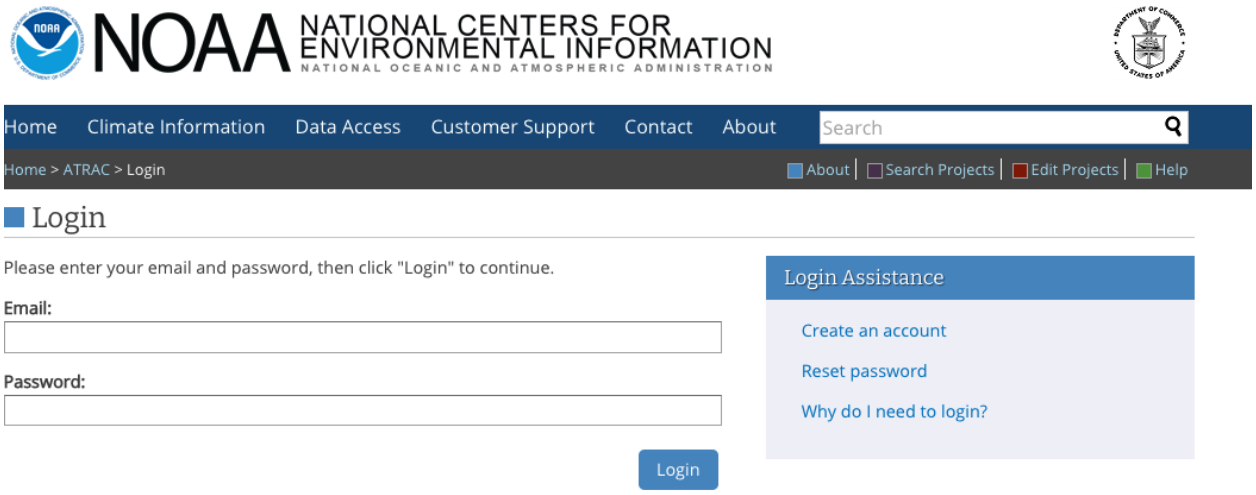
This document summarizes instructions and information collection instrument images for the NESDIS Advanced Tracking and Resource tool for Archive Collections web application (ATRAC) for NOAA Geospatial metadata.

Respondent Login screen

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



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.

Privacy Act Statement

Authority: The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations which authorizes the operations of an executive agency, including the creation, custodianship, maintenance and distribution of records, and 15 U.S.C. 1512, Powers and duties of Department.

