

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](#).



Send2NCEI: Sign 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 (NCEI) 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 datasets. 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!

S2N is meant to be used for the submission of standalone data packages less than 20GB in total size. Before contributing data, first time submitters should email ncei.archive@noaa.gov to consult with an archive specialist. Our staff can help you choose the correct submission method and provide a detailed explanation of the data submission process.



Sign in
Send2NCEI.

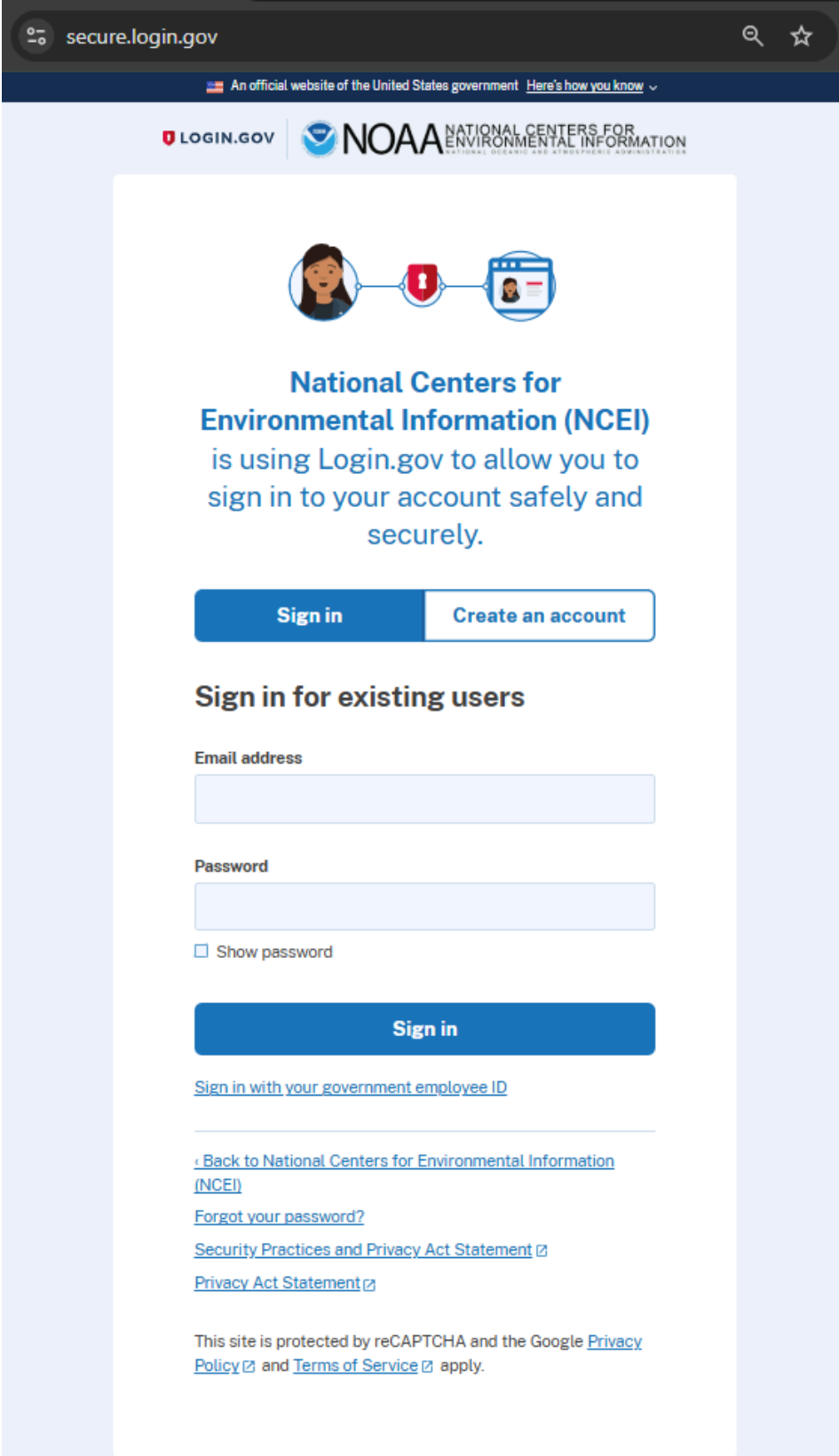
Send2NCEI is using [Login.gov](#) to allow you to sign in to your account safely and securely. If you are not a NOAA employee, you will need to establish an account with [Login.gov](#) in order to use

NOAA FORM 24-13
(Expires 03-31-2025)
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 environmental observation data provides essential contextual information that makes observation data useful to multiple users and facilitates reuse of environmental data. Descriptive metadata collected using the Send2NCEI 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 ncei.info@noaa.gov. Geospatial metadata is requested in accordance with Executive Order 12906 and NOAA Administrative Order 212-15.


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An official website of the United States government [Here's how you know](#)

LOGIN.GOV | NOAA NATIONAL CENTERS FOR ENVIRONMENTAL INFORMATION
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



National Centers for Environmental Information (NCEI)
is using Login.gov to allow you to sign in to your account safely and securely.

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This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

New respondents 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.

