>	
5.	WISCONSIN OBSERVERS RECEIVE STATE HIGHWAY MAPS .	3 - 4
6.	LETTER TO A COOPERATIVE OBSERVER	4 - 7
	<u>OF INTEREST TO WRPCs</u>	
7.	AMENDMENT TO INSTRUCTIONS	7 - 8
8.	TEMPERATURE-CHANGE MAPS	8
9.	CLIMATOLOGICAL DATA BASE MAPS	8
10.	SEASONAL SNOWFALL AND DEGREE DAY TABLES	8