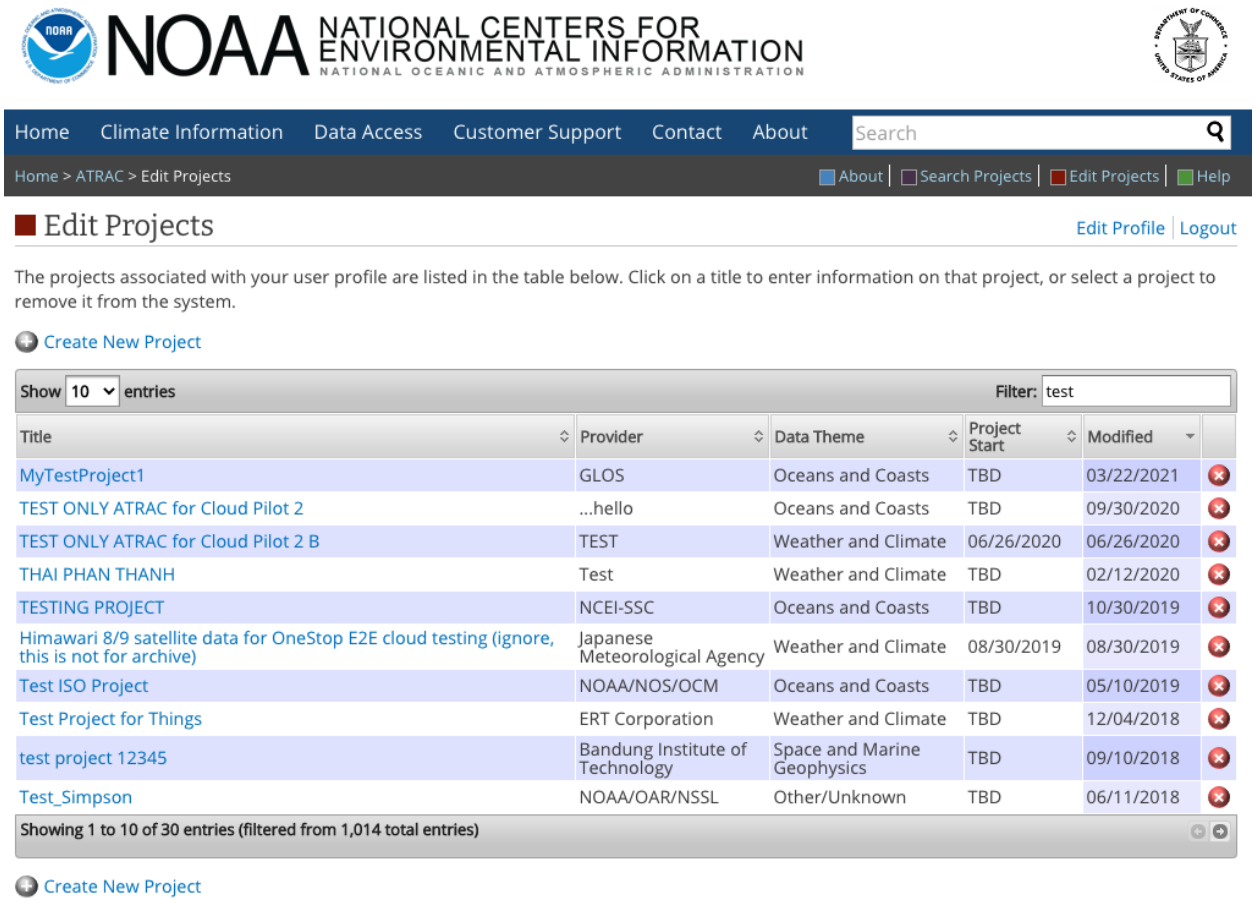
Purpose: NOAA collects limited information, such as name, address, phone number, or email address for a variety of purposes. This information will be used to respond to user inquiries or provide services requested by the user.

Routine Uses: Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/NOAA-11, Contact Information for Members of the Public Requesting or Providing Information Related to NOAA's Mission.

Disclosure: Furnishing this information is voluntary. By providing this information, you are consenting to the use of that information only for the purpose for which it is submitted.

