

*Subsidiary*

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

File No. 922

October 6, 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. 31.

INSTRUCTIONS

1. BULLETIN W SUPPLEMENT: Plans are in the making, and some action is under way, looking to the issuance of up-to-date climatological information heretofore available in Bulletin W. The basic information is to be extracted from written records and placed on punched cards by the part-time effort of WRPCs and a small full-time project at NWRC.

The accomplishment of objectives will necessarily be piecemeal and slow, with date of issuance of the first complete segment still indeterminable.

To assist in the completion of a work plan for this project, section directors are asked to supply the following information:

- A. Indicate whether a supplement for Bulletin W, containing certain main features (precipitation and basic temperature data) for the period 1931 to 1952 inclusive will serve practical requirements for supply of information.
- B. Will omission of frost table, descriptive text, prevailing winds, and other discursive material, seriously impair the usefulness of the proposed supplement?

Wherever applicable, the section center should discontinue the local extraction of any data now being placed on cards or other summary forms looking to the preparation of printer's copy for Bulletin W.

2. STATE TORNADO DATA FOR USE IN LOCAL WEATHER BUREAU OFFICES: SR&F Division has advised that some section directors have done a good job of summarizing tornado information for use of other Weather Bureau offices in establishing and maintaining tornado warning networks. This material is an important part of the tornado forecasting and severe storm network programs and SR&F has asked us to suggest that all section directors east of the Rockies prepare such summary information and furnish it to other Weather Bureau offices in their sections, and to the Central Office.

An excellent example of the type of presentation desired is the article "Facts about Tornadoes in Oklahoma" distributed to all first-order stations with Memorandum of May 15, 1952, "Sample Information Release About Tornadoes".

Another approach would be to issue a section map carrying the number of tornadoes in each county during the last 10 years. Still another would be to issue a mimeographed sheet giving as much statistical information as possible about the occurrence of tornadoes in the section. Of special importance is tornado information that can be used by local offices in preparing news releases and in direct radio broadcasts to educate the public on tornadoes in the local area.

We concur fully with SR&F's suggestion. All section directors in sections east of the Rockies who have not already prepared such a release, are asked to do so as soon as possible. Needless to say, the utmost vigilance should be exercised to secure information on all tornadoes that occur within or across section boundaries. From the plotted data on tornadoes reported in the United States in 35 years, it is very apparent that some sections have been much more vigilant than others in this matter.

In order that the statistics contained in these releases may be consistent with the forthcoming Technical Paper (No. 20) on tornadoes, being prepared at the Central Office, it is suggested that, for the period covered in the technical paper (1916-1950), they be taken directly from this publication which will be issued soon. Pending the printing of this publication, the required statistics can be furnished by this Division to those offices planning earlier releases.

3. CHANGE IN ROUTING FORM 531-1: In order to provide the National Weather Records Center at Asheville with descriptive data for recording precipitation gages, the procedure given below will be followed, effective with forms rendered beginning with November 1, 1952.

- A. Prepare an additional copy of Form 531-1 for any substation that has a recording precipitation gage.
  - B. Route the additional copy to WRPC.
  - C. WRPC will fill in index number, if necessary, and route extra copy to NWRC at Asheville.
  - D. No other changes in the routing procedure for this form, as given in Attachment I to Circular Letter No. 8-50, should be made.
4. MAILING OF GENERAL WEATHER SUMMARY TO THE CENTRAL OFFICE EACH MONTH: In order that the text in Climatological Data, National Summary, can be furnished the National Weather Records Center as early as possible, all section centers are asked to forward the Central Office copy of this story for their section in time to reach Washington, D. C. not later than the 7th of the second following month. Most section centers are now doing this; the cooperation of all will be appreciated.
5. MACHINE COPY OF SPECIAL SUMMARIES (REFERENCE: CSM NO. 30, ITEM 3): Effective with data for September 1952 the machine copies of special summary data previously forwarded to section centers and for which data are not published should be forwarded by the WRPCs to the National Weather Records Center.

In special cases it will be necessary to prepare photostatic copies of these data for the section center. The WRPCs will be advised of such cases individually by the Central Office.

GENERAL

6. PUNCHING OF BACKLOG FORMS 1009: As a fill-in project, the WRPCs have had instructions to punch monthly 1009 summary data from Form 1066 for back years. Some punching has been done, but up to now there has not been much time available for this project. Now that some surplus time is becoming available between peak loads at WRPCs, we have reviewed this job and developed the following procedures. These procedures are tentative and all offices concerned are asked to comment promptly on any points which might cause difficulty or work a hardship. The urgent reason for putting backlog data on cards is that these cards are needed to aid in bringing Bulletin W up to date as soon as possible.

Proposed Instructions for Backlog Punching  
at WRPCs

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- A. Discontinue punching from Form 1066 (these forms are incomplete and in some cases erroneous).
- B. Punch the monthly summary data from Forms 1006, 1009 and 1024 on file at section center.
- C. The order of sections to be punched will be designated by the Central Office. Each WRPC should advise the Central Office when punching for the designated section is nearing completion.
- D. Punch the summary record for each station, 1931 to date.
- E. Punch a Station History Card for each station upon completion of cards for station's records.
- F. Furnish original history listing to Asheville upon completion of a section.
- G. Furnish the Central Office a copy of the history listing upon completion of a section.
- H. Microfilm backlog of original 1006's and 1009's alphabetically by sections at WRPCs in so far as present staff and facilities permit. It is preferable for WRPCs to concentrate on microfilming the complete records of whole sections rather than partial filming of several sections. Report progress on backlog microfilming periodically to the Central Office, in order that the best adjustment of facilities to total microfilm requirement can be planned.
- I. Return 1009's and a machine listing of summary data (1066) to the section center upon completion of a section.
- J. The section center will compare the 1066 listing with 1009's, correct listing where necessary, and return it to WRPC, retaining the 1009's.
- K. WRPCs will correct the monthly summary cards upon return of corrected listing from section center.
- L. Summary cards and original history listing will be sent to Asheville on completion of corrections.

OF INTEREST TO WRPCs

7. AMENDMENT TO INSTRUCTIONS:

Paragraph 1009.6134 - Add the following:

"The name of the section, but not the month and year, should be typed on Forms 5117R."

Paragraph 1009.631 - Change the two reference notes in this paragraph to:

"Averages for the period from \_\_\_\_\_ to date have been weighted according to area and are not comparable with unweighted values published in this table for earlier years" and "Averages in this table have been weighted according to area."

Paragraph 1009.6372 - Delete reference to Alabama, Georgia, and South Carolina.

Paragraph 1009.6421 - Change the number for the District of Columbia from 49 to 18.

Paragraph 1009.652 - Change last sentence of the note about snow on ground to:

"(Enter local time corresponding to 1230 G.C.T.)"

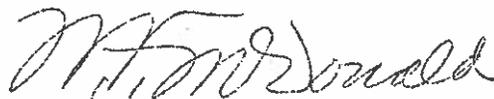
Paragraph 1009.6611 - Change the word "sections" in the last line to "stations".

Paragraph 1009.83 - Delete the reference letter "P" and its explanation. Change the explanation for "M" to:

"Less than a complete month of record available; if average value is entered, less than 10 days of record are missing; see monthly Climatological Data for detailed daily record."

8. CLIMATOLOGICAL DATA BASE MAPS: CSM No. 29, Item 9 should be revised by adding the following as paragraph 5:

"Nearby stations (5-10 miles) should be shown on inset maps of small areas."



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