

NESDIS ATRAC Forms and Instructions  
OMB 0648-0024

This document summarizes instructions and information collection instrument images for the NESDIS Advanced Tracking and Resource tool for Archive Collections web application (ATRAC) for NOAA Geospatial metadata.

## Respondent Login screen

Each respondent must have a userid and password to use the ATRAC tool.

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### Login

Please enter your email and password, then click "Login" to continue.

Email:

Password:

Login

Login Assistance

- [Create an account](#)
- [Reset password](#)
- [Why do I need to login?](#)

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0648-0024. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the NODC Data Officer, SSMC3, 4th 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 212-5.

## Respondent selects action from individual dashboard

Each respondent has a personal dashboard that 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. Respondents may also elect to upload geospatial metadata that conforms to the ISO 19115 and ISO 19139 geospatial metadata standards created using their own processes or other software (not provided by NOAA) using the ATRAC tool.



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### Edit Projects

[Edit Profile](#) | [Logout](#)

The projects associated with your user profile are listed in the table below. Click on a title to enter information on that project, or select a project to remove it from the system.

[+ Create New Project](#)

Show 10 entries Filter: test

Title	Provider	Data Theme	Project Start	Modified	
<a href="#">MyTestProject1</a>	GLOS	Oceans and Coasts	TBD	03/22/2021	
<a href="#">TEST ONLY ATRAC for Cloud Pilot 2</a>	...hello	Oceans and Coasts	TBD	09/30/2020	
<a href="#">TEST ONLY ATRAC for Cloud Pilot 2 B</a>	TEST	Weather and Climate	06/26/2020	06/26/2020	
<a href="#">THAI PHAN THANH</a>	Test	Weather and Climate	TBD	02/12/2020	
<a href="#">TESTING PROJECT</a>	NCEI-SSC	Oceans and Coasts	TBD	10/30/2019	
<a href="#">Himawari 8/9 satellite data for OneStop E2E cloud testing (ignore, this is not for archive)</a>	Japanese Meteorological Agency	Weather and Climate	08/30/2019	08/30/2019	
<a href="#">Test ISO Project</a>	NOAA/NOS/OCM	Oceans and Coasts	TBD	05/10/2019	
<a href="#">Test Project for Things</a>	ERT Corporation	Weather and Climate	TBD	12/04/2018	
<a href="#">test project 12345</a>	Bandung Institute of Technology	Space and Marine Geophysics	TBD	09/10/2018	
<a href="#">Test_Simpson</a>	NOAA/OAR/NSSL	Other/Unknown	TBD	06/11/2018	

Showing 1 to 10 of 30 entries (filtered from 1,014 total entries)

[+ Create New Project](#)

## Respondent creates a new project if necessary

Each geospatial metadata entry is keyed to a project identifier created by the respondent.

## Project Registration

[Edit Profile](#) | [Logout](#)

Submit this form to create a new project or modify information on an existing project.

\***Title:** title of the data or project spelling out any acronyms

\***Intent to Archive:** will you provide data to NCEI for archiving?

- Will provide data for archiving  
 Will not provide data for archiving (will only create ISO metadata)

\***Data Provider:** short name for the organization or entity responsible for delivery of the data to NCEI (if there are multiple providers then registering more than one project may be appropriate)

\***Data Theme:** a general theme for your data (see related [FAQ](#))

### Project Collaboration

**Project Edit Permission:** Share the editing permission with up to 10 ATRAC users. Enter the user emails separated by commas (no spaces). Note that an ATRAC user account must first be [created](#) before sharing the permission.

**Project View Permission:** set the permissions for viewing the project

- Public:** All project information viewable to the public (ATRAC login not required)  
 **Private:** All project information viewable behind ATRAC login only

Project viewable to ATRAC users with NOAA email address

Specified Users: list additional ATRAC user emails separated by commas:

Register Project

## Respondent creates a new response

ATRAC provides a forms-driven entry interface for standard geospatial metadata on multiple tabs. Most data entry fields support free text entries and many data entry fields provide recommended or suggested entries from keyword tables after the first few letters are typed into a data entry field. Additional detailed instructions are available by clicking on the User Guide button in the upper right corner of each data entry screen.

## Tab 1: Identification

This tab collects basic descriptive information about geospatial data in a collection. The limited number of required fields are marked with an asterisk. Many optional fields provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required.

### ISO Metadata

[Edit Profile](#) | [Logout](#)

Project:	<a href="#">Don's Test Project</a>	<a href="#">Edit</a>
Provider:	NCEI	
Data Theme:	Oceans and Coasts	
Project Start:	TBD	
Modified:	04/14/2021	
View Permission:	Private	

Form input is managed in two ways: 1) "Save" will record existing input, and 2) "Submit" will validate the content and send the form to NCEI for review. The form can be modified after it has been saved or submitted.