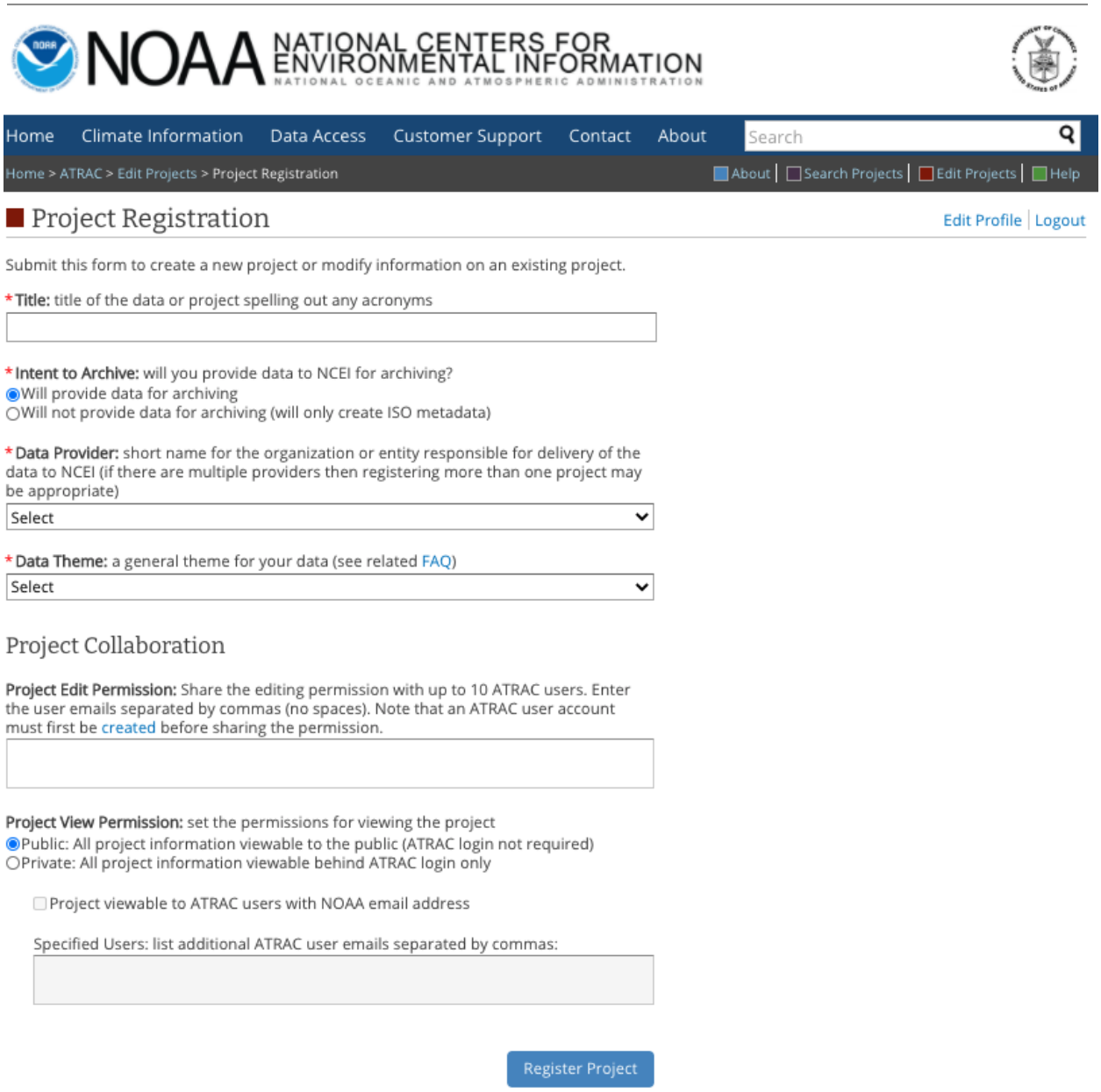
Respondent selects action from individual dashboard

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.



