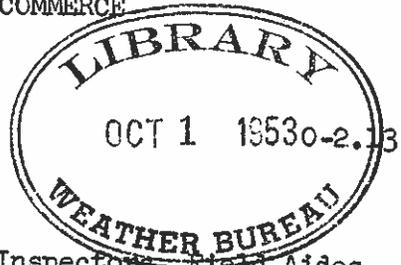


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UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.

September 30, 1953

MEMORANDUM



File: 922

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. 38.

Memo - (Climatological Service Memorandum No. 38)

INSTRUCTIONS

1. DEPOSITORY FOR OBSERVATIONAL FORMS WBAN 10A, B, AND D, WB 1083, WB 1001B FROM FIRST-ORDER AND CAA STATIONS: The result of recent surveys indicates that in general Section Centers make only occasional reference to observational records other than those for their own station. In most cases satisfactory information could be obtained from published data or by referring the matter to the station at which the records originated. Data from several stations or photostatic copies of records can be readily obtained from NWRC when needed. While there is somewhat more frequent occasion for use of the more recent records, the number of such occasions is small, and hardly worth special effort to maintain files.

The NWRC is now established as the official weather record depository. The data assembled there are coming more and more into use in important projects. To strengthen and facilitate such use of records, and to relieve Section Centers of an unprofitable element of workload, all copies of forms WBAN 10A, B, D (or their equivalent) and WB 1083, and 1001B (or their equivalent) which are on file at Section Centers will be transferred to the NWRC. In the future, carbon copies of these records will be forwarded direct to NWRC rather than to the Section Centers. A complete file of these data will continue to be retained at local stations.

To minimize confusion at the NWRC and at the same time make possible the continuous accessibility of these records, Section Centers should prepare to ship their records files according to the following schedule:

Section Centers in Region 1	January 1, 1954
Section Centers in Region 2	February 1, 1954
Section Centers in Region 3	March 1, 1954
Section Centers in Region 4	April 1, 1954

(Extra-continental records are not affected by this instruction.)

Washington, D.C.
9-30-53

Prior to shipment each Section Director should write to the Central Office, Attention: Procurement and Supply Section, giving the total weight of the documents to be shipped. The Procurement and Supply Section will then authorize the proper method of shipment.

At the time of shipment a letter of transmittal including a packing list should be sent to NWRC.

2. PREPARATION OF WB FORM 4035A - SEVERE STORM DATA: The data provided each month by Section Centers on Form 4035A is edited, typed on formats, and printed in "Table 4 - Severe Storms" of the Climatological Data, National Summary. Many of the forms received here are well prepared, while a few require considerable editing. In order to facilitate the processing of these forms, it is requested that Section Centers examine these data as published in the Climatological Data, National Summary and prepare their Forms 4035A to conform in detail with the presentation in print. While many Section Centers are already doing this, many are not, probably because the matter has not been clearly brought to attentions.

Among the factors that would save considerable time are the following:

A. Under the column headed "Place"

1. The general order or sequence is first the community, town or city, followed by the county, if the place is small, and then the State (abbreviated).
2. Include the abbreviation for the State with the name for each location mentioned.
3. Whenever practicable, place supporting information like "(near)", "(4 miles east of)", "(southern portion)", etc. in parentheses after the town, city, or county concerned. Portions of States, such as "southern portion", "eastern counties", etc. are placed after the name of the State (spelled out), but are not put in parentheses.

B. Under the column headed "Character of Storm"

1. Use "electrical", "hail", "wind", etc. for lightning, hailstorm, windstorm, etc., respectively.
2. Damaging weather elements should be the main criteria for determining the character of storms, with pertinent supporting information given under "Remarks". Include all storms or storm elements (i.e., lightning, hail, wind, tornadoes, rain, snow, ice, hurricane, etc.) that caused a loss of life, damage of \$500. or more, or are unusual regardless of whether the storm is local or general. All tornado clouds should be reported.

C. Under the column headed "Remarks"

1. As a rule do not repeat information already available or self-evident from data given in the preceding columns.
2. Avoid unnecessary wordage but not at the expense of clearness or loss of pertinent information.
3. Use abbreviations that have widespread usage and are not liable to be misunderstood by the general public - i.e., use p.m., m.p.h., etc. but not W.B.O., C.O., etc.
4. Whenever practicable, express values in figures and not in words. (These remarks are considered as being more like notations or abbreviated expressions.)
5. Do not include the names of persons killed or injured but be sure to report the number.
6. Do not put ":00" after the hour of day when it is an approximation. Local standard time should be used, but not the 24-hour clock.
7. In typing the remarks do not run over into the adjacent columns.

D. General

1. A few section directors apparently do not realize the extensive use being made of the severe storm data. These reports could be much improved by including more pertinent details and particularly monetary estimates of damage.
2. Form 4035A should be typed. Do not type names or any other words in full capital lettering.

E. Mail 2 copies to the Climatological Services Division as soon as practicable, but not later than the 25th of the following month.

