

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

June 5, 1953

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. 36.

INSTRUCTIONS

1. ROUTING OF W.B. FORMS 612-13 (1006): The present routing procedure for W.B. 612-13 which do not contain river stage data is unnecessarily complicated and has resulted in much confusion and needless delays.

Sub-paragraph 3 of Volume III, H-0601 of the Weather Bureau Manual should therefore be replaced by the following, effective with the forms for July 1953:

"3. When Form 612-13 (1006) contain only temperature and/or precipitation data:

- A. The observer mails the original and two carbon copies direct to the supervising station. After checking the completeness of the data entered, against telephone, telegraph, or card reports, and making adjustments on all copies as well as noting any necessary administrative action, the original will be forwarded to the appropriate WRPC. At the same time one carbon copy will be forwarded to the appropriate section center.
- B. After necessary processing at the WRPC, the original will be routed through the supervising station to the proper section center."



Substation supervisors concerned should instruct observers accordingly.

File: 922  
MEMO - (Climatological Service Memorandum No. 36)

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2. DEPOSITORY FOR FORMS WBAN 10A, B, AND D, WB FORMS 1083 AND 1001B (REFERENCE: CSM NO. 35, ITEM 9): In reply to comments from several Section Directors, it should be emphasized that CSM No. 35, Item 9 refers only to the Section Center copies of WBAN 10A, B, and D; WB 1083; and WB 1001B and not to the official station copy which each station binds in its end-lock binder to serve as the station record.

We are of course aware that statements from or certifications of these records heretofore held at Section Centers have been requested at times as bearing on claims, etc. and it is desired that each Section Center furnish a report to the Climatological Services Division showing the number of such requests handled in the last six months, indicating the kind of legal action or other interest involved in each. The NWRC is ideally equipped to prepare photostats and certifications and can in general satisfy such requests with a minimum of delay.

One of the advantages we hope to obtain as a by-product of this new procedure is more efficiency in microfilming these records on an annual basis. (It has been suggested that the WRPC microfilm them monthly and that they be spliced into annual order at NWRC. This is not practicable because it would be necessary to search at least 12 rolls of film to provide one annual station record. The cost involved would therefore be prohibitive.)

3. PROMPT FORWARDING OF MATERIAL FROM SECTION CENTER TO WRPC: Arrays should be returned promptly to the WRPC so as not to delay publication of Climatological Data. If possible, they should be returned in one or two working days, and in no case should they be held for more than 5 working days, without explanation to WRPC, with copy to the Central Office.

The summary text for Climatological Data should be furnished the WRPC as soon as possible after receipt of Table 2. In no case should this be delayed more than 5 working days after the Section Center receives Table 2.

4. MAILING WEEKLY WEATHER AND CROP BULLETINS AND COOPERATIVE OBSERVER NEWSLETTERS TO THE CENTRAL OFFICE: A few Section Centers continue to mail copies of the above publications to the Climatological Services Division. One copy of each issue should be mailed to the Central Office Library, but no copies should be marked for the Climatological Services Division.

TO WRPCS

5. FORWARDING LOCAL CLIMATOLOGICAL DATA TO THE CENTRAL OFFICE AND TO THE NATIONAL WEATHER RECORDS CENTER (REFERENCE: CSM NO. 28, ITEM 12): The following instructions supersede those in the referenced CSM item that apply to monthly, supplemental and annual issues of Local Climatological Data.

Local Climatological Data, Monthly and Supplements

(a) Five copies of each monthly and each supplement should be mailed to Climatic Information Section of Climatological Services Division, except 10 copies should be sent for the following stations:

Baltimore, Md.	New Orleans, La.
Boston, Mass.	New York, N. Y.
Chicago, Ill.	Philadelphia, Pa.
Detroit, Mich.	Phoenix, Ariz.
Los Angeles, Calif.	Washington, D. C.
Miami, Fla.	San Francisco, Cal.
Minneapolis, Minn.	

