

NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Date 02/04/2015

Department of Commerce
National Oceanic and Atmospheric Administration

FOR CERTIFYING OFFICIAL: Jerry Harper
FOR CLEARANCE OFFICER: Jennifer Jessup

In accordance with the Paperwork Reduction Act, OMB has taken action on your request received 01/02/2015

ACTION REQUESTED: Reinstatement with change of a previously approved collection

TYPE OF REVIEW REQUESTED: Regular

ICR REFERENCE NUMBER: 201412-0648-012

AGENCY ICR TRACKING NUMBER:

TITLE: National Oceanographic Data Center Send2NODC Web Application

LIST OF INFORMATION COLLECTIONS: See next page

OMB ACTION: Approved without change

OMB CONTROL NUMBER: 0648-0024

The agency is required to display the OMB Control Number and inform respondents of its legal significance in accordance with 5 CFR 1320.5(b).

EXPIRATION DATE: 02/28/2018

DISCONTINUE DATE:

BURDEN:	RESPONSES	HOURS	COSTS
Previous	0	0	0
New	300	300	0
Difference			
Change due to New Statute	0	0	0
Change due to Agency Discretion	0	100	0
Change due to Agency Adjustment	100	100	0
Change due to PRA Violation	200	100	0

TERMS OF CLEARANCE:

OMB Authorizing Official: Dominic J. Mancini
Acting Deputy Administrator,
Office Of Information And Regulatory Affairs

List of ICs

IC Title	Form No.	Form Name	CFR Citation
Web application submissions, with paper form left in for information	NA, NOAA 24-13	Send2NODC web application, Data documentation form	

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.

1. Agency/Subagency originating request	2. OMB control number b. <input type="checkbox"/> None a. _____ - _____
3. Type of information collection (<i>check one</i>) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note Item A2 of Supporting Statement instructions	4. Type of review requested (<i>check one</i>) a. <input type="checkbox"/> Regular submission b. <input type="checkbox"/> Emergency - Approval requested by _____ / _____ / _____ c. <input type="checkbox"/> Delegated
7. Title	5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Agency form number(s) (<i>if applicable</i>)	6. Requested expiration date a. <input type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: _____ / _____
9. Keywords	
10. Abstract	
11. Affected public (<i>Mark primary with "P" and all others that apply with "x"</i>) a. ___ Individuals or households d. ___ Farms b. ___ Business or other for-profit e. ___ Federal Government c. ___ Not-for-profit institutions f. ___ State, Local or Tribal Government	12. Obligation to respond (<i>check one</i>) a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
13. Annual recordkeeping and reporting burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (<i>in thousands of dollars</i>) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection (<i>Mark primary with "P" and all others that apply with "X"</i>) a. ___ Application for benefits e. ___ Program planning or management b. ___ Program evaluation f. ___ Research c. ___ General purpose statistics g. ___ Regulatory or compliance d. ___ Audit	16. Frequency of recordkeeping or reporting (<i>check all that apply</i>) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Agency Contact (person who can best answer questions regarding the content of this submission) Name: _____ Phone: _____

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It used plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of the provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

Agency Certification (signature of Assistant Administrator, Deputy Assistant Administrator, Line Office Chief Information Officer, head of MB staff for L.O.s, or of the Director of a Program or StaffOffice)

Signature

Date

Signature of NOAA Clearance Officer

Signature

Date

SUPPORTING STATEMENT
NODC Send2NODC (S2N) Web Application
OMB CONTROL NO. 0648-0024

A. JUSTIFICATION

This request is for reinstatement with change of a previously approved information collection, with web-based information submission now the main method of submission.

Those who had been responsible for maintaining the PRA information collection several years ago (when this was still in paper form) retired and this task effectively 'fell through the cracks', with no internal transfer of responsibility for maintaining OMB approval. When we began the S2N development process, we came to understand that we needed to go through the OMB reinstatement process. NODC wants to get back on the proper path for regular PRA review, approval and renewals as we go forward with a better documented internal process and delegation of responsibility for the task.

1. Explain the circumstances that make the collection of information necessary.

The National Oceanic and Atmospheric Administration's (NOAA's) National Oceanographic Data Center (NODC) "Send2NODC" or "S2N" web application is a modernized, web-enabled representation of basic descriptive metadata for oceanographic observation data that was embodied in the analog (paper) NOAA Form 24-13 "Data Documentation Form" or "DDF". In 1994, [Executive Order 12906](#) established the National Spatial Data Infrastructure and directed each agency to "document all new geospatial data it collects or produces... using the standard under development by the FGDC...". In 2010, the Federal Geographic Data Committee (FGDC) adopted the International Organization for Standardization (ISO) 19115/19139 suite of standards for use by Federal agencies to document geospatial data.

The voluntary information collection using the S2N web application or other representations of the DDF facilitates NOAA and others in Federal, State, or local governments, academic institutions, non-profit organizations, and others to provide clear descriptive information (metadata) about marine data. The information requested in S2N identifies the data provider and data collector(s), dates that data were collected, and other information that make marine data useful to other researchers and future users of the described data.

The S2N web application reorganizes descriptive information collected into an XML file that conforms to the internationally recognized and FGDC-approved ISO19115-2 Geospatial Metadata standard and the ISO19139 Geographic information Metadata XML schema implementation. A significant advantage for a data provider using S2N is that the information is collected through a series of short form pages that provide suggestions for entries from NODC-provided standard responses. The data provider may opt to use suggested entries or to enter free text in the form spaces.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

NODC is the designated long term United States (U.S) repository for marine geospatial data and information and an internationally designated World Data System repository for sharing marine data. The information collected by S2N is used by NODC in the processes of acquiring, processing, quality controlling, and archiving marine geospatial data. The information collected by S2N may also be distributed with those related marine data to the community of users to enable them to better understand and make use of those data.

After review and acceptance for the repository by NODC staff, scientists and others use the geospatial metadata collected using S2N to discover the existence of marine data available for additional scientific re-use through web portals, geospatial clearinghouses (e.g., data.gov), and other web services. The S2N information collection web form facilitates creating suitable metadata to enable data discovery in these portals by collecting specific characteristics such as the dates during which data were collected, the area where data were collected (both by sea or sea region name and by latitude/longitude bounding coordinates), and ships/platforms used to collect marine geospatial data or information.

