great lakes observing system

GLOS Dataset Metadata Registration Form

Complies with ISO19119/19139

Effective May 2018

Instructions: *This form needs to be filled out using Adobe Adobe Acrobat. If you are opening in a web browser viewer other than Acrobat, please download (save) the form to your computer and then fill out the form to the best of your ability using Acrobat.*

Email the completed form and any supporting documentation to metadata@glos.us. If you need further instructions you may also email us at that address. Most fields have help associated with them that appear if you hover over the input box however, for further assistance in filling out this form, please go to our GeoNetwork metadata repository Help page. We also would like to have at least one supporting photo if you are submitting metadata for a buoy or station.

Required fields are those in red, additional fields which may be optional for some datasets but are required for buoys/stations are in blue.

Section I.

Full Title or Name of Dataset

Type of Dataset

- ☐ buoy*
- ☐ fixed station
- ☐ tower
- ☐ Other

Data needs to be available in:

- ☐ GLOS Data Portal
- ☐ GLOS GLBuoys
- ☐ Metadata only in GLOS GeoNetwork repository
- ☐ Other

* NDBC ID (if applicable)

* If this is a buoy, and you don't already have one, do you plan on getting an NDBC ID?

- ◯ yes
- ◯ no
- ◯ maybe, but I need assistance

How will GLOS obtain your data?

- ☐ I will ftp to GLOS (*)
- ☐ I need you to scrape or other access my data
- ☐ Users will need to link to my website to access my data
- ☐ I am only providing metadata, I do not need GLOS to provide data
- ☐ Other

* Do you need a GLOS ftp account?

- ☐ yes
- ☐ no, I already have one
- ☐ Other

Alternate Title or Abbreviated Name of Dataset

Existing Station IDs *(if different from above)*

Location details

Latitude (in decimal format)

Longitude (in decimal format)

Site Elevation

Other location details or coordinate table

Sensors: Select parameters (add sensor heights/depth as needed in the Details box below

- ☐ Wind direction
- ☐ Wind speed
- ☐ Wind gust
- ☐ Atmospheric temperature
- ☐ Water temperature
- ☐ Relative humidity
- ☐ Dew point
- ☐ Barometric pressure
- ☐ Wave height
- ☐ Dominant period
- ☐ Wave direction
- ☐ chlorophyll
- ☐ blue green algae
- ☐ turbidity
- ☐ pH
- ☐ water conductivity
- ☐ dissolved oxygen
- ☐ dissolved oxygen concentration

Additional Sensors and Sensor Details

List any additional variables not on the above list. If you have multiple parameters at varying depths, add that here as well with units, e.g., water temperature at 5 meters; water temperature at 10m.

Dates

Date created		Date revised	
Date published		Edition or version	

Abstract

Purpose

Status

Presentation format *(check all that apply)*

- [ ] digital
- [ ] hardcopy
- [ ] image
- [ ] map
- [ ] model
- [ ] table
- [ ] video
- [ ] Other

Contact(s)

Individual name

Organization

Individual role

Job title

Address

E-mail

Phone

Additional Contacts (name, email, role, etc.)

Website

Resource Maintenance

Maintenance and update frequency

Date of next update

Maintenance note

Descriptive Keywords

Subject or topic keywords

Thesaurus (optional)

Place or location-based keywords

Thesaurus (optional)

Constraints

Access constraints

Access clarification

Use limitation

Use clarification

Other constraints

Language *(check all that apply)*

- ☐ English
- ☐ French
- ☐ Other

Topic category code

Supplemental information

URL

Label for URL

Service type

Offline resource accessibility

Section II. Data Quality Information: *This section is typically easier to fill out in table format for multiple sensors or quality tests. If you prefer to do that, use the form fields as a guide to the information required (all fields are required) and submit as a separate attachment. A sample spreadsheet is shown below.*

Sample QA/QC Table

	A	B	C	D	E	F	G	H	I
1	Type of Data	Type of Quality Test Performed	Name of Test	Code	Code Description	Evaluation Method	Evaluation Method Description	Compliance	Additional Information
2	quantitative	absolute external positional accuracy	test min max values of wind direction	WDIR	wind direction	direct external	Young Wind Monitor SE Model 09101	Data flagged	
3	quantitative	quantitative attribute accuracy	test temperature values against accepted range	TEMP	air temperature	direct external	between 0 and 100 deg F	data corrected and resent	
4									

☐ Check this box if you have more than one quality test and are submitting the following data quality details in a separate attachment

Type of data

Type of Quality Test performed

Name of test

Code

Description

Evaluation method

Evaluation method description

Compliance: Describe your process for correcting or notifying GLOS when issues are encountered

Additional QA/QC details

Section III. Metadata Information

Does the above or additional metadata exist within the dataset itself (XML, HTML) or elsewhere?

- ☐ yes
- ☐ no

If yes, provide a link to the metadata

Metadata contact name and email (if other than above contact information)

Other information

Photo

- ☐ I am also including a photo of my buoy/station that may be used to accompany my data