(b) Twenty copies of each monthly and each supplement should be mailed to the NWRC, except 30 copies should be sent to Asheville for the following stations:

Asheville, N. C.	Milwaukee, Wisc.
Atlanta, Ga.	Minneapolis, Minn.
Baltimore, Md.	New Orleans, La.
Boston, Mass.	New York, N. Y.
Buffalo, N. Y.	Philadelphia, Pa.
Chicago, Ill.	Phoenix, Ariz.
Cincinnati, Ohio	Pittsburgh, Pa.
Cleveland, Ohio	St. Louis, Mo.
Denver, Colo.	San Francisco, Calif.
Detroit, Mich.	Tampa, Fla.
Los Angeles, Calif.	Washington, D. C.
Kansas City, Mo.	Seattle, Washington.
Miami, Florida	

Local Climatological Data, Annual

- (c) Five copies of each issue should be sent to Climatic Information Section of Climatological Services Division, except that 10 copies should be sent for each of the stations listed in item (a) under Local Climatological Data, above.
- (d) Fifty copies of each issue should be sent to the NWRC, with the following exceptions:

Eighty copies should be sent for the following stations:

Alabama	Georgia
Birmingham	Augusta
Mobile	Macon
Montgomery	Savannah
Alaska	Hawaii
Anchorage	Honolulu
Fairbanks	
Juneau	Idaho
	Boise
Arizona	Illinois
Flagstaff	Moline
Prescott	Peoria
Tucson	Springfield
Winslow	
Yuma	Indiana
Arkansas	Evansville
Little Rock	Fort Wayne
	Indianapolis
California	South Bend
Bakersfield	Iowa
Burbank	Des Moines
Fresno	
Oakland	Kansas
Sacramento	Topeka
San Diego	Wichita
Santa Catalina	
Santa Maria	Kentucky
Colorado	Lexington
Colorado Springs	Louisville
Pueblo	Louisiana
Connecticut	Baton Rouge
Bridgeport	Shreveport
Hartford	
New Haven	Maine
Delaware	Portland
Wilmington	Michigan
Florida	Detroit Willow Run
Daytona Beach	Grand Rapids
Fort Myers	Lansing
Jacksonville	Marquette
Key West	Minnesota
Lakeland	Duluth
Orlando	Rochester
Pensacola	St. Paul
West Palm Beach	

Mississippi	Oregon
Jackson	Medford
	Portland
Missouri	Pennsylvania
Columbia	Allentown
Montana	Erie
Helena	Harrisburg
Nebraska	Reading
Lincoln	Scranton
Omaha	Rhode Island
Nevada	Providence
Las Vegas	South Carolina
Reno	Charleston
New Jersey	Columbia
Atlantic City	South Dakota
Newark	Huron
Trenton	Tennessee
New Mexico	Chattanooga
Albuquerque	Knoxville
New York	Memphis
Albany	Nashville
Binghamton	Texas
Rochester	Amarillo
Syracuse	Austin
North Carolina	Brownsville
Charlotte	Corpus Christi
Greensboro	Dallas
Raleigh	El Paso
Wilmington	Fort Worth
Winston-Salem	Galveston
North Dakota	Houston
Bismarck	Port Arthur
Ohio	San Antonio
Akron-Canton	Waco
Columbus	Utah
Dayton	Salt Lake City
Toledo	Virginia
Youngstown	Norfolk
Oklahoma	Richmond
Oklahoma City	Washington
Tulsa	Olympia
	Spokane
	Tacoma

West Indies  
San Juan, P. R.

Wisconsin  
Madison

West Virginia  
Charleston  
Huntington  
Parkersburg

Wyoming  
Cheyenne

One hundred and twenty copies should be sent for the stations listed in Item (b) under Local Climatological Data - Monthly and Supplements - above.

These changes should be effective with the next issues of Local Climatological Data.

6. PREPARATION AND DISPOSITION OF MICROFILM INDEX FORM 5097: A general reorganization of our microfilm program has been contemplated for some time and for this reason no recent amendments have been made to the microfilm instructions. However, there is no longer need for a copy of the Index Form 5097 at the Central Office because all searching for such data is now the responsibility of NWRC. Therefore, the third sentence of Paragraph 9900.0602 dated January 1, 1951, "Instructions for Microfilming Weather Records" should be changed to read:

"One set of forms should be prepared at the beginning of the year for keeping a record of the film rolls sent to the processing laboratory. The same set can be altered to record the contents of each of the film rolls after splicing and finally can accompany the microfilm to NWRC."