Respondent creates a new project if necessary

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

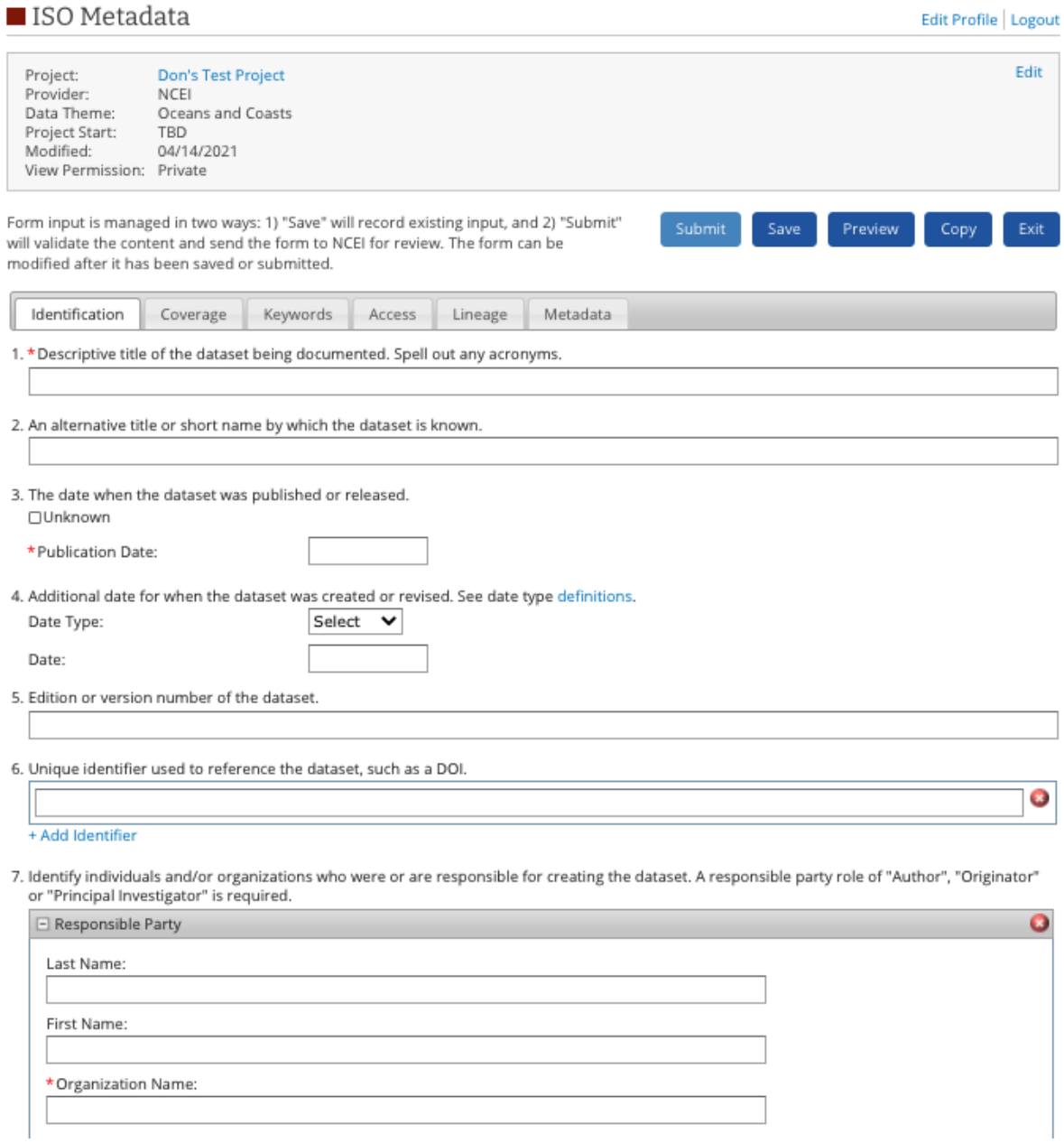


Respondent creates a new response

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.



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: Select

Resource Application Profile: Select

Resource Name:

Resource Description:

Resource Function: Select

+ 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.

Select

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.

Select

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: Select
Resource Initiative Type: Select
Resource Title:
Resource Edition:
Publication Date:
Resource ID:
Resource URL:
Resource URL Description:
Organization Name:
Organization Role: Select
+ Add Associated Resource

