

This document summarizes instructions and information collection instrument images for the NESDIS Send2NCEI web application for NOAA Geospatial metadata.

Respondent Login screen

Each respondent must have a userid and password to use the [Send2NCEI tool](#).



Submit Data: Log In

Send2NCEI (S2N) is an archiving tool that allows you to easily submit your data files and related documentation to the National Centers for Environmental Information for long term preservation, stewardship, and access. S2N will help you meet your requirements for data documentation, sharing, and archiving. The system enables more efficient processing and archiving of your data sets. If this is your first time using S2N, set up an account and within minutes you will be well on your way to submitting your first data package!

[Updates and Improvements for Send2NCEI V2.0](#)

** 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
(Expires 05-31-2021)
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.

New respondent must sign Send2NCEI user agreement

Each respondent must agree to the terms and conditions of using Send2NCEI. User agreement was coordinated through the US Department of Commerce Office of General Counsel.

You are here: [Home](#) > [Submit Data](#) > User Agreement

Submit Data

- Send2NCEI (S2N)
- Submission Guidance for Data Providers
- Preferred File Formats
- NCEI Archive Services

Submit Data: User Agreement

NCEI Send2NCEI User Agreement

You agree to provide a copy of data identified in the NCEI online data submission process Send2NCEI ('S2N') or any other data submission process for inclusion in the NCEI archives of oceanographic, atmospheric, geophysical, and other types of earth science or environmental data and information related to NOAA's mission. You also agree to provide contact information (name, email and physical address) to NCEI to enable NCEI 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 NCEI.

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.

NCEI requires at least your name and email address to enable NCEI to validate your

I accept the terms and conditions of the User Agreement.

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

[Continue](#)

Respondent account information review

Each user provides a minimum of user name and email address to have an account in Send2NCEI.

Send2NCEI | My Organization | My Profile | My Account | My Settings

Logged in as: donald.collins@noaa.gov [Log out](#)

Edit Profile

Your Name: * Required fields are in red

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:

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 shown we will add it to our records.

Change 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

Enter current password:

Enter new password:

Re-enter new password:

[Confirm Password](#)

Keep it safe

Don't forget to record your password in a secure place. Do not use a non-white space or control character in your password.

Respondent selects action from individualized dashboard

Each respondent has a personal dashboard that summarizes the current status of all submission packages created by the respondent. The dashboard supports creating a new response, editing a previously created but unsubmitted response, creating a copy of a previous response for reuse, or deleting an unsubmitted response.

You are here: [Home](#) > [Submit Data](#) > My Submission Packages

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [donald.collins@noaa.gov](#) [Log out](#)

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 NCEI. You may reuse metadata from previous Submission Packages to create a new Submission Package by clicking "Copy".

Submission Packages I Am Working On				
Reference ID	Status (Last Edit Date)	Title	Creation Date	
25F3W2	Incomplete (new)	This is a test SIP for the operational S2N system	2018-10-29	Edit Copy Delete
M874R1	Incomplete (new)	[DATA TYPES] from [START DATE] to [END DATE]	2018-02-23	Edit Copy Delete
TCWX24	Incomplete (2018-04-16 15:35:55)	BIOMASS in Equatorial Atlantic Ocean from 19850211 to 20170629	2017-06-13	Edit Copy Delete
BG3NLP	Incomplete (2017-06-13 15:09:12)	[DATA TYPES] from [START DATE] to [END DATE]	2017-06-13	Edit Copy Delete
3E2FPR	Incomplete (new)	WATER TEMPERATURE and SALINITY collected from GOLDEN FLEECE in Spock Bay and Sulu Sea from 2014-01-01 to 2015-04-01	2016-08-04	Edit Copy Delete
MYBDTF	Incomplete (2016-08-02 10:50:43)	WATER TEMPERATURE and SALINITY collected from GOLDEN FLEECE in Spock Bay and Sulu Sea from 2014-01-01 to 2015-04-01	2016-02-17	Edit Copy Delete
JU0TWX	Incomplete (2016-05-13 14:38:15)	WATER TEMPERATURE, SALINITY, and AIR TEMPERATURE collected from GOLDEN FLEECE in Spock Bay and Sulu Sea from 2014-01-01 to 2015-04-01	2015-03-18	Edit Copy Delete