Specific characteristics (e.g., variable/data type, unit of measure, quality flags, etc.) are extremely important documentation that enable future users to fully understand and use marine and other geospatial data. By using S2N, this information may be collected at a relatively high level of specificity, with consistent representation of similar information across multiple information collection instances (submissions).

Information collection about the data provider (e.g. name, address, institutional affiliation) is used by NODC to establish communications with the data provider in the event there are questions or problems with submitted data or metadata. Additionally, other relevant individuals (e.g., names, roles) and bibliographic information (e.g., title, abstract, suggested author list, related publications) make it easier to provide proper attribution about the source of data held in the NODC repository and to provide additional context and aid understanding of the data for future data users.

It is anticipated that the information collected will be disseminated to the public or used to support publicly disseminated information. NODC will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response to Question 10 of this Supporting Statement for more information on confidentiality and privacy. As a library and archival repository, original data and information archived and stewarded by NODC are not subject to Information Quality Act provisions.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The Send2NODC web application requires access to the internet and a web browser to enable a data provider to fill in a series of short form elements by entering free text or by selecting terms

from an NODC-provided list.

The Send2NODC web application is available online for public review at <http://www.nodc.noaa.gov/submit/s2n>. Because the Send2NODC web application interacts in real time with an NODC-supplied database, it is not effective to print the short forms for offline use. The (expired) NODC Data Documentation Form (paper NOAA Form 24-13) collected essentially the same information as the Send2NODC web application.

The geospatial metadata and data files sent to NODC using the Send2NODC web application will be made available to the public over the internet if those metadata and data files are accepted by NODC for inclusion in the NODC long term repository. Data and metadata are accepted by NODC for inclusion in our repository if those data meet at least minimum documentation requirements and are determined to be within the scope of NODC collection policies (e.g. scientific measurements of ocean water temperature and salinity or photographs of sea birds used to count and identify species for a scientific survey would be within scope, but family vacation photographs taken at the beach would not be within scope).

4. Describe efforts to identify duplication.

The FGDC published a report reviewing eleven ISO 19115 metadata editing tools (see www.fgdc.gov/metadata/iso-metadata-editor-review). All but one of the listed tools require downloading and installing some type of software on a local computer system, often with a monetary or personnel cost for installing, configuring and managing the software. Many of the software packages are from non-US sources and would require significant security reviews to be allowed to be installed on many organizational computer systems. Send2NODC requires no download or installation tasks and is available for use at no cost.

No tools that have an OMB Control Number have been found to exist that provide the two main characteristics of the Send2NODC web application: 1) assisting with creating ISO 19115 compliant metadata to describe a geospatial data set and 2) attaching the described geospatial data files in a bundle that is easily forwarded to the NODC as a request to archive.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

Because Send2NODC is a web application, no software or other technology is necessary other than a standard web browser application (e.g., Firefox, Safari, Chrome) and an internet connection. Send2NODC is designed to make the creation of complete, international standards-compliant (ISO) geospatial metadata simpler for all users by providing drop-down choices for frequently used descriptors (e.g., names of organizations or ships) and eliminating the need for a Send2NODC user to understand the complexities of the ISO 19115 Geospatial Metadata standard. Send2NODC also enables users to attach data files to the metadata created using the web application and send the combined metadata and data to NODC in one web-based Submission Information Package.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

The NODC is widely recognized in the ocean sciences community as the largest archival collection of freely-available ocean observations. Submissions of marine observation data by non-Federal entities or non-Federally-funded entities to be archived at NODC are completely voluntary, but are important for making sure that valuable marine observations are preserved and accessible for future research purposes. Federal entities and Federally-funded entities are expected to make data and metadata, which are collected using Federal funds, accessible and available for the long term in accordance with Executive Order 13642 “Making open and machine readable the new default for government information”.

If the information collection supported by S2N for data sent to NODC is not conducted, the result are twofold: 1) oceanographic data, typically collected with significant Federal financial support may not be made discoverable and accessible to a broad audience of data consumers and 2) additional scarce resources will be expended by NODC to create and organize metadata to document each request to archive marine data. The Send2NODC web application is designed to support an ‘as needed’ or ‘on demand’ frequency of use, so a data provider may use S2N only when appropriate.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

Not applicable.

8. Provide information on the PRA Federal Register Notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register Notice published on 15 August 2014 (79 FR 48124) solicited public comments. No comments were received.

Additional comments from the public were solicited during the 2014 American Geophysical Union Ocean Sciences meeting in Honolulu HI. Conference attendees, mostly from the ocean science community, were invited to create a test user identity and test metadata for a Submission Information Package with the Send2NODC web application. NODC staff recorded approximate times needed to create a user account, to complete the forms, and to “send” a test submission package to NODC. Comments about usability features, such as the layout or help guidance on each tab within the application, were recorded and addressed in follow-up design improvements.

In coordination with the Federal Register Notice, NODC provided a voluntary Google-based web form for any additional comments from the public, in addition to comments solicited in the Notice. Of the approximately 90 comments received in the web form, about 50% of the comments were characterized as a recommended (future) enhancement or change, about 25% of

the comments identified an error or problem (most commonly, an error in the messaging related to uploading files to the NODC file staging area), about 15% of the comments were characterized as a question about how the application was working or was supposed to work, about 6% of the comments were characterized as commending NODC on the use or design of the application, and the remaining comments (about 4%) were characterized as ‘other’ (not fitting any of the other categories). The NODC design team is working through each comment to address the specific errors and problems, to make note of feasibility of recommended future enhancements, and to respond to questions about use or design of the application.

Comments specifically about record keeping requirements, time required for using the application, or the type of information being collected were generally positive statements, e.g., “The time required to make an account was ~2 minutes. The time it took to submit a submission package was ~25 minutes” and “Overall, making a new account was a straightforward process. Took only 5 minutes which is an acceptable length. The required information was appropriate and easy to provide. Also, the instructions and sidebar tips were clear and helpful.”

