

Outline of WDCGG data submission procedures

DATA AND METADATA SUBMISSION

Contributor

Top Page

This is the post-log-in page for contributors.

To submit data and metadata, click “Data/Metadata Submission” in the menu on the left.

The screenshot displays the Contributor Top Page. On the left, a vertical menu lists various options: Home(Contributor), Contributor Information, Contact(s), Mobile Information, Station/Mobile List, Data Files, Data/Metadata Submission (highlighted with a red box), New Data Registration, Download Information, Data Search, Documents, and Metadata. Below this menu, a red-bordered box contains the text: **ATTENTION CONTRIBUTORS** To download data except your data, you should login as a data user. The main content area on the right features a header with 'What's New' and 'Data Update Information' tabs. Under 'Data Update Information', there are two news items: one dated 13 Mar. 2017 stating the website is open only to data providers of GHG (including CO) data/metadata for data submission, and another dated 1 Jan. 2016 regarding the transfer of reactive gases measurement data archiving responsibility to the GAW World Data Centre for Reactive Gases (WDCRG) hosted by the Norwegian Institute for Air Research (NILU).

Contributor

Data/metadata submission

Data files and related metadata are required for submission. Please have these ready.

To start, click "Start Data & Metadata Submission."
Submission involves five steps.

The screenshot shows the WDCGG Contributor Data/Metadata Submission page. The page has a header with navigation links: Home, Policy, My Page, Link, Contact Us, and Sitemap. The main content area is titled "Data/Metadata Submission" and is divided into two columns. The left column contains a sidebar with a login name "Japan Meteorological Agency" and a list of menu items: Home(Contributor), Contributor Information, Contact(s), Mobile Information, Station/Mobile List, Data Files, Data/Metadata Submission (highlighted), New Data Registration, Download Information, Data Search, Documents, and Metadata. Below the sidebar is an "ATTENTION CONTRIBUTORS" box with a warning: "To download data except your data, you should login as a data user." The right column contains the main content area, which is titled "Data/Metadata Submission" and is divided into two sections. The first section is "Step1 Introduction" and contains text about WDCGG's new data format and a link to the "WDCGG Contributor Manual". The second section is "Step2 Submission" and contains text about the requirements for data submission and a button labeled "Start Data & Metadata Submission" which is highlighted with a red rectangle. Below the "Start Data & Metadata Submission" button is a section titled "Step2+ Temporarily saved metadata" with text about starting from where you left off.

Contributor Data/Metadata Submission

Home | Policy | My Page | Link | Contact Us | Sitemap

Login name: Japan Meteorological Agency

Home(Contributor)
Contributor Information
Contact(s)
Mobile Information
Station/Mobile List
Data Files
Data/Metadata Submission
New Data Registration
Download Information
Data Search
Documents
Metadata

ATTENTION CONTRIBUTORS
To download data except your data, you should login as a data user.

Data/Metadata Submission

Step1 Introduction

WDCGG has introduced a new data format for the provision of information to users. Accordingly, we would like to ask you to change the data format for submission. For more information on submitting data/metadata, see:

[WDCGG Contributor Manual](#)

The 5 data/metadata submission steps:

1. Select station and gas species for data submission
2. Edit metadata
3. Check metadata
4. Check station information from CAWSIS / Update Mobile station Information from WDCGG
5. Upload data files

Read the WDCGG Contributor Manual carefully before submitting data/metadata.

Step2 Submission

Data and corresponding metadata are required for data submission. Have them ready beforehand. To start, click "Start Data & Metadata Submission."

Start Data & Metadata Submission

Step2+ Temporarily saved metadata

Start from where you left off. To start, click "Revise draft." Be sure to start again within a week.

Contributor

Data/Metadata Submission

Step 1. Select the data catalogue

Check the relevant gas species at each station for submission. Select at least one (multiple selections possible).

Click “Next” at the bottom of the page.

