

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

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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. 8.

1. CLIMATOLOGICAL DATA BASE MAPS (REFERENCE: CSM NO. 5, ITEM 1): The River Basin Maps showing Hydrologic stations, 1949 Edition, are recommended as a reference for use in locating and plotting stations on the Climatological Data maps when they are revised. Stations were carefully located and plotted on these maps and should be a definite aid to the Section Center in preparing the Climatological Data map when assigned for revision. Plotted station locations should be verified however with respect to position within their respective counties. If any discrepancies in the River Basin Maps are noted they should be reported to the Central Office, attention River Services Section.
2. STATION INDEX IN CLIMATOLOGICAL DATA BULLETIN (REFERENCE: ITEM 13 OF CSM NO. 1, AND ITEM 3 OF CSM NO. 7): A periodic review of the Station Index by Section Centers will eliminate possible discrepancies and will insure that correct names are used for stations and observers. Existing station names in many cases were changed to conform to the policy outlined in Item 13 of CSM No. 1 at the time that index numbers were assigned. Any further necessary changes in station names for the same location should be made without departing entirely from the old identification, if possible. If the present names are well established and recognized locally they should not be changed even though they do not follow the outlined policy to the last letter. Continuity should be the cardinal precept in deciding each case. The goal should be a list of names with maximum usefulness as a means of locating and identifying the stations for the user.

Whenever changes in station names are made Forms 4303 should be submitted, also Form 50 if a paid station is involved. In addition, a notice should be carried in the Climatological Data monthly bulletin for three months and in the following Climatological Data annual.

Wherever possible there should be a definite similarity in the name given in the Station Index and that shown on the 1949 Edition of the River Basin maps. However, distance and direction from the Post Office or town should be substituted for descriptive terms such as "nr" or "Evap" in the River Basin maps.

3. AUTHORITY TO PUBLISH CLIMATOLOGICAL DATA FROM CAA AND PAID SECOND-ORDER STATIONS: All CAA stations' weather records should be published in all appropriate tables in the Climatological Data bulletin except the Supplemental Data table (formerly Pressure, Wind, Humidity, etc. table). Owing to changes in the format for this table, too little data from CAA records are readily available to make it practicable to include these stations in the Supplemental Data table unless authority is granted by the Central Office.

Publication of weather records from paid second-order stations cannot well be covered by a blanket plan and must be considered in individual cases. If, however, a Section Director desires to have data from certain of these stations included in the Climatological Data bulletin in order to round out a proper network, arrangements should be made through the Regional Office to have the checking station prepare a Form 1009 from the second-order stations' records, and forward it at the end of the month to the proper WRPC. Requests for authority to publish data from second-order stations not now included in the bulletin will be made to the Central Office after it has been ascertained that the above procedure can be accomplished. The WRPCs will not be required to prepare a Form 1009 for any additional second-order stations to be included in the bulletin.

4. GUIDE FOR PREPARATION OF TEXT IN CLIMATOLOGICAL DATA MONTHLY AND ANNUAL ISSUES (REFERENCE: ITEM 16 OF CSM NO. 3): During the past year we have noted a gradual but steady improvement in the textual matter of the Monthly Climatological Data bulletins. We believe that this improvement can be attributed largely to the fact that the Sections now have been able to devote more time to the analysis of the data rather than to the routine processing procedures of the past. The guide for the preparation of the monthly weather story was prepared to help concentrate the nation-wide effort toward the same objective.

We would like to stress the following points regarding the monthly summary:

- (a) The text should be headed "Weather Summary" instead of "General Summary".
- (b) Paragraph headed "Temperature" and "Precipitation" should no longer be included. Pertinent information that has been carried in these paragraphs should be incorporated in either the lead paragraph or in the body of the report.
- (c) A separate heading should not be used for the effects of weather upon the economy of the section. These statements should be included as a portion of the "Weather Summary".
- (d) All summaries should carry the initials of the writer.

We have amplified the guide for the monthly story slightly and are reprinting it below. Following the guide for the monthly story is listed the guide for the preparation of the text in the annuals.

Guide for Preparation of Text in the Monthly
Climatological Data

1. WEATHER SUMMARY
 - a. Introductory or lead paragraph
 - b. Body of report
 - c. Weather effects
2. STORMS
3. FLOODS

These three categories listed should be the main headings or titles used for the text material. If storms and floods are minor in nature, they should be included in "b" of the Weather Summary.