19. The mode or form in which the dataset is represented. See presentation form definitions.
Select

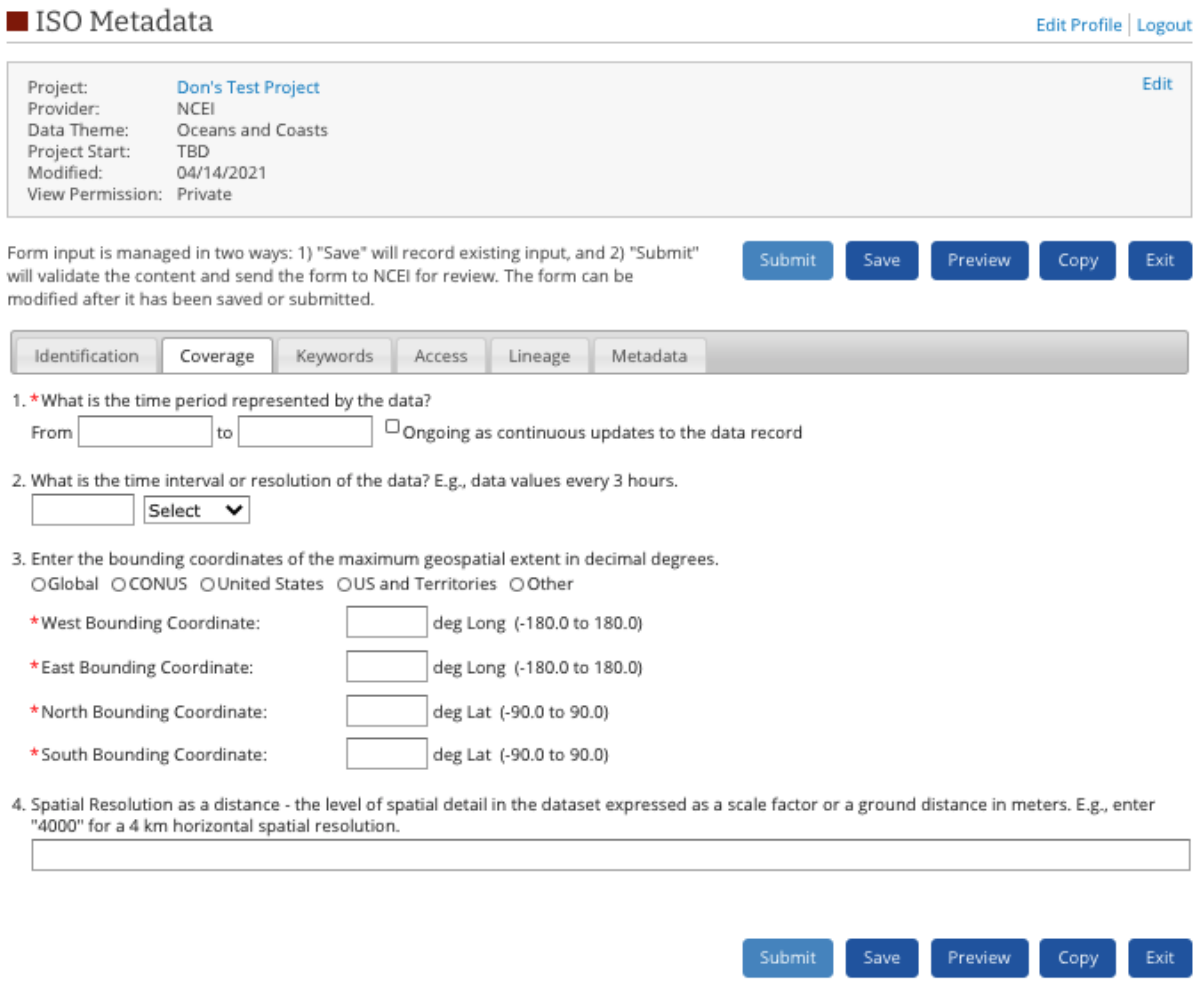
20. Spatial Representation Type: method used to represent geographic information in the dataset. See spatial representation definitions.
Select

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: Select
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: Select