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments, gifts or other remuneration are planned.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

No assurances are provided regarding confidentiality. Inclusion of identifying information (e.g., name, email address) in the comments form was voluntary. Identifying information in the Send2NODC web application user profile is required to maintain the account and to comply with mandatory standard metadata requirements for geospatial data in accordance with Executive Order 12906.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

Not applicable.

12. Provide an estimate in hours of the burden of the collection of information.

The initial information collection activity is estimated to take an average of one hour, which includes creating a user account, entering at least the minimum information needed to submit a Submission Information Package, reviewing some ancillary information (help text and tips), and submitting the package to NODC. The response to Question 8 describes how NODC arrived at this estimate (e.g., internal NODC alpha tests, external alpha test at professional conference, external beta test announced via Federal Register Notice and NODC home page and social media releases). Comments and observations during these tests indicated that the range of response preparation was from about 0.5 hours (minimal completion) to 1.5 hours (extensive documentation). On average, submissions after the account has been set up will take less than one hour. Also, revisions made to S2N as a result of the beta testing include the ability for a

responder to reuse and modify all information entered during a prior response. This capability is expected to significantly decrease the time requirements for anyone who uses S2N more than one time for similar types of data. However, we will continue to estimate an average of one hour for all responses (when a request for this information collection was last submitted, the burden was estimated at 30 minutes per response).

NODC estimates that 200 distinct respondents will submit at least one response and 100 of those respondents will submit at least two responses, for a total of at least 300 responses. This is approximately the same number of responses anticipated when NODC used the paper-based NOAA Form 24-13 "Data Documentation Form" (however, when a request for this information collection was last submitted, 100 respondents and 200 responses were estimated). A paper-based form and an electronic (Adobe Acrobat PDF) version of NOAA Form 24-13 "Data Documentation Form" are available, but all data providers will be encouraged to use Send2NODC web application and NODC will eventually discontinue use of these representations of NOAA Form 24-13 "Data Documentation Form". The estimate for collection information in these other forms is closer to 30 minutes, as the information is now being requested in a more detailed way.

Graduate student assistants or data managers for senior scientific research staff often create metadata content. Assuming an average labor rate comparable to GS-8 Step 5 (\$43,075/year or \$20.71/hour in 2014), the estimated labor cost to complete the average response for Send2NODC is \$6,213 per year (300 hours x \$20.71/hour).

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in Question 12 above).

Capital and start-up costs are not applicable because equipment required for this information collection (i.e., a computer connected to the internet, standard browser software, office management software for recording information, etc.) are standard office/laboratory equipment managed and operated by all anticipated respondents. Operations and maintenance costs for required equipment (listed above) are not applicable because these costs are part of routine business operations. All information collection transactions are conducted through the web application interface or via email, so that additional costs than those already paid for internet connectivity will be incurred.

14. Provide estimates of annualized cost to the Federal government.

Collecting, reviewing and updating metadata about scientific data sent to NODC is an essential function of the archival process. When necessary, NODC staff (Federal and non-Federal) may create metadata sufficient to document data sent to NODC to be archived for the long term.

Current testing indicates it will take NODC staff approximately one hour (on average) to review and begin using metadata and data files that are the response to this information collection through Send2NODC web application. This does not include additional tasks that are required for completing archival ingest processes that are not part of the Send2NODC web application information collection activity.

Assuming an average labor rate comparable to GS-11 Step 5 (\$71,504/year or \$34.38/hour in 2014 in the Washington DC metro area), the estimated labor cost to the Federal government for processing the average response through Send2NODC is \$10,313 per year (300 hours x \$34.38/hour). If Send2NODC is not used to collect information from a data provider, including uploading/including data files through the Send2NODC interface, the estimated labor time increases to at least 1.5 hours, for an approximate annualized cost of \$15,470/year.

15. Explain the reasons for any program changes or adjustments.

The overall response time is now estimated at 1 hour. Previously, with the simpler paper form, the time was estimated at 30 minutes. Because the majority of researchers are submitting their information via Send2NODC, which allows a more detailed response, we are now assuming 1 hour per response. Since there are both more responses and an increase in estimated time, we are considering 100 of the added hours to be an adjustment, and 100, a program change.

16. For collections whose results will be published, outline the plans for tabulation and publication.

Metadata and data sent to NODC in response to this information collection via Send2NODC web application are typically discoverable by the public within 3 days of receipt of the submission information package through the NODC web site, geoportal and other web discovery services. Additional access by the public to metadata and data through web catalogs and other portals (e.g., data.gov) becomes available upon completion of additional archival ingest processing, which is not directly related to the Send2NODC web application.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

Not applicable.

18. Explain each exception to the certification statement.

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

The Send2NODC web application does not employ statistical methods.

NODC Send2NODC (S2N) Web Application Images
OMB Control Number 0648-0024 (Reinstatement with revisions)

National Oceanographic Data Center Send2NODC (S2N) web application images.

Figure 1. Login.

NOAA NATIONAL OCEANOGRAPHIC DATA CENTER (NODC)
UNITED STATES DEPARTMENT OF COMMERCE

Welcome to NODC Access Data Submit Data Public Outreach About NODC

NOAA Satellite and Information Service NODC All of NOAA Search Go

You are here: [Home](#) > [Submit Data](#) > Log in

Submit Data

- Submit Data Online (beta)
- How do I find data that I submitted?
- What happens to your data?
- Data Submission Guidelines

Explore NODC

Useful Pages

- [netCDF Templates](#)
- [Access Data](#)

Featured Products

- [NODC Geoportal](#)
- [Ocean Archive System](#)

ATTENTION! This is the public Beta test version of the Send2NODC web application. Because this is a test version, NODC will not retain or archive metadata or data files entered in this test version of Send2NODC. Please contact nodc.dataofficer@noaa.gov to make a request to archive data at NODC. [Please provide comments about Send2NODC using this form.](#)

Submit Data: Log In (Beta)

** Required fields are in red*

What is your e-mail address?

My e-mail address is:

Do you have a password to submit data?

