# 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) Process Study (Measure one or more key parameters on a cruise)

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

(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

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 <u>lists</u>
- 3- If the parameter is not named then contact the <u>Parameter</u>
  <u>Definition Committee</u> (PDC)

Fill out <u>cruise form</u> and cruise report at sea; submit to <u>GDAC</u> after the cruise (GDAC check parameter names with PDC)

Distribute the <u>data flowchart</u> below to the cruise participants and remind them to **submit IDP data publications** using this <u>form</u>

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 <u>naming conventions</u>
- 2- Check whether the parameter is named on the <u>lists</u>
- 3- If the parameter is not named then contact the <u>Parameter</u>
  <u>Definition Committee (PDC)</u>

#### 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

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

Researchers must follow BOTH pathways (can be done concurrently)

# pathways (can be done concurrently)

# Follow **GEOTRACES intercalibration** procedures:

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

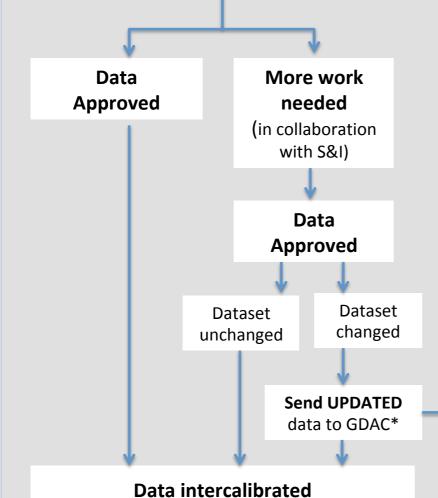
http://geotraces.org/library-88/geotraces-policies/946-intercalibration-procedures-2

Prepare intercalibration report (using the parameter names\*) and submit it to Standards and Intercalibration committee (S&I, sic@geotraces.org) 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 SUBMISSION

Follow GEOTRACES data policy <a href="http://www.bodc.ac.uk/geotraces/data/policy/">http://www.bodc.ac.uk/geotraces/data/policy/</a>

# 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-namingconventions

\*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

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

Permission given

Data present in IDP

Data NOT present in IDP but stored at GDAC

Provide

information about publications that use data in the IDP using this

Permission not given at GDAC FORM

 $^{1}$ 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.