Tab 2: Coverage

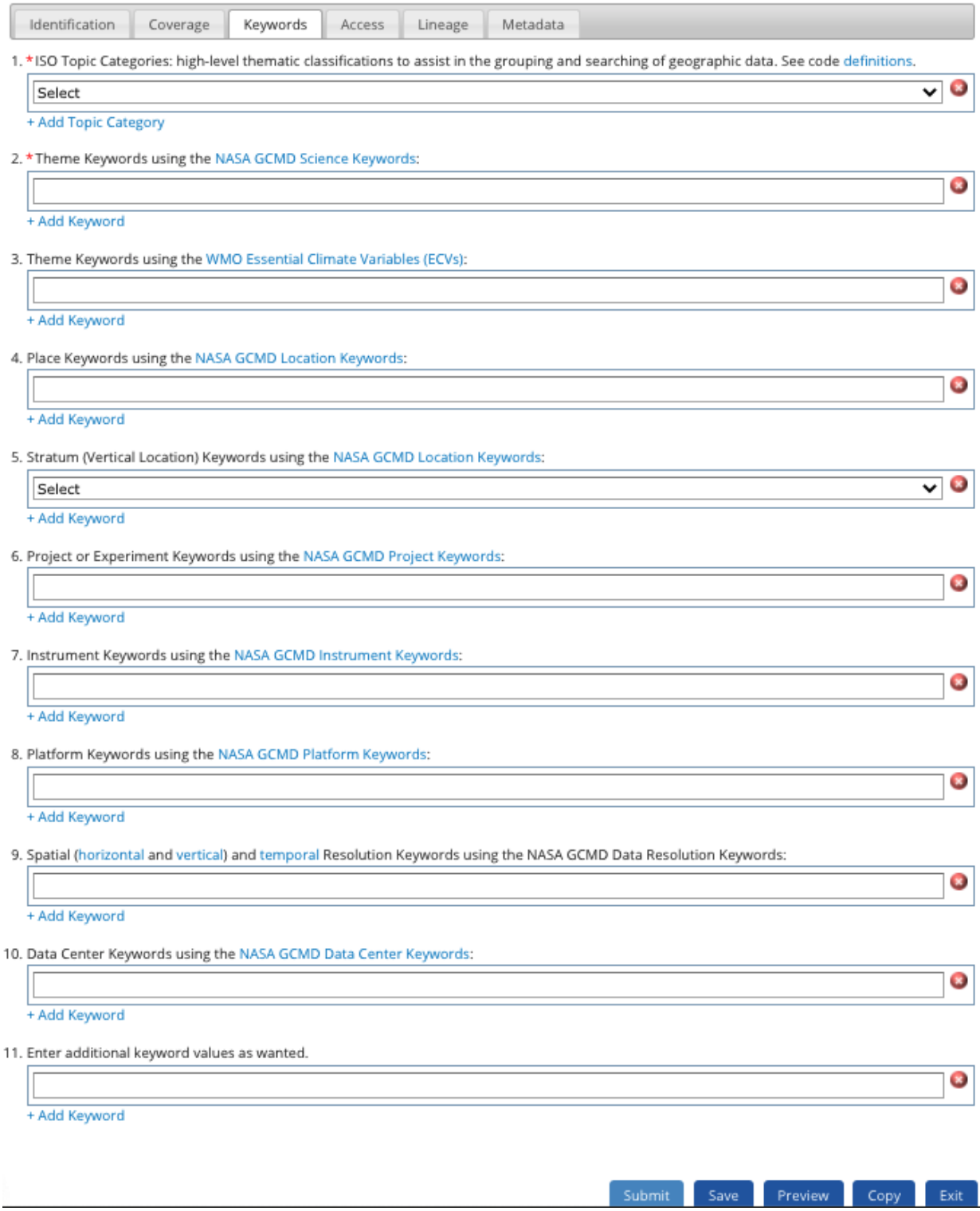
This tab collects descriptive information about the temporal and geographic extent of data in a collection. The limited number of required fields are marked with an asterisk. Optional fields provide additional contextual information that is encouraged for inclusion in the geospatial metadata record but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