No, I am a new submitter.

Yes, I have a password:

[Forgot your password?](#)

NOAA FORM 24-13
(Pending reinstatement)
OMB No. 0648-0024

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

PAPERWORK REDUCTION ACT STATEMENT: Voluntary descriptive metadata about marine observation data provides essential contextual information that makes observation data useful to multiple users and facilitates reuse of marine data. Descriptive metadata collected using the Send2NODC web application will be retained and distributed with data that are accepted as archival information packages. Public reporting burden for this information collection is estimated at 45 minutes per response that includes sufficient metadata to be useful for long term preservation and reuse. This response burden estimate includes time for reviewing instructions, gathering and maintaining necessary data, and completing and reviewing the collection of information. Send comments regarding these burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to: NODC Data Officer, SSMC3 Fourth Floor E/OC, 1315 East-West Highway, Silver Spring, MD 20910. Geospatial metadata is requested in accordance with Executive Order 12906 and NOAA Administrative Order 212-15.

Figure 2. User agreement.

Submit Data: User Agreement

NODC Send2NODC User Agreement

You agree to provide a copy of data identified in the NODC online data submission process Send2NODC ("S2N") for inclusion in the NODC archives of oceanographic data and information. You also agree to provide contact information (name, email and physical address) to NODC to enable NODC to authenticate your data submission request and to contact you with any questions about your data. Your contact information will be stored and redistributed as part of the metadata about the data you send to NODC.

Collecting contact information is authorized as part of standard metadata defined by the Federal Geographic Data Committee (FGDC) in accordance with Executive Order 12906, "Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure", as amended by Executive Order 13286 of February 28, 2003.

NODC requires at least your name and email address to enable NODC to validate your identity as the data provider and to contact you with information about the progress of

- I accept the terms and conditions of the User Agreement.
 I do not accept the terms and conditions of the User Agreement.

Continue

Figure 3. Create account step one.

Send2NODC: Create Account Step 1 of 2

What is your e-mail address?

* Required fields are in red

* My e-mail address is: required

Choose a Password:

In accordance with NOAA IT Security requirements, your case-sensitive password must be at least 12 characters long and contain a mix of upper and lower case letters, numbers, and special characters.

Show password

* Password: required

* Confirm Password: required

Create a Recovery Question:

* My Recovery Question Is: required

* My Recovery Answer Is: required

Create Account

Welcome new user!

To get started, you will need to create an account with us.

Keep it safe

Don't forget to record your password in a secure place.

Recovering your password

If you ever need to recover your password, you will be presented with the same question you enter here. Make sure the question you choose is something you will remember.

Figure 4. Create account step two.

Submit Data: Create Account Step 2 of 2

** Required fields are in red*

Your Name:

Title:

* First Name:

Middle Name:

* Last Name:

Suffix:

Nickname:

Your Institution:

* Institution:

Your Phone Contact:

* Phone Number:

Your Address:

Street Address:

City:

State/Province:

Zip/Postal code:

Country:

[Continue](#)

We only require your first and last name, but please enter your full name for completeness.

Examples

- Dr. Ferdinand R. Hassler
- Ms. Rachel Carson
- Col. E. Lester Jones

Institution List:
Begin typing your institution. You may select your institution from the drop down list. If your institution is not listed, we will add it to our list. We may contact you later for additional information.

Figure 5. Create first submission package.

Hello, Don

Logged in as: [dcollins@nodc.noaa.gov](#) [Log out](#)

Create Your First Test Submission Package!

Let's get started by creating your first Submission Package. You can stop at any point during this process and all of your progress will automatically be saved.

All of your Submission Packages will be tracked on the "My Submission Packages" page. There, you will be able to finish incomplete packages, view the status of submitted packages, and eventually obtain access to the public archived version.

[Create A New Test Submission Package](#)

Getting Help

- NODC.Services@noaa.gov
- Call Customer Service: 301-713-3277

Figure 6. Summary of submission packages.

Logged in as:

My Submission Packages

Create A New Submission Package

"Submission Packages I Am Working On" contains packages that are not complete and have not been submitted. We encourage you to provide as much information as possible when creating a Submission Package to send to NODC.

Submission Packages I Am Working On			
Reference ID	Status	Title	Creation Date

"Submission Packages NODC Is Working On" contains packages that you have submitted to NODC. These packages are being reviewed and processed by our staff, and are not editable from this application. To view your Send2NODC entry information, click the Title, the Reference ID, or the View link. To provide an update or any other information related to a submitted package, please email us (NODC.DataOfficer@noaa.gov) and include the Submission Package Reference ID and the update or other issue

Submission Packages NODC Is Working On			
Reference ID	Status	Title	Submission Date

"Archived Submission Packages" contains packages that you submitted to NODC which are now archived and publicly accessible. To view your data in our archive, click the Accession Number associated with the entry. To view your Send2NODC entry information, click the Title, Reference ID, or the View link. You cannot edit or delete an archived Submission Package.

Archived Submission Packages			
Reference ID	Accession No.	Title	Date Archived

NODC Send2NODC (S2N) Web Application Images
OMB Control Number 0648-0024 (Reinstatement with revisions)

Figure 7. People and projects information entry.

New Submission Package

Reference ID: TEST-TTGD43 [Review](#)

Responsible Persons/Projects | Dates & Locations | Data Types | Package Description | Upload & Submit

Responsible Persons: ** Required fields are in red*

*** First Name:** Please click "Save Person" to add a person to your Submission Package. You can add multiple persons who should be recognized for their contribution to this data collection.

Middle Name:

*** Last Name:**

*** Role:**

E-mail:

Institution:

[Discard this entry](#)

Please enter at least one Responsible Person and press Save Person.

Related Funding Agencies:

Agency Name: [Discard this entry](#)

You have not added any funding agencies.

Related Projects and/or Programs:

Project Name: Start typing in the text box. Provide your own names if not listed in our menu.

[Discard this entry](#)

You have not added any projects.