[Submit](#) [Save](#) [Preview](#) [Copy](#) [Exit](#)

Identification Coverage Keywords Access Lineage Metadata

1. \*Descriptive title of the dataset being documented. Spell out any acronyms.

2. An alternative title or short name by which the dataset is known.

3. The date when the dataset was published or released.

Unknown

\* Publication Date:

4. Additional date for when the dataset was created or revised. See date type [definitions](#).

Date Type:

Date:

5. Edition or version number of the dataset.

6. Unique identifier used to reference the dataset, such as a DOI.

[+ Add Identifier](#)

7. Identify individuals and/or organizations who were or are responsible for creating the dataset. A responsible party role of "Author", "Originator" or "Principal Investigator" is required.

Responsible Party

Last Name:

First Name:

\* Organization Name:

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8. Provide a web link to an informational resource such as a project website. URL is required if a resource is specified.

Online Resource ✖

Resource URL:

Resource Protocol:  ▼

Resource Application Profile:  ▼

Resource Name:

Resource Description:

Resource Function:  ▼

[+ Add Online Resource](#)

9. Indicate how users should cite this dataset when used as a source.

10. \*Give a brief overview of the dataset. Describe the data variables, including their measurement resolution and coverage.

11. \*Explain the intended use and benefits of the dataset.

12. Explain the limitations regarding the dataset's usability. For example, estimates may be biased over water, not adequate for measuring diurnal variability, spacecraft maneuvers are not flagged, etc.

13. \*Status of dataset development. See status [definitions](#).

▼

14. \*Maintenance and update frequency: frequency with which changes and additions are made to the dataset after the initial dataset is completed. See update frequency [definitions](#).

▼

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15. Identify an NCEI Point of Contact for the dataset.  
 Use default NCEI data theme contact information

16. Identify [access constraints](#) on the dataset. Do not enter information if there are no access constraints.

Select ▼ ✖  
[+ Add Access Constraint](#)

17. Identify [use constraints](#) on the dataset. Do not enter information if there are no use constraints.

Select ▼ ✖  
[+ Add Use Constraint](#)

18. Reference resources associated with the dataset such as a related dataset or science paper.

Associated Resource ✖

Resource Association Type:  ▼

Resource Initiative Type:  ▼

Resource Title:

Resource Edition:

Publication Date:

Resource ID:

Resource URL:

Resource URL Description:

Organization Name:

Organization Role:  ▼

[+ Add Associated Resource](#)

19. The mode or form in which the dataset is represented. See presentation form [definitions](#).

Select ▼

20. Spatial Representation Type: method used to represent geographic information in the dataset. See spatial representation [definitions](#).

Select ▼

21. Identify the Spatial Reference System (SRS) using a code value from the [EPSG Geodetic Parameter Registry](#). Select an SRS or enter another EPSG code value:

SRS Name:  ▼

EPSG Code:

22. Browse Graphic File: Identify a small image that exemplifies the collective dataset. The graphic file should be less than 500KB and 1000x1000 pixels. URL is required if imaged is specified.

Graphic File URL:

Graphic File Description:

Graphic File Format:  ▼

## Tab 2: Coverage

This tab collects descriptive information about the temporal and geographic extent of data in a collection. The limited number of required fields are marked with an asterisk. Optional fields provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required.

### ISO Metadata

[Edit Profile](#) | [Logout](#)

Project:	<a href="#">Don's Test Project</a>	<a href="#">Edit</a>
Provider:	NCEI	
Data Theme:	Oceans and Coasts	
Project Start:	TBD	
Modified:	04/14/2021	
View Permission:	Private	

Form input is managed in two ways: 1) "Save" will record existing input, and 2) "Submit" will validate the content and send the form to NCEI for review. The form can be modified after it has been saved or submitted.

[Submit](#) [Save](#) [Preview](#) [Copy](#) [Exit](#)

Identification Coverage Keywords Access Lineage Metadata

1. \*What is the time period represented by the data?

From  to   Ongoing as continuous updates to the data record

2. What is the time interval or resolution of the data? E.g., data values every 3 hours.

[Select](#) ▼

3. Enter the bounding coordinates of the maximum geospatial extent in decimal degrees.

Global  CONUS  United States  US and Territories  Other

\*West Bounding Coordinate:  deg Long (-180.0 to 180.0)

\*East Bounding Coordinate:  deg Long (-180.0 to 180.0)

\*North Bounding Coordinate:  deg Lat (-90.0 to 90.0)

\*South Bounding Coordinate:  deg Lat (-90.0 to 90.0)

4. Spatial Resolution as a distance - the level of spatial detail in the dataset expressed as a scale factor or a ground distance in meters. E.g., enter "4000" for a 4 km horizontal spatial resolution.