3. CHRISTMAS CARDS FOR COOPERATIVE OBSERVERS: Recent legislation prohibits the preparation and issuance of Christmas greeting cards. These cards will therefore not be prepared this year for cooperative and marine observers.

Departmental approval has been obtained, however, for the issuance of a letter to cooperators, thanking them for their assistance during the past year, and extending season's greetings to them.

We believe that such a letter should best be sent from the supervising office. It could be a separate letter, or could be included as an item in the Section Center Newsletter. The following text is suggested as a guide in writing this letter:

"On behalf of the Chief of the Weather Bureau I wish to extend to you the Bureau's thanks for your continuing fine cooperation during the past year. I take pleasure in adding my personal thanks, and in extending to you the Season's Greetings and all good wishes for the New Year."

In any event, the law forbids issuance of a greeting card under the franking privilege.

4. PROMPT FORWARDING OF WEATHER STORY TO CENTRAL OFFICE: In order to make possible the earlier publication of Climatological Data, National Summary, all Section Centers and WRPCs are asked to cooperate in making available to the Central Office the carbon copy of the weather story for the section as early as possible. While the deadline date for receipt of this story here is the 7th of the second following month, earlier receipt is desirable whenever possible.
5. CORRECTIONS TO CARBON COPIES OF WB FORMS 612.11-2 (formerly 1024): Beginning with January 1954 it will not be necessary for Section Centers to correct and forward the carbon copies of 612.11-2 to the Central Office. Photostatic copies (8"x 9 1/2") of the corrected originals will be prepared at the WRPC and forwarded direct to the Central Office each month.
6. FURNISHING INSPECTION REPORTS TO THE WRPC (REFERENCE: PAGE 4 OF MULTIPLE ADDRESS LETTER NO. 7-53): Under the heading "Inspection Reports" in Multiple Address Letter No. 7-53, Section Centers were instructed to furnish the WRPCs a copy of each report.

The WRPCs have indicated that they desire only those inspection reports that are pertinent to quality control of the records. Such reports would include indications of malfunctioning of instruments, reports of poor observational habits of observers, poor instrumental exposure, and similar items.

Effective therefore, upon receipt of this CSM, Section Directors are asked to begin sending to the WRPC only those inspection reports which have a bearing on the station's records.

GENERAL

7. INDEX OF UNUSUAL WEATHER EVENTS (REFERENCE: CSM NO. 33, ITEM 2): Several Section Centers maintain a card file which enables them to quickly compare current major weather events with similar events in the past. Included are such items as severe snowstorms, major cold waves, greatest floods, extreme temperatures, prolonged periods of drought, severe ice storms, etc.

All Section Directors not already maintaining such a card file for their sections are urged to begin one. It has already been demonstrated that material from such a file can be useful in writing the textual material for "Climatological Data" and for use with releases to press, radio, and T.V.

8. CLIMATOLOGICAL DATA BOUND BY INDIVIDUAL SECTIONS (REFERENCE: CSM NO. 29, ITEM 1): Within the past few months we have had bound and distributed to Section Centers individually bound volumes of Climatological Data for the section. Each Section Center should now have a set of bound Climatological Data for the section through 1951.

An exception is that the last volume for the West Indies has not yet been bound.

TO WRPCS

9. AMENDMENTS TO INSTRUCTIONS:

Paragraph 1009.6134, add:

"The name of the month (but not the year) should be typed on the upper right-hand corner of Table 1, Comparative Data."

Paragraph 1010.02 - Change the title of Form 5150 to "Meteorological Data for Current Year and Normals, Means, and Extremes".

Paragraph 1010.031 - Make the same change as outlined for Paragraph 1010.02.

Paragraph 1010.034 - Cancel the sentence beginning with "Standard or provisional normals, where available"

Paragraph 1010.035 - Cancel the sentence beginning with "Standard or provisional normals, where available". Add the following: "Long term means should be entered as the last 3 lines of the Average Temperature table. Enter in the

columns headed 'Year' the following headings:

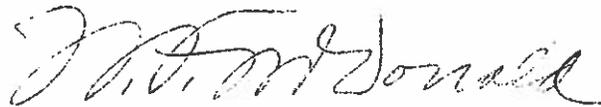
Mean
Mean Maximum
Mean Minimum

followed by the monthly and seasonal long term values. (The mean for the year is half the sum of the annual mean maximum and annual mean minimum which are shown in the last two lines of this table.) Long term monthly and annual values of precipitation should be entered as the last line in the 'Total Precipitation' table, preceded by the word 'Mean'."

Paragraph 1010.038 - Cancel the note defining normals. (An explanatory note will be printed on Form 5150.) Add the following:

"Mean values at the end of the Average Temperature and Total Precipitation tables are long-term averages based on the entire period of record beginning in _____. Values have not been corrected for changes in instrument location listed in the Station Location table."

Cancel the notes explaining the symbols "Equal to, or less than" and "Equal to, or greater than".



W. F. McDonald,
Chief, Climatological
Services Division

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 38.

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