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WEATHER BUREAU
Washington 25, D. C.

March 13, 1953

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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. 34

INSTRUCTIONS

1. REPORT OF PROGRESS ON SUBSTATION HISTORIES (REFERENCE: Memorandum of November 28, 1952): Substation Histories have been completed now for six sections. In order to schedule additional sections for the early issuance of Bulletin W Supplement we need to know which sections will within the next 60 days complete their histories for substations as outlined in CSM No. 33, Item 3.

In addition to furnishing such advance information, each section should later inform the Central Office, by letter, at the time the complete substation history material is submitted.

2. PROFESSIONAL EMPLOYEES RESPONSIBLE FOR FINAL REVIEW OF THE ARRAYS (REFERENCE: Item D, Page 6 of Multiple Address Letter No. 7-53): The referenced item requires that array sheets be signed by a professional employee and returned to the WRPC. It has been pointed out to us that some Section Centers wish to keep the array, as an aid in writing the textual summary, and would prefer to report back by letter or memo.

It is permissible to do this. The important thing is (a) that the WRPC be advised that the Section Center has given the array professional review, (and by whom), and (b) that the WRPC be advised of any items that have been changed by the Section Center.

3. FINAL RESPONSIBILITY FOR CHANGES TO RECORDS: Whenever disagreement arises between WRPC and Section Center regarding a particular record, the Section Center will hold responsibility for final decision. The data will be printed as approved by the Section Center, but if there is still considerable doubt at the WRPC concerning the item, a report of the case should be made to the Central Office through the Section Center, for final Central Office review and decision as to whether

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cancellation or correction of the published data is in order.

It is expected that only a very few cases will need to be called to our attention for review.

4. CHANGES IN FLOOD STAGES: The Hydrologic Services Division states that the flood stages at the following points in the Sioux City, Iowa, river district have been changed as indicated below, effective January 1, 1953:

<u>Station</u>	<u>River</u>	<u>Flood Stage Changed from</u>	<u>Flood Stage Changed to</u>
Sioux City, Iowa	Missouri	19	16
Akron, Iowa	Big Sioux	12	16

5. PLOTTING OF HYDROGRAPHS BASED ON OBSERVED RIVER STAGES: The Hydrologic Services Division calls attention of river district offices to paragraph III-H-0303c of the Weather Bureau Manual, which reads in part: "As a means of keeping constant check on the accuracy of the forecasts, all river district offices should plot hydrographs based on the observed stages and showing forecast stages at all points in their districts. Such hydrographs give a continuous picture of the flood situation not easily visualized otherwise."

Adherence to the above practice is also highly recommended as an aid in detecting erroneous river readings occasioned by errors in observing or transmission.

6. LETTERS FROM CHIEF OF BUREAU AND SECRETARY OF COMMERCE TO LONG-SERVICE OBSERVERS (REFERENCE: CSM No. 23, Item 1, CSM No. 27, Item 1 and CSM No. 30, Item 5): All Section Directors are reminded to keep us advised of cooperative observers who are approaching the 40-year mark so that we can initiate action to have letters to them prepared for signature of the Chief and of the Secretary.

We should also be advised of the death or retirement of all 40-year observers. In case of death of these observers the name, address and relationship of the nearest relative should be given to assist us in preparing a letter from the Chief of Bureau to the appropriate survivor.

An item mentioning that an individual long-service observer has received these letters of commendation may be carried in the Section newsletter if desired. The letters should not be reproduced in the newsletters, however, since similar letters are likely to be received by other long-service observers in the section.

GENERAL

7. SECTION CENTER-WRPC MEETING (REFERENCE: Multiple Address Letter No. 7-53): The first Section Center-WRPC conference was held at the San Francisco Weather Records Processing Center on February 4-6, 1953. In attendance were Section Directors and/or climatologists from California, Idaho, Washington, and Wyoming; the Area Hydrologic Engineer from Sacramento, California; the Area Climatologist from Ames, Iowa; the Substation Inspector from San Francisco; and key WRPC (San Francisco) people.

The tentative agenda issued with Multiple Address Letter No. 7-53 formed the basis of discussion. In addition, a complete month of climatic record forms was gone over with each section representative. They were also shown how the WRPC's handle corrections, delayed data, Forms 531-1, and the assembly of matter for the Central Office, and for publication.

Preliminary reports indicate that the discussions were interesting, profitable, and instructive. We plan to continue with these meetings, as funds become available, and we hope to be able to announce the time and place of the next one in the near future.

8. SUBSTATION NORMALS (REFERENCE: CSM No. 33, Item 7): A few sections have completed the preparation of 30-year substation normals using the 1921-1950 period. The following instructions apply only to those few sections:

A. Normals should not be established for any station with less than 22 years of record. If necessary, however, 1951 and 1952 data may be used to obtain the 22 years.

B. No attempt should be made to adjust substation normals. If normals for any station with less than 30 years of record appear out of line they should not be used.

As outlined in the referenced CSM item, normals for most stations will be the 22 year means (1931-1952) obtained in working up data for Bulletin W Supplement. Where a station has less than 22 years of record (but more than 5) the means for the period will be published in the Supplement, but such means will not be used for normals. ("Normals" will not be identified as such in the published Bulletin W Supplement.)

9. BOUND SETS OF 1952 LOCAL CLIMATOLOGICAL DATA ANNUALS: Some Section Centers have indicated that they could use to good advantage a bound set of Local Climatological Data annuals instead of the separates now furnished. For economy reasons, these annuals are no longer bound in buckram. Any Section Center or River District Office desiring to have their set in a binder should place the separates in a spring-back binder. One binder

of this type carried on Government Schedule is the Elbe binder, Stock Number 53-B-13848. The catalog cost of this binder is \$1.00 and each binder will hold nearly 200 annuals. Punching of holes is not necessary with this type binder, and the separates can readily be inserted at the Section Centers.

10. INDEX FOR CSM ITEMS: An index covering CSMs No. 25 through No. 33 is being distributed with this CSM. Earlier indexes were distributed with CSMs No. 15 and No. 24.

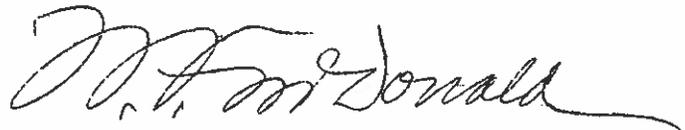
TO WRPCS

11. AMENDMENT TO INSTRUCTIONS: Add as paragraph 1130.45:

"Check precipitation records from first-order stations to ascertain that all occurrences of excessive precipitation have been properly recorded on Form WBAN 10B. The checker should not be too critical of small variations in amounts as computed. Differences no greater than the smallest divisions on the weighing rain gage charts, or .02 or .03 on the triple register trace, are acceptable."

Instructions similar to those contained in paragraph 1130.45 as given above will apply also to the checking of excessive precipitation for stations using Form 1001B.

Instructions in paragraphs A 4530 and A 4531 should guide the checking of excessive precipitation.



W. F. McDonald,
Chief, Climatological
Services Division

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 34.

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