Figure 8. Dates and locations information entry

New Submission Package

Reference ID: TEST-TTGD43 [Review](#)

Responsible Persons/Projects | **Dates & Locations** | Data Types | Package Description | Upload & Submit

Dates: * Required fields are in red

* **Start Date:** YYYY-MM-DD
Earliest observation date within the data collection

* **End Date:** YYYY-MM-DD
Latest observation date within the data collection

These dates represent the start and end of the actual data collection. They do not include itinerary dates for cruises, etc.

Location:

* **Northern Boundary:** -90.0° — 90.0° (dd.ddddd)

* **Southern Boundary:** -90.0° — 90.0° (dd.ddddd)

* **Western Boundary:** -180.0° — 180.0° (ddd.ddddd)

* **Eastern Boundary:** -180.0° — 180.0° (ddd.ddddd)

Use these four fields to define a box around your data collection area, in decimal degrees. Note that southern latitudes and western longitudes must be listed as negative numbers.

Ships or Platforms Used:

Platform Name: **Save Platform**
[Discard this entry](#)

You have not added any platforms.

Enter or select ship names or other platform identifiers used to collect these data.

Sea Areas or Regions:

Sea Area: **Save Sea Area**
[Discard this entry](#)

You have not added any sea names.

Continue

NODC Send2NODC (S2N) Web Application Images
OMB Control Number 0648-0024 (Reinstatement with revisions)

Figure 9. Data types description information entry.

New Submission Package

Reference ID: TEST-TTGD43 [Review](#)

Responsible Persons/Projects Dates & Locations **Data Types** Package Description Upload & Submit

Data Types: * Required fields are in red

* **Parameter or Variable:** **Save Data Type**

Measured Calculated

* **Units:**

* **Observation Category:**

* **Sampling Instrument:**

Sampling and Analyzing Method:

Data Quality Method:

[Discard this entry](#)

Please enter least one Data Type and press Save Data Type.

Continue

Parameter or Variable: The physical, biological or chemical property being measured or calculated, e.g., water temperature. Select whether it is a measured or calculated property.

Units of Measure: The unit of measure defining the parameter or variable, e.g., degree Celsius(°C)

Observation Category: A broad characterization of the kind of parameter/variable, that was observed, i.e., laboratory analysis, model output, satellite, other. Use 'other' for *in situ* profiles from CTD casts, time series measurements from buoys, etc.

Sampling Instrument: The general kind or type of instrument used to measure or calculate this parameter/variable.

Sampling and Analyzing Method: A brief description of how the parameter/variable was measured or calculated. Include a citation to a published methodology or process, if applicable.

Data Quality Method: A brief description of quality assurance checks, acceptable value ranges, quality indication flags related to this parameter/variable.

NODC Send2NODC (S2N) Web Application Images
OMB Control Number 0648-0024 (Reinstatement with revisions)

Figure 10. General package description information entry.

Logged in as: [username@nrc.noaa.gov](#)

New Submission Package

Reference ID: TEST-TTGD43 [Review](#)

Responsible Persons/Projects | Dates & Locations | Data Types | **Package Description** | Upload & Submit

Package Descriptions: * Required fields are in red

Based on the information you put so far, NODC recommends the use of this title:
[DATA TYPES] collected from [PLATFORMS] in [SEA NAMES] from [START DATE] to [END DATE]

Use the NODC recommended title.

* **Data Set Title:** [DATA TYPES] collected from [PLATFORMS] in [SEA NAMES] from [START DATE] to [END DATE]

* **Abstract:** required

* **Suggested Author List:** required

Purpose:

Reference:

[Continue](#)

Title:
Your title should include one or two primary variables, not more than one or two ship/platform names, the sea area and date range when data were collected. Checking the box inserts a title based on the information you entered.

Abstract:
A brief narrative summary of the data set.

Suggested Author List:
Provide an ordered list of authors who should be included in a bibliographic citation for this data set. *Please use Family name, Given name; repeat as necessary, with each author's name separated by a semi-colon. Organizations may also be listed as authors. Example: Carson, Rachel; Hassler, Ferdinand Rudolph; Jones, E. Lester; National Oceanic and Atmospheric Administration;*

Purpose:
A summary of the intentions with which the data set was developed.

Reference:
Please provide a listing of existing reports, publications, user guides, web sites, or other supporting documentation relevant to the Submission Package.

Figure 11.
Incomplete
package summary.

The screenshot displays the 'New Submission Package' interface. At the top, there is a navigation bar with tabs for 'Responsible Persons/Projects' (1), 'Dates & Locations' (8), 'Data Types' (1), 'Package Description' (2), and 'Upload & Submit'. Below the navigation bar, a red-bordered box contains the following text:

You have 10 required field(s) to complete before you can submit this package.

Responsible Persons/Projects: has a missing element
Every Submission Package [must have a Person.](#)

Dates & Locations: 6 missing element(s)

1. Every Submission Package [must have a Start Date.](#)
2. Every Submission Package [must have a End Date.](#)
3. Every Submission Package [must have a Northern Boundary.](#)
4. Every Submission Package [must have a Southern Boundary.](#)
5. Every Submission Package [must have a Western Boundary.](#)
6. Every Submission Package [must have a Eastern Boundary.](#)

Data Types: has a missing element
Every Submission Package [must have a data type.](#)

Package Description: has a missing element
Every Submission Package [must have an abstract.](#)

Every Submission Package [must have a suggested author list.](#)

NODC Send2NODC (S2N) Web Application Images
OMB Control Number 0648-0024 (Reinstatement with revisions)

Figure 12. Upload and submit a completed package summary.

New Submission Package

Reference ID: TEST-TTGD43 [Review](#)

[Responsible Persons/Projects](#) [Dates & Locations](#) [Data Types](#) [Package Description](#) **Upload & Submit**

You are ready to Upload and Submit

All required fields have been completed. At this time you may upload your data files below and submit your Submission Package. If you have additional information to provide, please do so using one of the existing tabs, by including the information in a file in your submission, or by using the comment field below. Once you submit your Submission Package to NODC, it will no longer be editable within this interface.