In 1-a - introductory or lead paragraph - it is suggested that this first paragraph be similar to a lead paragraph in a newspaper article. Like a newspaper article, it should embody in a few sentences the main theme of the weather for the month. To the hurried or casual reader, it should give sufficient information or meaning for the month's weather.

Second, in sequence, should be the body of the report or essentially the detailed weather story for the month. Since the weather story is the personalized portion of the bulletin it must be written in a manner that is interesting to the general reader. If possible, it is recommended that the weather story be written in a chronological order so that a running picture or continuity throughout the month will be achieved. In doing this, the periods or spells of weather - good, bad and indifferent - could be grouped and discussed in their proper relationship to the month's events. This means that good growing weather should receive proper emphasis as well as periods of unfavorable weather. It also means that a narration of chronological events should never be given for their sake alone. The selection of material for this, as well as the lead paragraph, should be made with the purpose in mind that they are necessary to explain the weather effects upon the economy of the area.

The third portion of the weather summary should be these effects of weather upon the agriculture, commerce or other widespread aspects of the state's economy. For example, in an agricultural area, the weather effects and relation to the growing crops have an important and marked consequence on the economy of the people. In the past, all the bulletins have placed good emphasis on this phase of the summary. The main suggestion here is to give the proper perspective; i.e., a favorable June which advances the corn crop should receive the same attention as that given to an unfavorable June which seriously delays it.

When major storms or floods occur, this special information should be treated separately under an appropriate title such as HURRICANE OF SEPTEMBER 10-11, FLOODS, SEVERE STORM OF MAY 19, etc. This would provide the needed opportunity for greater detail, allow an easy and quick reference to these events and also would leave better continuity and emphasis in the Weather Summary itself. If reference to synoptic meteorology is made in this discussion, the phraseology should be such that the lay reader will be able to grasp the meaning or significance. Storms and floods of only minor intensity should be discussed in the Weather Summary.

The use of a map to show the path of a hurricane or severe storm is encouraged. Such a map, to be prepared at the Section Center, should be drawn in black ink in a space 7.0 x 9.5 or some larger size that will reduce to 7.0 x 9.5. Data to be presented may vary with the storm but should be explained on the map. An excellent example of this type of map may be found on page 130 of the Florida August 1949 Climatological Data. Such a map should be printed on the page immediately following the Weather Summary, and reference to it should be made in the Weather Summary.

In preparation of the textual material, care should be exercised in stating any remarks or facts that might be controversial in nature. This is particularly true in storm or flood damage reports. Credit should also be given to other organizations such as B.A.E., Red Cross, U.S.G.S., etc. when factual statements are extracted or paraphrased from their reports. The initial of the person writing the Weather Summary should be included at the end of the published text.

Guide for Preparation of Text in Annual
Climatological Data.

1. WEATHER SUMMARY
 - a. Lead paragraph
 - b. Weather effects

2. SYNOPSIS BY MONTHS

The above two categories, 1 and 2, should be the main headings or titles used in the text material. Only two general themes should be accomplished under (1) "Weather Summary". The first, the lead paragraph, should be a general but brief synopsis of the year's weather. This summarization, shaped to fit the year as a unit, will give the proper perspective or the accumulated effect of the year's weather, which in a month-to-month summary would be lacking. Also, at times, some comparison with previous years would be in order.

The second theme to develop is the weather effect upon the economy of the State. Weather statistics in themselves are quite meaningless unless they are related to the effects of the weather. These two items, lead paragraph and weather effects, should not be considered singly as separate entities, but should be integrated in such a way that continuity of the "Weather Summary" will result.

The second main heading, "Synopsis by Months", would consist of brief paragraphs - one for each month - summarizing the weather story for each month of the year. A majority of the Sections have followed this procedure in past years, and we recommend its universal adoption. Brevity is essential in this monthly digest so that the annual text can also be used as a reference index for specific monthly events. Detailed information regarding storms or floods should be omitted unless they were not included in the earlier monthly bulletin.

The initials of the author should be carried at the end of the text. Your comments are invited for suggestions or improvements in the textual material in either the monthly or annual bulletins.

5. LENGTH OF SERVICE AWARDS: The Central Office has received all the lists of those various substation observers who are entitled to length of service awards, and the awards have been ordered from the manufacturer. It is interesting to note that 1518 observers will receive awards and that approximately 200 of these observers are women. The breakdown by type of award shows 852 ten year awards, 397 twenty year awards, 191 thirty year awards, 55 forty year awards, and 23 fifty year awards.