[Submit](#) [Save](#) [Preview](#) [Copy](#) [Exit](#)














## Tab 3: Keywords

This tab collects descriptive information about descriptive keywords that assist in discovering and providing additional characteristics of data in a collection. The limited number of required fields are marked with an asterisk. Optional fields provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required. The ISO standard requires inclusion of an ISO Topic Category keyword. NOAA encourages the inclusion of NASA Global Change Master Directory (GCMD) and other relevant keywords, but does not

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require their inclusion. Guidance provided in blue text assist in selecting appropriate keywords from the indicated vocabularies or thesauri.

Identification Coverage **Keywords** Access Lineage Metadata

1. \*ISO Topic Categories: high-level thematic classifications to assist in the grouping and searching of geographic data. See code [definitions](#).  
    
[+ Add Topic Category](#)
2. \*Theme Keywords using the [NASA GCMD Science Keywords](#):  
   
[+ Add Keyword](#)
3. Theme Keywords using the [WMO Essential Climate Variables \(ECVs\)](#):  
   
[+ Add Keyword](#)
4. Place Keywords using the [NASA GCMD Location Keywords](#):  
   
[+ Add Keyword](#)
5. Stratum (Vertical Location) Keywords using the [NASA GCMD Location Keywords](#):  
    
[+ Add Keyword](#)
6. Project or Experiment Keywords using the [NASA GCMD Project Keywords](#):  
   
[+ Add Keyword](#)
7. Instrument Keywords using the [NASA GCMD Instrument Keywords](#):  
   
[+ Add Keyword](#)
8. Platform Keywords using the [NASA GCMD Platform Keywords](#):  
   
[+ Add Keyword](#)
9. Spatial ([horizontal](#) and [vertical](#)) and [temporal](#) Resolution Keywords using the [NASA GCMD Data Resolution Keywords](#):  
   
[+ Add Keyword](#)
10. Data Center Keywords using the [NASA GCMD Data Center Keywords](#):  
   
[+ Add Keyword](#)
11. Enter additional keyword values as wanted.  
   
[+ Add Keyword](#)

[Submit](#) [Save](#) [Preview](#) [Copy](#) [Exit](#)



## Tab 4: Access

This tab collects descriptive information about data file formats used in a collection and protocols that may be used to redistribute described data. The limited number of required fields are marked with an asterisk. Optional fields provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required.

Identification Coverage Keywords **Access** Lineage Metadata

1. Identify the data distribution formats and methods provided by NCEI. General NCEI contact information will be included in the metadata by default..

**Distribution Format**

\* File Format:

File Format Version:

Subset, profile, or product specification of the file format:

Compression algorithm applied to the data:

Estimated transfer size of a file, expressed in megabytes (MB):

\* Distribution URL:

Distribution Protocol:

Distribution Application Profile:

Distribution Name:

Distribution Description:

Distribution Function:

Fees and terms for retrieving the file format:

[+ Add Distribution Format](#)

## Tab 5: Lineage

This tab collects descriptive information about how described data were collected, processed, and other actions taken. There are no required fields on this tab. Optional fields provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required.

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Identification Coverage Keywords Access **Lineage** Metadata

1. General explanation of the level of knowledge or lack thereof about the lineage, including the originating source of the dataset.

2. Description of the native data processing environment, including items such as the software, the computer operating system, file information, etc.

3. Document the complete dataset lineage including the processing steps or events, and source data used to construct the dataset.

Process Step or Event

Description of the process step or event:

Rationale or purpose for the process step:

Organization responsible for the process step:

Unique ID for the processing package, e.g., software release:

Reference Document

Document Type:

Document Title:

Document Edition:

Publication Date:

Document ID:

Document URL:

Document URL Description:

Organization Name:

Organization Role:

[+ Add Reference Document](#)

Source Data

Describe Data Used:

Temporal Extent Used: from  to   Ongoing

Spatial Extent Used: West  East  North  South

Data Title:

## Tab 6: Metadata

This tab collects descriptive information about the creator of the metadata record and the frequency that the metadata record will be updated. The limited number of required fields are marked with an asterisk. Optional fields provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but is not required.

Identification	Coverage	Keywords	Access	Lineage	Metadata
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1. \* Metadata ID: The unique string that identifies this metadata record. The Metadata ID is normally assigned by the data center responsible for the dataset.

2. Identify a Point of Contact responsible for this metadata record.

Use default NCEI data theme contact information

Last Name:

First Name:

\* Organization:

Position:

Telephone:

Email:

Contact Instructions:

\* Role:

3. \* Metadata Maintenance and Update Frequency:

Scheduled date of next metadata update: