

**Cruise chief scientist (or process study submitter)**

**BEFORE** the cruise when seeking endorsement of the cruise...

**Section cruise**

(All key parameters measured AND other [criteria](#) met)

Submit [1-page summary](#) to national [SSC member](#) or [IPO](#) (letter of support from SSC co-chairs provided upon request)

SSC review

Endorsement

(letter of approval from co-chairs upon request)

Inform [GDAC/IPO](#) when cruise is funded (provide updated info e.g. cruise dates)

Info is posted on GEOTRACES IPO and GDAC web sites

**Process Study**

(Measure one or more key parameters on a cruise designed to study a process AND other [criteria](#) met)

Submit [request form](#) + written agreement from chief scientist to national [SSC member](#) or [IPO](#) (letter of support from SSC co-chairs provided upon request)

SSC review

Endorsement (letter of approval from co-chairs upon request)

Inform [GDAC/IPO](#) when cruise is funded (provide updated info e.g. cruise dates)

Info is posted on GEOTRACES IPO and GDAC web sites

**Any researcher seeking data compliant status**

**AFTER** the cruise once data is analysed...

**Compliant Data**

(Dataset from a completed cruise – non GEOTRACES section/process study cruise - AND other [criteria](#) met)

Researcher assigns GEOTRACES parameter names STEPS:

- 1- Read the [naming conventions](#)
- 2- Check whether the parameter is named on the [lists](#)
- 3- If the parameter is not named then contact the [Parameter Definition Committee \(PDC\)](#)

**Intercalibration**

submit [intercalibration report](#) (including the crossover/replicate and metadata, see # below for further info) AND the [cruise form](#) to S&I

Receive an e-mail from S&I committee about your data and answer any questions

**Data intercalibrated**

S&I submits cruise form to IPO and GDAC

SSC review

Endorsement (letter of approval from co-chairs upon request)

Info posted on GEOTRACES web sites

**Cruise chief scientist (or process study submitter)**  
**DURING** the cruise...

Assigns GEOTRACES parameter names. STEPS:

- 1- Read the GEOTRACES naming conventions
- 2- Check whether the parameter is named on the [lists](#)
- 3- If the parameter is not named then contact the [Parameter Definition Committee \(PDC\)](#)

Fill out [cruise form](#) and cruise report at sea; submit to [GDAC](#) after the cruise (GDAC check parameter names with PDC)

Distribute the [data flowchart](#) below to the cruise participants and remind them to submit IDP data publications using this [form](#)

**AFTER** the cruise and once the data is analysed **any researcher...**

Researchers must follow BOTH pathways (can be done concurrently)

**(#)INTERCALIBRATION<sup>1</sup>**

Follow GEOTRACES intercalibration procedures: <http://geotraces.org/library-88/geotraces-policies/946-intercalibration-procedures-2>

Prepare [intercalibration report](#) (using the parameter names\*) and submit it to Standards and Intercalibration committee (S&I, [sic@geotraces.org](mailto:sic@geotraces.org)) including:  
Crossover/replicate data AND metadata  
\*S&I check parameter names with PDC, if necessary

Receive an e-mail from S&I committee about your data and answer any questions that need addressing

Data Approved

More work needed (in collaboration with S&I)

Data Approved

Dataset unchanged

Dataset changed

Send UPDATED data to GDAC\*

Data intercalibrated

Receive an e-mail from Data Management Co-chairs asking permission for your data to be released as part of IDP

Permission given

Permission not given

**DATA SUBMISSION**

Follow GEOTRACES data policy <http://www.bodc.ac.uk/geotraces/data/policy/>

Submit data to [GDAC](#)\* using this metadata template <http://www.bodc.ac.uk/geotraces/data/submission/> (Important! Indicate the recommended units and the [Quality flag scheme](#) in the metadata) and the parameter naming conventions <http://www.geotraces.org/library-88/geotraces-policies/1252-parameter-naming-conventions>

\*Note: American, Dutch and French researchers should send the data to their National Data Centre instead of GDAC. The National Data Centres will then process and submit data to GDAC.

Important! **Chief scientists** must make sure that ancillary data is submitted to GDAC: these include at least temperature, salinity, nutrients and oxygen as they are essential to interpret the TEI data.

**DATA CAN BE SUBMITTED AT ANY TIME**  
[EARLY SUBMISSION ENCOURAGED](#)

Receive an e-mail from GDAC (and/or your National Data Centre) about your data and answer any questions that need addressing

Data/metadata ingested into GDAC  
Users can request data but these are only provided if the data originator give permission

Data present in IDP

Data NOT present in IDP but stored at GDAC

**LAST STEP!** Provide information about publications that use data in the IDP using this [FORM](#)

<sup>1</sup>All key TEI data submitted for the IDP require intercalibration. All other TEI data (non-key TEIs) to be submitted for the IDP still need to demonstrate the method used for quality control, which ideally follows the same intercalibration procedures outlined for key TEIs.