REMEMBER! This is the public Beta test version of the Send2NODC web application. Because this is a test version, NODC will not retain or archive metadata or data files entered in this test version of Send2NODC. Please contact nodc.dataofficer@noaa.gov to make a request to archive data at NODC. [Please provide comments about Send2NODC using this form.](#)

Files to be Uploaded

Please select the file you wish to upload from your operating system's file menu. When you have added all appropriate files, you may leave additional comments below and then click the "Upload Files and Submit" button.

Note: If you select files and navigate away from this tab before uploading and submitting, you will have to reselect your files upon returning to this tab.

No file selected. [remove](#)

Comment:

I will provide some or all data files separately.
(Choose this option if you will be using a different method of sending your data files to NODC.)

[Review](#) the complete package.

If you experience any problems submitting your data files, please send an email to NODC.DataOfficer@noaa.gov or call Customer Service at 301-713-3277. Include your Submission Package Reference ID with your correspondence.

To help NODC better understand your Submission Package, please provide any additional information you feel necessary.

Figure 13.
Metadata review.

Review of Submission Package Reference ID: TEST-TTGD43

Title: WATER TEMPERATURE collected from RONALD H. BROWN (Call Sign WTEC - NODC Code 33RO) in Kara Sea from 2014-01-01 to 2014-02-01

[Metadata Review](#) | [ISO Metadata](#) | [Raw ISO XML](#) | [Return to Upload & Submit](#)

Responsible Persons/Projects

Responsible Persons:

- Rachel Carson, primary point of contact

Related Funding Agencies:

You have not input any Funding Agencies.

Related Projects and/or Programs:

You have not input any Projects.

Dates & Locations

Dates:

- Start Date: 2014-01-01
- End Date: 2014-02-01

Location:

- Northern Boundary: 1
- Southern Boundary: 1
- Western Boundary: 1
- Eastern Boundary: 1

Ships or Platforms Used:

- RONALD H. BROWN (Call Sign WTEC - NODC Code 33RO)

Sea areas or Regions:

- Kara Sea

Figure 14.
Metadata review.

Data Types
<ul style="list-style-type: none">• WATER TEMPERATURE (Measured)<ul style="list-style-type: none">• Unit: degrees C• Observation Category: other• Sampling Instrument: thermistor• Sampling and Analyzing Method:• Data Quality Information:
Package Description
Title: WATER TEMPERATURE collected from RONALD H. BROWN (Call Sign WTEC - NODC Code 33RO) in Kara Sea from 2014-01-01 to 2014-02-01
Abstract: Abstract text.
Suggested Author List: Carson, Rachel.
Purpose: Testing Send2NODC web application.
Reference: You have not input Reference.
Upload & Submit
Uploaded Files: You have not input any Files.
Comments: You have not input Comments.

Figure 15.
Metadata review in
styled XML.

Review of Submission Package Reference ID: TEST-TTGD43

Title: WATER TEMPERATURE collected from RONALD H. BROWN (Call Sign WTEC - NODC Code 33RO) in Kara Sea from 2014-01-01 to 2014-02-01

[Metadata Review](#) | [ISO Metadata](#) | [Raw ISO XML](#) | [Return to Upload & Submit](#)

```
gmd:fileIdentifier:
  TTGD43
gmd:language:
  eng; USA
gmd:characterSet:
  gmd:MD_CharacterSetCode:
    utf8
gmd:hierarchyLevel:
  gmd:MD_ScopeCode:
    dataset
gmd:hierarchyLevelName:
  dataset
gmd:contact:
  gmd:CI_ResponsibleParty:
    gmd:individualName:
      Don Col
    gmd:organisationName:
      gmx:Anchor:
        noaa
    gmd:contactInfo:
      gmd:CI_Contact:
        gmd:phone:
          gmd:CI_Telephone:
            gmd:voice:
              5551212
            gmd:facsimile:
          gmd:address:
            gmd:CI_Address:
              gmd:deliveryPoint:
                gmd:deliveryPoint:
                  gmd:city:
                    gmd:administrativeArea:
                      gmd:postalCode:
                        gmd:country:
                          gmx:Anchor:
            gmd:role:
              gmd:CI_RoleCode:
                resourceProvider
    gmd:dateStamp:
      2014-12-17
  gmd:metadataStandardName:
    ISO 19115-2 Geographic Information - Metadata - Part 2: Extensions for Imagery and Gridded Data
  gmd:metadataStandardVersion:
```

NODC Send2NODC (S2N) Web Application Images

OMB Control Number 0648-0024 (Reinstatement with revisions)

Figure 16.
Metadata review in
styled XML view.

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
-<gmi:MI_Metadata xsi:schemaLocation="http://www.isotc211.org/2005/gmi http://www.ngdc.noaa.gov/metadata/published/xsd/schema.xsd">
- <gmd:fileIdentifier>
  <gco:CharacterString>TTGD43</gco:CharacterString>
</gmd:fileIdentifier>
- <gmd:language>
  <gco:CharacterString>eng; USA</gco:CharacterString>
</gmd:language>
- <gmd:characterSet>
  <gmd:MD_CharacterSetCode codeList="http://www.isotc211.org/2005/resources/Codelist/gmxCodeLists.xml#MD_CharacterSetCode"
  codeListValue="utf8">utf8</gmd:MD_CharacterSetCode>
</gmd:characterSet>
- <gmd:hierarchyLevel>
  <gmd:MD_ScopeCode codeList="http://www.isotc211.org/2005/resources/Codelist/gmxCodeLists.xml" codeListValue="dataset">dataset</gmd:MD_ScopeCode>
</gmd:hierarchyLevel>
- <gmd:hierarchyLevelName>
  <gco:CharacterString>dataset</gco:CharacterString>
</gmd:hierarchyLevelName>
- <gmd:contact>
  - <gmd:CI_ResponsibleParty>
    - <gmd:individualName>
      <gco:CharacterString>Don Col</gco:CharacterString>
    </gmd:individualName>
    - <gmd:organisationName>
      <gmx:Anchor>noaa</gmx:Anchor>
    </gmd:organisationName>
  - <gmd:contactInfo>
    - <gmd:CI_Contact>
      - <gmd:phone>
        - <gmd:CI_Telephone>
          - <gmd:voice>
            <gco:CharacterString>5551212</gco:CharacterString>
          </gmd:voice>
          - <gmd:facsimile>
            <gco:CharacterString/>
          </gmd:facsimile>
        </gmd:CI_Telephone>
      </gmd:phone>
    - <gmd:address>
      <gmd:CI_Address>
```

DATA DOCUMENTATION FORM

NOAA FORM 24-13
(2-85)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NATIONAL OCEANOGRAPHIC DATA CENTER
RECORDS SECTION
WASHINGTON, DC 20235

FORM APPROVED
O.M.B. No. 0648-0024
EXPIRES 2/29/87

(While you are not required to use this form, it is the most desirable mechanism for providing the required ancillary information enabling the NODC and users to obtain the greatest benefit from your data.)

This form should accompany all data submissions to NODC. Section A, Originator Identification, must be completed when the data are submitted. It is highly desirable for NODC to also receive the remaining pertinent information at that time. This may be most easily accomplished by attaching reports, publications, or manuscripts which are readily available describing data collection, analysis, and format specifics. Readable, handwritten submissions are acceptable in all cases. All data shipments should be sent to the above address.

A. ORIGINATOR IDENTIFICATION

THIS SECTION MUST BE COMPLETED BY DONOR FOR ALL DATA TRANSMITTALS

1. NAME AND ADDRESS OF INSTITUTION, LABORATORY, OR ACTIVITY WITH WHICH SUBMITTED DATA ARE ASSOCIATED			
2. EXPEDITION, PROJECT, OR PROGRAM DURING WHICH DATA WERE COLLECTED		3. CRUISE NUMBER(S) USED BY ORIGINATOR TO IDENTIFY DATA IN THIS SHIPMENT	
4. PLATFORM NAME(S)	5. PLATFORM TYPE(S) (E.G., SHIP, BUOY, ETC.)	6. PLATFORM AND OPERATOR NATIONALITY(IES)	7. DATES
		PLATFORM OPERATOR	FROM: MO/DAY/YR TO: MO/DAY/YR
8. ARE DATA PROPRIETARY? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, WHEN CAN THEY BE RELEASED FOR GENERAL USE? YEAR _____ MONTH _____		11. PLEASE DARKEN ALL MARSDEN SQUARES IN WHICH ANY DATA CONTAINED IN YOUR SUBMISSION WERE COLLECTED.	
9. ARE DATA DECLARED NATIONAL PROGRAM (DNP)? (I.E., SHOULD THEY BE INCLUDED IN WORLD DATA CENTERS HOLDINGS FOR INTERNATIONAL EXCHANGE?) <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> PART (SPECIFY BELOW)		GENERAL AREA	
10. PERSON TO WHOM INQUIRIES CONCERNING DATA SHOULD BE ADDRESSED WITH TELEPHONE NUMBER (AND ADDRESS IF OTHER THAN IN ITEM-1)			

B. SCIENTIFIC CONTENT

Include enough information concerning manner of observation, instrumentation, analysis, and data reduction routines to make them understandable to future users. Furnish the minimum documentation considered relevant to each data type. Documentation will be retained as a permanent part of the data and will be available to future users. Equivalent information already available may be substituted for this section of the form (i.e., publications, reports, and manuscripts describing observational and analytical methods). If you do not provide equivalent information by attachment, please complete the scientific content section in a manner similar to the one shown in the following example.

EXAMPLE (HYPOTHETICAL INFORMATION)

NAME OF DATA FIELD	REPORTING UNITS OR CODE	METHODS OF OBSERVATION AND INSTRUMENTS USED (SPECIFY TYPE AND MODEL)	ANALYTICAL METHODS (INCLUDING MODIFICATIONS) AND LABORATORY PROCEDURES	DATA PROCESSING TECHNIQUES WITH FILTERING AND AVERAGING
Salinity	‰	Nansen bottles	Inductive salinometer (Hytech model S510)	N/A (Not applicable)
Water color	Forel scale	STD Bissett-Berman Model 9006 Visual comparison with Forel bottles	N/A	Values averaged over 5-meter intervals
Sediment size	φ units and percent by weight	Ewing corer	N/A	N/A
			Standard sieves. Carbonate fraction removed by acid treatment	Same as "Sedimentary Rock Manual," Folk '65

(SPACE IS PROVIDED ON THE FOLLOWING TWO PAGES FOR THIS INFORMATION)

B. SCIENTIFIC CONTENT

NAME OF DATA FIELD	REPORTING UNITS OR CODE	METHODS OF OBSERVATION AND INSTRUMENTS USED (SPECIFY TYPE AND MODEL)	ANALYTICAL METHODS (INCLUDING MODIFICATIONS) AND LABORATORY PROCEDURES	DATA PROCESSING TECHNIQUES WITH FILTERING AND AVERAGING

C. DATA FORMAT

COMPLETE THIS SECTION FOR PUNCHED CARDS OR TAPE, MAGNETIC TAPE, OR DISC SUBMISSIONS.

1. LIST RECORD TYPES CONTAINED IN THE TRANSMITTAL OF YOUR FILE
GIVE METHOD OF IDENTIFYING EACH RECORD TYPE

2. GIVE BRIEF DESCRIPTION OF FILE ORGANIZATION

3. ATTRIBUTES AS EXPRESSED IN PL-1 ALGOL COBOL
 FORTRAN _____ LANGUAGE

4. RESPONSIBLE COMPUTER SPECIALIST:

NAME AND PHONE NUMBER _____
 ADDRESS _____

COMPLETE THIS SECTION IF DATA ARE ON MAGNETIC TAPE

<p>5. RECORDING MODE</p> <p><input type="checkbox"/> BCD <input type="checkbox"/> BINARY</p> <p><input type="checkbox"/> ASCII <input type="checkbox"/> EBCDIC</p> <p><input type="checkbox"/> _____</p>	<p>9. LENGTH OF INTER-RECORD GAP (IF KNOWN) <input type="checkbox"/> 3/4 INCH</p> <p><input type="checkbox"/> _____</p>
<p>6. NUMBER OF TRACKS (CHANNELS)</p> <p><input type="checkbox"/> SEVEN</p> <p><input type="checkbox"/> NINE</p> <p><input type="checkbox"/> _____</p>	<p>10. END OF FILE MARK</p> <p><input type="checkbox"/> OCTAL 17</p> <p><input type="checkbox"/> _____</p>
<p>7. PARITY</p> <p><input type="checkbox"/> ODD</p> <p><input type="checkbox"/> EVEN</p>	<p>11. PASTE-ON-PAPER LABEL DESCRIPTION (INCLUDE ORIGINATOR NAME AND SOME LAY SPECIFICATIONS OF DATA TYPE, VOLUME NUMBER)</p>
<p>8. DENSITY</p> <p><input type="checkbox"/> 200 BPI <input type="checkbox"/> 1600 BPI</p> <p><input type="checkbox"/> 556 BPI</p> <p><input type="checkbox"/> 800 BPI</p> <p><input type="checkbox"/> _____</p>	<p>12. PHYSICAL BLOCK LENGTH IN BYTES</p> <p>13. LENGTH OF BYTES IN BITS</p>

C. DATA FORMAT

This information is requested only for data transmitted on punched cards or magnetic tape. Have one of your data processing specialists furnish answers either on the form or by attaching equivalent readily available documentation. Identify the nature and meaning of all entries and explain any codes used.

1. List the record types contained in your file transmittal (e.g., tape label record, master, detail, standard depth, etc.).
2. Describe briefly how your file is organized.
- 3-13. Self-explanatory.
14. Enter the field name as appropriate (e.g., header information, temperature, depth, salinity).
15. Enter starting position of the field.
16. Enter field length in number columns and unit of measurement (e.g., bit, byte, character, word) in unit column.
17. Enter attributes as expressed in the programming language specified in item 3 (e.g., "F 4.1," "BINARY FIXED (5.1)").
18. Describe field. If sort field, enter "SORT 1" for first, "SORT 2" for second, etc. If field is repeated, state number of times it is repeated.

RECORD FORMAT DESCRIPTION

RECORD NAME _____

14. FIELD NAME	15. POSITION FROM - 1 MEASURED IN <small>(e.g., bits, bytes)</small>	16. LENGTH		17. ATTRIBUTES	18. USE AND MEANING
		NUMBER	UNITS		

IFQ/CDQ Hired Master Permit, Application for Registered Buyer permit and QS/IFQ Designated Beneficiary Form, Application for replacement of certificates, permits, or licenses, 30 minutes each; 200 hours for Application for a Non-profit to be Designated as a Community Quota Entity (CQE); 4 hours for Letter of Appeal; 18 minutes for Registered Buyer landing report; 6 minutes for IFQ Administrative Waiver; 12 minutes each for Prior Notice of Landing (PNOL); 15 minutes for IFQ Departure Report and Transshipment Authorization; and 6 minutes for Dockside Sales Receipt.

Estimated Total Annual Burden Hours: 10,354.

Estimated Total Annual Cost to Public: \$13,557 in recordkeeping/reporting costs.

IV. Request for Comments

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden (including hours and cost) of the proposed collection of information;

(c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

Dated: August 11, 2014.

Gwellnar Banks,

Management Analyst, Office of the Chief Information Officer.

[FR Doc. 2014-19316 Filed 8-14-14; 8:45 am]

BILLING CODE 3510-22-P

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

Proposed Information Collection; Comment Request; National Oceanographic Data Center Send2NODC Web Application

AGENCY: National Oceanic and Atmospheric Administration, Commerce.

ACTION: Notice.

SUMMARY: The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995.

DATES: Written comments must be submitted on or before October 14, 2014.

ADDRESSES: Direct all written comments to Jennifer Jessup, Departmental Paperwork Clearance Officer, Department of Commerce, Room 6616, 14th and Constitution Avenue NW., Washington, DC 20230 (or via the Internet at Jjessup@doc.gov).

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of the information collection instrument and instructions should be directed to Donald W. Collins, (301) 713-3272 x154 or Donald.Collins@noaa.gov.

SUPPLEMENTARY INFORMATION:

I. Abstract

This request is for reinstatement with change of a previously approved information collection.

When creating a Request to Archive oceanographic data or information at the United States (U.S.) National Oceanographic Data Center (NODC), well-organized and complete metadata describing those data are needed for long term understanding and use of those data. The Send2NODC *web application* provides a web-based form for easily collecting required and optional descriptive metadata to describe oceanographic data in a way that supports Executive Order 12906 and structures those metadata to conform to the internationally used ISO 19115-2 Geospatial Metadata standard. Descriptive metadata informs the suitability of data for use by future data users and should provide critical context about how data were collected, what techniques and measurements were made, and data quality characterizations. Information about the data provider or other individuals is only used by NODC to contact the data provider with questions about submitted data, about the status of the data in the archival process, and to provide appropriate scientific recognition and attribution for submitted data. Send2NODC will be used by ocean scientists, principal investigators and their data managers.

II. Method of Collection

Respondents use the browser-based Send2NODC web application to provide information that was previously collected on a paper or electronic form. Using electronic File Transfer Protocol (FTP) to transfer digital files from the Data Provider to NODC are integrated into the Send2NODC web application, but the respondent may opt to send digital files to NODC using other media, such as on CD- or DVD-ROM discs or other media.

III. Data

OMB Control Number: 0648-0024.

Form Number: NOAA 24-13.

Type of Review: Regular submission (reinstatement with change).

Affected Public: Non-profit institutions; State, local, or tribal government; business or other for-profit organizations.

Estimated Number of Respondents: 300.

Estimated Time per Response: One hour.

Estimated Total Annual Burden Hours: 300.

Estimated Total Annual Cost to Public: \$0 in recordkeeping/reporting costs.

IV. Request for Comments

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

Dated: August 11, 2014

Gwellnar Banks,

Management Analyst, Office of the Chief Information Officer.

[FR Doc. 2014-19317 Filed 8-14-14; 8:45 am]

BILLING CODE 3510-HR-P