Tab 3: Keywords

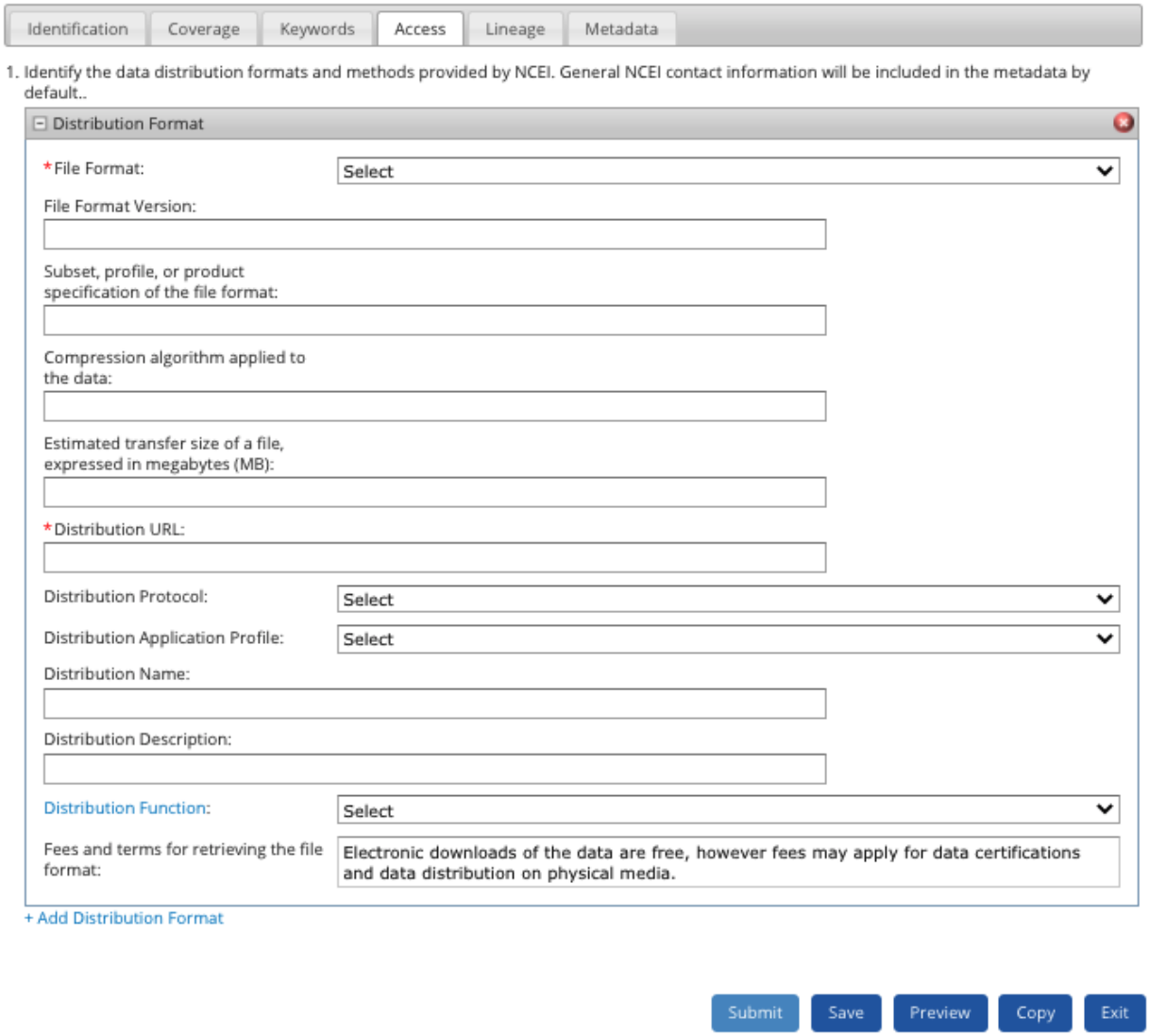
This tab collects descriptive information about descriptive keywords that assist in discovering and providing additional characteristics of data in a collection. The limited number of required fields are marked with an asterisk. Optional fields provide additional contextual information that is encouraged 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