7. DISPOSITION OF OVERRUNS: In printing bulletins it is necessary to print a few extra copies to allow for spoilage by the press or folder. This sometimes results in the printing plant having as many as 30 or 40 extra bulletins for some issues, with as few as 5 or 6 for others. These "overruns" should not be discarded but should be sent to the NWRC when convenient.
8. NOTIFYING SUBSCRIBERS AND SUPERINTENDENT OF DOCUMENTS OF DISCONTINUED PUBLICATIONS: When a station is to be closed and Local Climatological Data discontinued the last issue of the publication should carry a note similar to the following:

"This is the final issue of this publication. Subscribers who have paid in advance will receive a refund from the Office of Superintendent of Documents".

The Superintendent of Documents should be advised when a publication is discontinued, and his office should be furnished a list of those paid subscribers whose subscriptions have not expired, with information as to the expiration date. This information is necessary so that proper refunds may be made.

9. PUBLICATION OF LOCAL CLIMATOLOGICAL DATA-SUPPLEMENT FOR STATIONS WHERE HOURS OF OPERATION HAVE BEEN REDUCED: When 24 hourly observations are discontinued at a station (either by reduction to less than 24 observations per day, or by complete transfer of observational responsibility to CAA) the last issue of Local Climatological Data-Supplement should carry the note: "This is the final issue of Local Climatological Data-Supplement for this station". The Superintendent of Documents should be advised of the discontinuance of the Supplement, but it will not be necessary to furnish his office with a list of subscribers if the monthly Local Climatological Data for the station is to continue.

Where hours of operation by the Weather Bureau are reduced below 24 a day and where the CAA will take observations during the period when the Weather Bureau is closed, the Supplement should be continued. The note "Relative Humidity not summarized" should be entered in Tables A and E, and the relative humidity column should be left blank in Table G.

10. AMENDMENT TO INSTRUCTIONS: Add the following to par. 9900.0409

"WBAN Form 10 (CAA) should be microfilmed with the narrow dimension crosswise so that the data will be in the same reading position as that on WBAN Forms 10A, B, and D. Frame opening should be set so that no change is necessary when changing from one type of form to another."

Paragraphs 1009.652 and 1009.83 - Add to reference letters:

"C - In the "Refer to Tables" column in the Station Index the letter "C" indicates recorder stations. These stations are processed for special purposes and are published later in Hourly Precipitation Data."

Paragraph 1009.673 - Add as last sentence:

"When no snowfall occurs for an entire season, the seasonal total should be entered as 0."



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GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 36

<u>ITEM NO.</u>		<u>PAGE NO.</u>
	<u>INSTRUCTIONS</u>	
1.	ROUTING OF W.B. FORMS 612-13 (1006).....	1
2.	DEPOSITORY FOR FORMS WBAN 10A, B, AND D, WB FORMS 1083 AND 1001B.....	2
3.	PROMPT FORWARDING OF MATERIAL FROM SECTION CENTER TO WRPC.....	2
4.	MAILING WEEKLY WEATHER AND CROP BULLETINS AND COOPERATIVE OBSERVER NEWSLETTERS TO THE CENTRAL OFFICE.....	2
	<u>TO WRPCS</u>	
5.	FORWARDING LOCAL CLIMATOLOGICAL DATA TO THE CENTRAL OFFICE AND TO THE NATIONAL WEATHER RECORDS CENTER.....	3-6
6.	PREPARATION AND DISPOSITION OF MICROFILM INDEX FORM 5097.....	6
7.	DISPOSITION OF OVERRUNS.....	6
8.	NOTIFYING SUBSCRIBERS AND SUPERINTENDENT OF DOCUMENTS OF DISCONTINUED PUBLICATIONS	6
9.	PUBLICATION OF LOCAL CLIMATOLOGICAL DATA- SUPPLEMENT FOR STATIONS WHERE HOURS OF OPERATION HAVE BEEN REDUCED.....	7
10.	AMENDMENT TO INSTRUCTIONS.....	7