The Bureau is happy indeed to know that its observers have such fine records of loyal and efficient service, and plans to distribute the awards as rapidly as they are received from the manufacturer. The awards accompanied by a congratulatory letter from the Chief of the Weather Bureau, will be sent to Regional Offices (and to WBO Honolulu and WBO San Juan) for further distribution in their respective areas. Local publicity of the presentation or the delivery of the award should be obtained wherever practicable. See paragraph 6 of Multiple Address Letter of May 4, 1949.

Mr. Mindling of the Ohio Section Center has prepared some excellent mimeographed material for distribution with these awards. We are asking Mr. Mindling to forward copies of this material to all other Section Centers and River District offices as a possible guide for them to follow in distributing awards to their districts. The Central Office will appreciate receiving copies of similar material prepared in other offices. Please send the copies marked to the attention of the Secretary, Employee Awards Program.

6. PUBLISHING ERRORS AND DELAYED DATA: The question of when best to publish delayed data and corrections was carefully considered when the combined bulletin was started. Prior to that time errata were listed monthly in the Hydrologic Bulletin and apparently irregularly in the Climatological Data.

The decision to publish this material only in June and December was based on the following reasons:

1. We felt that those users who keep corrected copies of Climatological Data would prefer to have corrections and delayed data carried

in only two places per year, rather than scattered throughout many issues. If all corrections were made, and all late reports received in time for publication in the following month it would no doubt be better to publish them each month. However, this is not the case. For example, the Hydrologic Bulletin for June 1947 for the Southeast District contained corrections for March, May, June, July, August, September, October 1946 and April and May 1947.

2. For those users who keep the bulletins as reference materials, for use months or years later, the advantage of reference to only two issues a year is obvious.
3. For the users who need the data rapidly for immediate use, delayed or corrected data would frequently be too late to be useful in any event.
4. Although the publication of delayed data and corrections is a minor problem at the WRPC, and could be handled either monthly or at 6-month intervals, the problem is less of a nuisance to the WRPC when such publication is required only twice a year.

We would like to have each Section Center and WRPC comment on the present arrangement for carrying this material, specifically on the following items:

- (a) Should corrections be published monthly, at 6-month intervals, or at some other intervals?
 - (b) Should the present method of publishing only the corrections and resulting changes be followed, or should the entire record for a month be published whenever it is necessary to publish a correction?
 - (c) Is it satisfactory to publish storage precipitation in June, or should it be published in July or August in order to include all storage reports? In this connection it would be interesting to know the number of storage reports received too late for publication in the June 1949 issue.
7. WINDOW ENVELOPES (REFERENCE: ITEM 1, CSM NO. 7): Action has been started to obtain for each Section Center 500 4-1/8 x 9-1/2 window envelopes for use with WB Forms 5067 to 5070. This initial supply will be distributed without requisition.

8. NEWSLETTERS: Many Section Centers have started issuing newsletters and we wish to encourage all others to do so as soon as convenient. We feel that these first issues are very well written, with many interesting items, and that they will appeal especially to the substation observer.

We suggest that any center issuing such a letter place the following Weather Bureau stations on the mailing list to receive all issues:

- (a) All Section Centers.
- (b) All first-order Weather Bureau stations in the section.
- (c) All River District Offices whose district includes any stations in the section.

As indicated in Item 4, CSM No. 7, two copies of each newsletter should go to the WRPC, two to the Central Office Library, and one to Field Services Section of C&ES Division.

We would like to pass along an idea taken from the initial issue of the Michigan newsletter. In each issue it is planned to have a special written interview with one cooperative observer. This will contain such facts as unusual weather incidents at the station, stories on extreme high and low temperatures, information about the observer and his family, what business he is in, how long he has maintained records in his locality, or how he became interested in the weather and its peculiarities. The Section Director will write the selected observer a month before the article is to be published in order to insure accuracy of statements in the story.