Signed in as: [james.primrose@noaa.gov](#) | [Sign out](#)

Edit Profile

Your Name: * Required fields are in red

Title:

* First Name: (Required)

Middle Name:

* Last Name: (Required)

Suffix:

Nickname:

Your Institution:

* Institution: (Required)

Your Phone Contact:

* Phone Number: (Required)

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.

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 un-submitted response, creating a copy of a previous response for reuse, or deleting an un-submitted response.

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.DataOfficers@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

New Submission Package

Reference ID: W4WLKJ [Review](#)

People & Projects	Dates & Locations	Data Types	Package Summary	Upload & Submit
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Responsible Persons:

** Required fields are in red*

Please press "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.

* **First Name:** required

Middle Name:

* **Last Name:** required

* **Role:** required

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 agency names. (Not required)

Related Projects and/or Programs:

Project/Program:

[Discard this entry](#)

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

Tab 2: Dates and Locations

New Submission Package

Reference ID: W4WLKJ [Review](#)

People & Projects	Dates & Locations	Data Types	Package Summary	Upload & Submit
-------------------	------------------------------	------------	-----------------	-----------------

Dates:

*** Start Date or BCE Year:** YYYYMMDD or (-)NNNNNNNN

Earliest observation or measured date within the data collection. Date format should be 4 digit year, 2 digit month and 2 digit day. For BCE year, it should be maximum 8 digit year. Use a negative sign (-) to indicate a BCE year, e.g., -50000000.

*** End Date or BCE Year:** YYYYMMDD or (-)NNNNNNNN

Latest observation or measured date within the data collection. Date format should be 4 digit year, 2 digit month and 2 digit day. For BCE year, it should be maximum 8 digit year. Use a negative sign (-) to indicate a BCE year, e.g., -50000000.

*** Required fields are in red**

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.

Location:

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

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

*** Western Boundary:** -180.0° – 180.0° (ddd.ddddddd)

*** Eastern Boundary:** -180.0° – 180.0° (ddd.ddddddd)

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.

Observation Platforms:

Observation Platform:

[Discard this entry](#)

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

Geographic Regions:

Geographic Region:

[Discard this entry](#)

You have not entered any geographic region names. (Not required)

Tab 3: Data types

New Submission Package

Reference ID: W4WLKJ [Review](#)

People & ProjectsDates & LocationsData TypesPackage SummaryUpload & Submit

* Required fields are in red

Data Types:

* Parameter or Variable: (required)

Parameter/variable measured in-situ
 Calculated from other parameter/variable

* Units: (required)

* Observation Category: (required)

* Sampling Instrument: (required)

Sampling and Analyzing Method:

Data Quality Method:

[Discard this entry](#) Save Data Type

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

Continue

Data Types: Start typing in the text box. Select from the list, or enter your own 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.

Measured or Calculated: Whether the parameter/variable is measured in-situ, or calculated from other parameters/variables.

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

New Submission Package

Reference ID: W4WLKJ [Review](#)

People & Projects	Dates & Locations	Data Types	Package Summary	Upload & Submit
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Package Summary: * 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]

Use the NCEI recommended title

* **Dataset Title:** [DATA TYPES] from [START DATE] to [END DATE]

* **Dataset Description: (Required)**

* **Open Data License:**

Internal NOAA Source Data?
 CC0 1.0
 CC BY 4.0

This dataset has been dedicated to the public domain under a Creative Commons CC0 1.0 Universal (CC0 1.0) Public Domain Dedication.

* **Suggested Author List: (Required)**

Purpose:

References:

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

Dataset Description:
A brief narrative summary of the dataset.

Open Data License:
In order to enable reuse of your data, it is important to apply an open data license, to make it clear how your data can be used and distributed.

Suggested Author List:
Provide an ordered list of authors who should be included in a bibliographic citation for this dataset. Please use Family name, Given name (Affiliation); repeat as necessary, with each author's name separated from the next by a semi-colon. Organizations may also be listed as authors.

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

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](#) > [Archive](#) > Send2NCEI > New Submission Package

Send2NCEI 3.13.3 [My Submission Packages](#) | [Edit Profile](#) | [Help](#)
Signed in as: james.primrose@noaa.gov | [Sign out](#)

New Submission Package

Reference ID: W4WLKJ [Review](#)

1 6 1 2

People & Projects | Dates & Locations | Data Types | Package Summary | 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)

Every Submission Package must have a Start Date.

Every Submission Package must have an End Date.

Every Submission Package must have a Northern Boundary.

Every Submission Package must have a Southern Boundary.

Every Submission Package must have a Western Boundary.

Every Submission Package must have an Eastern Boundary.

Data Types: has a missing element
Every Submission Package must have a data type.

Package Summary: has a missing element
Every Submission Package must have a description.
Every Submission Package must have a suggested author list.

New information collection submission that has no missing required information.

You are here: [Home](#) > [Archive](#) > Send2NCEI > New Submission Package

Send2NCEI 3.13.3 [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Signed in as: [james.primrose@noaa.gov](#) | [Sign out](#)

New Submission Package

Reference ID: W4WLKJ [Review](#)

People & Projects	Dates & Locations	Data Types	Package Summary	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.

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.

the_data.csv [remove](#)

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.)

[Review](#) the complete package.

If you experience any problems submitting your data files, please send an email to ncei.archive@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.