"Submission Packages NCEI Is Working On" contains packages that you have submitted to NCEI. These packages are being reviewed and processed by our staff, and are not editable from this application. 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. You may reuse metadata from previous Submission Packages to create a new Submission Package by clicking "Copy".

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

"Archived Submission Packages" contains packages that you submitted to NCEI which are now archived and publicly accessible. To view your data in our archive, click the NCEI Accession associated with the entry. You cannot edit or delete an archived Submission Package. You may reuse metadata from previous Submission Packages to create a new Submission Package by clicking "Copy".

Archived Submission Packages			
Reference ID	NCEI Accession	Title	Date Archived

Respondent creates new response

NESDIS Send2NCEI tool provides forms-driven entry for standard geospatial metadata on four tabs. All data entry fields support free text entries and many data entry fields will provide suggested entries from keyword tables after the first few letters are typed into a data entry field. The right side of each page has additional guidance on what the fields mean and how to use them. Additional detailed instructions are available by clicking on the Help button in the upper right corner of each tab screen.

Tab 1: People and Projects

You are here: [Home](#) > [Submit Data](#) > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [donald.collins@noaa.gov](#) [Log out](#)

New Submission Package

Reference ID: JUYWE9 [Review](#)

People & Projects | Dates & Locations | Data Types | Package Description | Upload & Submit

Responsible Persons: * Required fields are in red

* First Name:
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:

Funding Agency:
[Discard this entry](#)

You have not entered any funding agencies. (Not required)

Related Projects and/or Programs:

Project/Program:
[Discard this entry](#)

You have not entered any project or program names. (Not required)

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.

Start typing in the text box. Select from list or provide funding agency names if not listed in our menu.

Start typing in the text box. Select from list or provide project/program names if not listed in our menu.

Tab 2: Dates and Locations

You are here: [Home](#) > [Submit Data](#) > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [donald.collins@noaa.gov](#) [Log out](#)

New Submission Package

Reference ID: JUYWE9 [Review](#)

People & Projects | **Dates & Locations** | Data Types | Package Description | Upload & Submit

Dates: * Required fields are in red

<p>* Start Date: <input type="text"/> YYYY-MM-DD or (-)NNNNNNNNN</p> <p><i>Earliest observation or measured date within the data collection. Use a negative sign (-) to indicate a BCE year, e.g., -50000.</i></p>	<p>* End Date: <input type="text"/> YYYY-MM-DD or (-)NNNNNNNNN</p> <p><i>Latest observation or measured date within the data collection. Use a negative sign (-) to indicate a BCE year, e.g., -50000.</i></p>	<p>These dates represent the start and end of the observed or measured data and may be represented as calendar or BCE dates. Please do not include itinerary dates for cruises, etc. The start date must always be earlier than the end date.</p>
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Location:

<p>* Northern Boundary: <input type="text"/> -90.0° — 90.0° (dd.ddddd)</p>	<p>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.</p>
<p>* Southern Boundary: <input type="text"/> -90.0° — 90.0° (dd.ddddd)</p>	
<p>* Western Boundary: <input type="text"/> -180.0° — 180.0° (ddd.ddddd)</p>	
<p>* Eastern Boundary: <input type="text"/> -180.0° — 180.0° (ddd.ddddd)</p>	

Ships Names or Platforms:

Ship/Platform: Save Platform
[Discard this entry](#)

You have not entered any ship names or platform identifiers. (Not required)

Sea Areas or Regions:

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

You have not entered any sea areas or region identifiers. (Not required)

Continue

Tab 3: Data types

You are here: [Home](#) > [Submit Data](#) > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [donald.collins@noaa.gov](#) [Log out](#)

New Submission Package

Reference ID: JUYWE9 [Review](#)

People & Projects | Dates & Locations | **Data Types** | Package Description | Upload & Submit

Data Types:

*** Parameter or Variable:**

Measured Calculated

*** Units:**

*** Observation Category:**

*** Sampling Instrument:**

Sampling and Analyzing Method:

Data Quality Method:

[Discard this entry](#)

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

*** Required fields are in red**

Data Types: Start typing in the text box. Select from list or provide additional parameter/variable names, units of measure, sampling instrument, or observation categories if not listed in our menu.

Parameter or Variable: The physical, biological, chemical, or other 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, in situ, satellite, other.

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.

Tab 4: Package Description

You are here: [Home](#) > [Submit Data](#) > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [donald.collins@noaa.gov](#) [Log out](#)

New Submission Package

Reference ID: JUYWE9 [Review](#)

- People & Projects
- Dates & Locations
- Data Types
- Package Description**
- Upload & Submit

Package Descriptions:

** Required fields are in red*

Based on the information you put so far, NCEI recommends the use of this title:

[DATA TYPES] from [START DATE] to [END DATE]

*** Data Set Title:**

Use the NCEI recommended title.

[DATA TYPES] from [START DATE] to [END DATE]

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:**

The abstract should provide a clear and concise statement that enables the reader to understand the content of the dataset. For guidance when completing the abstract, consider these points:
State the things that were recorded and the key aspects or attributes of these things that were recorded.
State what form the data takes.
State any other limiting information, such as time period of validity of the data.
Aim to be understood by non-experts and avoid jargon and unexplained abbreviations.
Do not include general background information.

Abstract:

A brief narrative summary of the data set, a clear and concise statement that enables the reader to understand the content of the dataset.

*** Dataset Author List:**

Example: Carson, Rachel; Hassler, Ferdinand Rudolph; Jones, E. Lester; National Oceanic and Atmospheric Administration

Dataset 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** and repeat as necessary, with each author's name separated by a semi-colon.

Organizations may also be listed as authors.

Purpose:

Example: These data were collected to support the study of ...
(Not required)

Purpose:

A brief summary of why these data were collected or the research goals intended for these data.

References:

You are encouraged to list existing reports, publications, user guides, web sites, or other supporting documentation relevant to the Submission Package. (Not required)

References:

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

Continue

Tab 5: Upload and Submit

The Upload and Submit tab summarizes the completion of each previous tab using badges across the top of the page. If all required fields are completed, then there are no badges presented. This tab also allows the respondent to add additional comments and to identify one or more data files that will be attached to the collected geospatial metadata and sent to NCEI for evaluation.

New information collection submission that is missing required information.

You are here: [Home](#) > [Submit Data](#) > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [donald.collins@noaa.gov](#) [Log out](#)

New Submission Package

Reference ID: JUYWE9 [Review](#)

People & Projects **1** | Dates & Locations **6** | Data Types **1** | Package Description **2** | Upload & Submit

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

People & 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](#).

New information collection submission that has no missing required information.

[Logged in as: user@noaa.gov](#) [Logout](#)

New Submission Package

Reference ID: 3E2FPR [Review](#)

People & Projects	Dates & Locations	Data Types	Package Description	Upload & Submit
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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 NCEI, it will no longer be editable within this interface.

[Review](#) the complete package.

Files to send

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: You may experience problems if you upload a single file larger than about 2 gigabytes, depending on your connectivity, bandwidth and other technical factors.

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 chosen [remove](#)

Add another file

Comment:

This is an example of a Send2NCEI Submission Information Package.

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 NCEI.)

Upload Files and Submit

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 NCEI better understand your Submission Package, please provide any additional information you feel necessary. If you have been working with specific NCEI personnel, please mention them here to help us redirect your Submission Package more efficiently.