9. NUMBER OF UNCHECKED RECORDS (REFERENCE: ITEM 2, CSM No. 6): Each Section Center is asked to report the number and type of station records which are filed at the Section Center without being routed to the WRPC. Records from SAWRS stations should not be included in this report.
10. VISITING SUBSTATIONS: The following paragraph is taken from a letter received recently from the Official in Charge of a River District Office:

"I believe a profitable subject for you to bring up in some of your Climatological Service Memorandums, for discussion and exchange of experiences, would be the matter of visitations (I dislike the word "inspections"). We have noticed that when we could visit reasonably often, the quality of service seemed to improve. Visitations, if friendly, cannot be too frequent, but definitely can be too far apart. Use of a hydro-climatic inspector is necessary for some classes of stations, and is better than no visit at others; but this does not take the place of the Section Director or River Forecaster getting there in person now and again. One of the best

things I have found is for the Director and the hydro-climat man to travel together. While the Director is taking up the friendly approach to procedures, the other can go over the equipment and the Observer gets acquainted with them both and their relationship to each other and to him. Moreover, they travel on one travel-cost (the hydro-climat truck), the only duplication being the per diem. I suspect that some of our Officials are missing their most profitable approach to good records by neglecting visitations. Travel costs mount up, of course, over the whole country, but the dividends are great. And could not all of us benefit by an exchange of experiences?"

We, too, feel that substation travel is extremely important and we wish to encourage as much of it as is possible under present budgetary limitations.

11. COMMENT ON CSM ITEMS (REFERENCE: ITEM 3 OF CSM NO. 4 AND ITEM 14 OF CSM NO. 7): This is to remind Officials in Charge that they can assist us in tabulating replies to CSM items if they will follow one of the plans listed below:
 1. Take up only one item per letter, or
 2. Include one carbon copy of the letter for each item in the letter.

12. SECTION CENTER FILES OF SUBSTATION RECORDS: For the purpose of future microfilming of these records for the period of record for each station, it is especially desirable that they can be separated from their bindings. Therefore, Section Directors who are about to rebind or rearrange their records should keep this in mind and use only simple Acco-type fasteners with heavy paper or pressboard when binding.

Regular book-bound records can be microfilmed only with considerable difficulty if at all, because the record near the crease cannot be brought into focus.

13. SUBSTATION FORMS (REFERENCE: CSM NO. 6, ITEM 10): Based on replies and comments to the last paragraph of the reference, the size to be used in revisions of substation record forms will be 10 x 11-3/4 inches with the top 11-3/4 inch edge for binding.

The entire width of the form is required for data columns so that binding does not appear feasible on the 10 inch side.

14. MICROFILMING AND DISPOSITION OF AUTOGRAPHIC RECORDS (REFERENCE: CSM NO. 1, ITEM 7 AND CSM NO. 3, ITEM 19): The present instructions permit the WRPC to retain the autographic forms a year so that the records for each station may be microfilmed on an annual basis. The records are then sent to the Central Office.

The requests for autographic records from the field stations are very few and since the records for storm studies and other research are usually on an areal basis a central depository for the records is required.

If complete months or years of autographic records are required for research at field stations, they should be requested on a physical loan basis. When microfilm readers become available to Section Centers the microfilm of the records should be requested. For court cases or other requests where specific record sheets are required, the WRPC can supply either full size contact prints or photostats from the actual records. The Central Office can also supply such reproduction for back records and in addition can supply 8 x 10 enlargements from any existing microfilm record. The best and most expeditious method would be used.

15. ROUTING AND DISPOSITION OF WRG CHARTS AND MANUSCRIPT RECORDS FROM WHICH DATA ARE NOT PUBLISHED: The last paragraph of Item 2, CSM No. 6, should be cancelled, and the following instructions substituted:

Manuscript records, such as Forms 1006 and 1009 from substations which are not to be published should not be routed to the WRPC except as may be required for annual microfilming. The WRPC will notify the Section Centers of the proper time for forwarding these records for this microfilming.

WRG charts from substations which are not to be published should be forwarded each month by the Section Center to the WRPC. The WRPC will then file them until the end of the calendar year at which time they will be microfilmed in the annual alphabetical state series of station autographic records.

The Section Center will see that the records referred to above are properly identified and carry all necessary explanatory notes. Erroneous or substandard observational practices noted should be called to the observer's attention by the Section Center in order to prevent deterioration of the quality of these unpublished records.

16. WEATHERWISE SUBSCRIPTIONS: Replies to our September 22, 1949 Memorandum regarding Weatherwise signify that the magazine has been very favorably received by the observers. Replies indicated that an increased number of copies can be effectively used and action has been initiated to increase the number of subscriptions to be bought

for next year. Effective with the February 1950 issue, the number of copies received by the Section Centers will be increased, in most cases to the figure suggested in your replies to our memorandum.

We will be interested in hearing of additional observer comment concerning this magazine at any time.

Merrill Bernard

Merrill Bernard, Chief,
Climatological and
Hydrologic Services

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 8

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