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



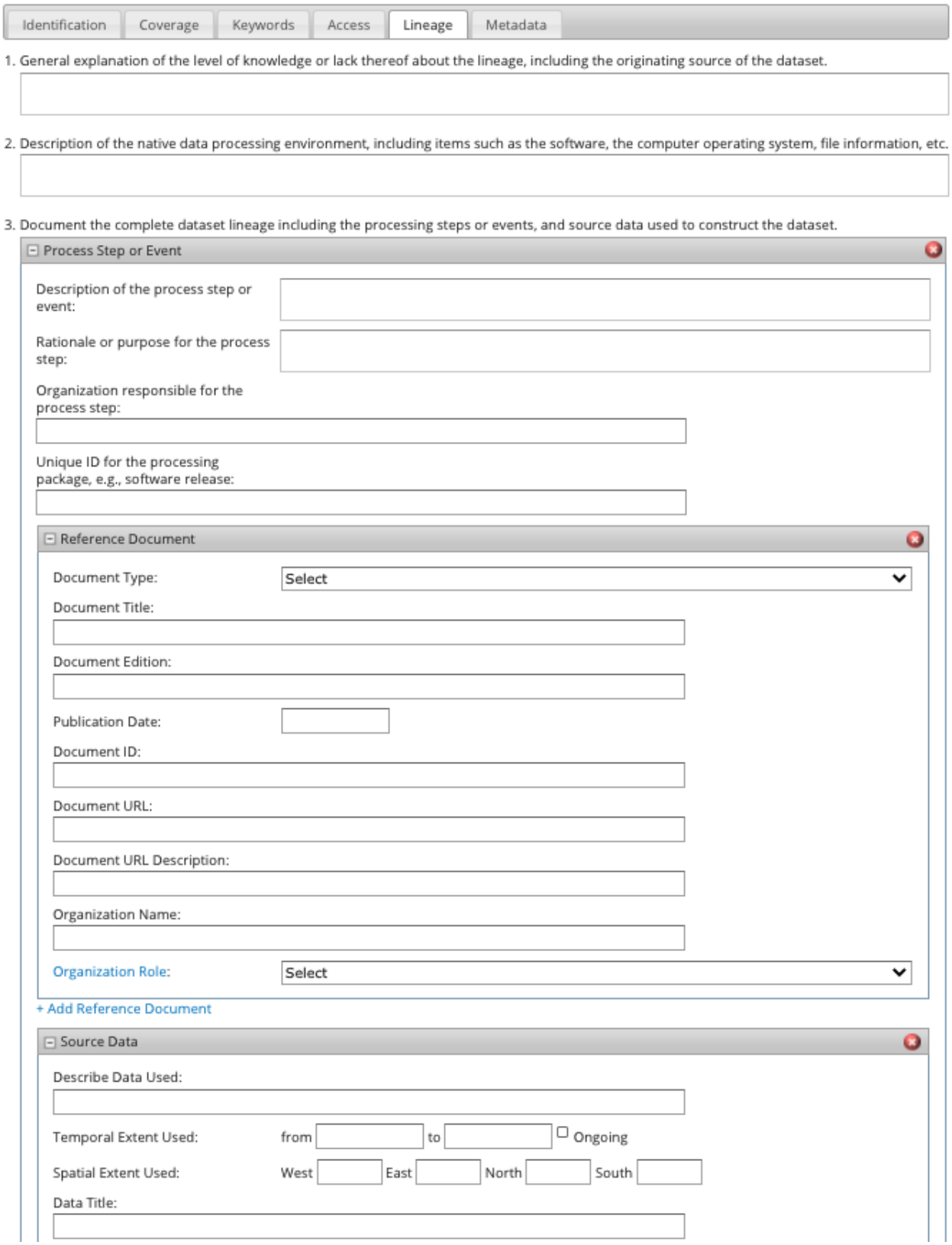
Tab 4: Access

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.



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.


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:
Select
Document Title:
Document Edition:
Publication Date:
Document ID:
Document URL:
Document URL Description:
Organization Name:
Organization Role:
Select
+ 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.