

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
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MEMORANDUM

TO: Section Centers, WRPC's, and River Centers
(With Copies to Regional Offices for Information)

FROM: Chief, C&HS Division

SUBJECT: Climatological Service Memorandum No. 4.

1. "WEATHERWISE": The April issue of "Weatherwise" has been sent to Section Centers for distribution to cooperative observers, as outlined in Item 17 of Climatological Service Memorandum No. 3.

It is quite possible that this magazine will serve a popular need that will stimulate the interest of the public and increase the activities of our cooperative observers. We are interested in learning of any cooperative observer reaction as a result of this distribution. We should also like to have Section Center comment on the possibility of increasing the distribution, if our budget permits, during the next fiscal year.

2. CLIMATOLOGICAL DATA MONTHLY AND ANNUAL FORMATS: It will soon be time to re-order formats for the various tables in the monthly and annual Climatological Data. Field comment is desired on the arrangement and content of the various formats. Could any item now carried be omitted? Should any additional data be presented?
3. COMMENT ON CLIMATOLOGICAL SERVICE MEMORANDUM ITEMS: Section Directors and River District Officials in Charge are frequently asked in Climatological Service Memorandum to comment or report on various items. All such comments are considered and are especially valuable to the Central Office in formulating plans for the continuing improvement of our climatological service. We wish to thank all those who have assisted us in this connection.

To simplify tabulation of the replies and suggestions, we would like to have wherever practicable:

- (a) Only one item taken up in one letter, or
- (b) One carbon copy of the letter for each item in the letter.

4. TIME OF OBSERVATION AT COOPERATIVE STATIONS: Instructions on the Forms 1009 covers state that while the preferred time of obser-

vation is in the evening the thermometers should be read in the morning if it is necessary to measure precipitation then. One undesirable effect of this ruling has been to change the time of many climatological observations from p.m. to a.m. since many stations are in either a river reporting or a crop reporting network.

Further consideration of this problem has convinced us that, even though a morning observation is necessary at a station, the observer should be encouraged to read the thermometers in the evening. The next printing of Form 1009, therefore, will carry space in the heading for time of observations: "If once daily _____; if at different times, temperature _____, precipitation _____."

Instructions on the cover of the pads of Form 1009 will be changed as follows:

"Observations should be taken at a regular hour each day. The preferred time for temperature observations is from 5 p.m. to 8 p.m. If you have been instructed to measure precipitation in the morning, or if it is necessary for any reason that you read the thermometers in the morning, a p.m. temperature observation should also be taken. If thermometers are read twice daily they should be set only at the p.m. observation. Temperatures entered on Form 1009-48 will then be for the 24 hours ending at the time of the p.m. observation, while the precipitation will be for the 24 hours ending at time of the a.m. observation. The time (or times) of observation should be entered in the heading of the form. Observations should be taken at the same time during the entire year. Continuity of record is very important. A member of the observer's family, or some other competent person, should therefore be taught to take and record observations in the event of the observer's absence or illness."

Present procedures require the time of temperature observations to be shown as a.m. or p.m. by machine on the Monthly 1009 summaries and, if the time of precipitation is different, that it be entered manually. These procedures are still in effect, and if followed carefully, should eliminate any confusion concerning time of observation. As new observers are appointed, it should be with the understanding that temperature observations will be made in the evening.

5. PUBLISHING OF DATA ON LATE READ: With the advent of the Combined Bulletin, effort was made to have all data published as of date recorded, and fully explained in the Reference Notes. This was in accordance with the opinion of almost all Section Directors, (MAL, December 8, 1947, survey). However, observers at a limited number of stations in some sections are still reading maximum thermometers in the morning and entering this value against the preceding day. To obtain uniformity throughout all Climatological Data bulletins, a determined effort should be made to have temperature and precipitation entered on the reporting forms on the date read by all present observers.

As observers are changed, the new observers should be instructed to enter observations on the date read. In this way the practice of setting back entries will eventually be eliminated.

Where data is still set back, the forms should be plainly marked as they pass through the Section Center. This may be done by stamping on each form a note similar to "Maximum set back one day".

Other explanatory notes such as "Temperatures not official", etc., should be entered where appropriate by the Section Center.

6. PERFORATION ON FORMS 1009: We agree with a number of Section Directors who have reported that the perforation on Forms 1009 is very poor. We have been assured by the Commerce Department's Printing Services that this will be satisfactorily taken care of in future printings of these forms. The perforation on a recent delivery of monthly Forms 1009 appears to be entirely satisfactory.

7. CLIMATOLOGICAL DATA SEPARATES: The majority of replies received to Item 12 of Climatological Service Memorandum No. 2 on the above subject did not, for various reasons, favor the printing of separates.

The plan of printing separates, therefore, has been tabled.

8. CLIMATOLOGICAL DATA MAILING LISTS: A recent communication from Mr. Russel C. Jones, Farm Street, Seabrook, New Hampshire, to a Section Center indicates that Mr. Jones is now receiving Climatological Data from some Section Centers without charge, and would like to receive Climatological Data for other sections on the same basis.

Mr. Jones, at one time or another, has contacted Weather Bureau Offices all over the country with requests to be placed on the mailing lists for Climatological Data and other publications. His requests usually state that he is taking up the study of weather.

Since it has not been established by Mr. Jones that he qualifies to receive free copies of publications for which a subscription price has been established, Mr. Jones' name should be dropped from all free Climatological Data mailing lists.

9. NUMBER OF COMBINED BULLETINS TO BE PRINTED: In deciding how many copies of Climatological Data to keep on file at the Section Center (see Item 15 of Climatological Service Memorandum No. 3), it should be remembered that the Forms and Publications Unit of the Central Office will occasionally call for copies. This is necessary because of extremely limited filing space at the Central Office. Fifty (50) copies of each issue will be ample for this purpose.

The number of copies of each Climatological Data to be printed should be determined by the WRPC by summing up the following requirements:

1. Number required for filing at the Section Center, which should include the 50 copies mentioned above. This number should be reported to the WRPC by each Section Center.
2. Number required for WRPC mailing list.
3. 500 copies of each monthly and 700 of each annual to be sent to the Central Office. From this number the Central Office will supply the foreign distribution list and the two lists, paid and free, for all 42 monthly Climatological Data sets.

When determining how many copies of Climatological Data to keep on hand at the Section Center the problem of storage as well as future need should be considered. A reasonable number of copies should be kept for future issue but the Bureau is not obliged to be able to fill requests indefinitely for any of our publications. Requesters for issues that are out of print can be referred to the nearest depository library.

10. LENGTH OF SERVICE AWARDS FOR COOPERATIVE OBSERVERS: Officials in Charge are reminded to give appropriate publicity to issuance of length of service awards to cooperative observers. It would be well to furnish the state daily and weekly newspaper press associations with name, address, and length of service of each observer who received an award.
11. HISTORY OF WEATHER RECORDS: A copy of "History of Weather Records in Kansas", prepared by Mr. S. D. Flora, will soon be furnished each Section Center. We feel that this type of activity is worthwhile and Section Directors are encouraged to give consideration to similar projects for their Section.

12. MISCELLANEOUS: An interesting article by Dr. Charles F. Brooks entitled, "The Climatic Record, Its Content, Limitations and Geographic Value" has been sent to each Section Center, Regional Office, and WRPC.

Merrill Bernard

Merrill Bernard, Chief,
Climatological and
Hydrologic Services

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