Contributor Data/Metadata Submission

Home Policy My Page Link Contact Us Sitemap

Step

- Step1. Select Data Catalogue
- Step2. Edit Metadata
- Step3. Confirm Metadata
- Step4. Confirm Station
- Step5. Upload Datafile

- [ALL](#) (Mobile)
- [AOA](#) (Mobile)
- [KEF](#) (Mobile)
- [KOF](#) (Mobile)
- [MNM](#)
- [RYF](#) (Mobile)
- [RYO](#)
- [YON](#)

Select Data Catalogue

1 Check the relevant gas species.

Check each relevant gas species at stations for data submission. At least one box should be checked. Yellow marking means that more than a year has passed since the last data/metadata submission for gas species. Please keep data and metadata up to date, and ensure that WDCGG data matches the latest version of your data.

☐ CO2 ☐ CH4 ☐ N2O ☐ CCl4 ☐ CH3CCl3 ☐ CFC-113 ☐ CFC-12 ☐ CFC-11 ☐ CO ☐ TIC

[Go to the next step](#)

Alligator liberty, M/V (ALL-JMA)	<input type="checkbox"/> CO ship-insitu-air-sampling)***Not available to the public***
	<input type="checkbox"/> CO ship-insitu-sea-sampling)***Not available to the public***
Aircraft (Western North Pacific) (AOA-JMA)	<input type="checkbox"/> CO aircraft-flask-data1)
	<input type="checkbox"/> CH4 aircraft-flask-data1)
	<input type="checkbox"/> N2O aircraft-flask-data1)
	<input type="checkbox"/> CO aircraft-flask-data1)
Keifu Maru, R/V (KEF-JMA)	<input type="checkbox"/> CO ship-insitu-air-sampling)***Not available to the public***
	<input type="checkbox"/> CO ship-insitu-sea-sampling)***Not available to the public***
	<input type="checkbox"/> CFC-12(ship-bottle-sea-sampling)***Not available to the public***
	<input type="checkbox"/> CFC-11(ship-bottle-sea-sampling)***Not available to the public***
	<input type="checkbox"/> TIC ship-bottle-sea-sampling)***Not available to the public***
Kofu Maru, R/V (KOF-JMA)	<input type="checkbox"/> CO ship-insitu-air-sampling)***Not available to the public***
	<input type="checkbox"/> CO ship-insitu-sea-sampling)***Not available to the public***
Minamitorishima	<input type="checkbox"/> CO surface-insitu-data1)
	<input type="checkbox"/> CH4 surface-insitu-data1)

Contributor

Data/Metadata Submission

Step 2. Input metadata

To edit metadata, select the item and click “Edit,” then fill out the form for each page.

“Organization”, “Contact(s)”, “Aim of Observation”, “Data Time zone” and “Unit” are required fields. Be sure to provide this information and update it as appropriate.

Once editing is complete, click “Next” at the bottom of the page.

Note:

Sessions time out after an hour. Users planning to take an extended break should save entered metadata here to avoid loss.

Contributor Data/Metadata Submission

Home | Policy | My Page | Link | Contact Us | Sitemap

Step

- Step1. Select Data Catalogue
- Step2. Edit Metadata**
- Step3. Confirm Metadata
- Step4. Confirm Station
- Step5. Upload Datafile

Edit Metadata

Metadata can be edited here. All metadata are shown in the WDCGG data file. Data files can be updated once metadata has been edited.

1 Click "Edit" and fill out the form.

Be sure to check/update metadata items with a red check mark each time. This information is required.

No	Metadata	Required	Updated	Edit
1	Organization	✓		Edit
2	Collaborator(s)			Edit
3	Contact(s)	✓		Edit
4	Aim of Observation	✓		Edit
5	Data Time zone	✓		Edit
6	Unit	✓		Edit
7	Calibration Scale			Edit
8	Instrument(s)			Edit
9	Intake Height above ground level			Edit
10	Sampling Frequency			Edit
11	Measurement Calibration			Edit
12	Data Processing			Edit
13	Processing for averaging			Edit
	Original Data Quality Flag			Edit
14	Data Quality Flag (Valid/Invalid)			Edit
15	Reference(s)			Edit
16	Observation Status			Edit
17	Description			Edit

Attention:
Sessions will time out after an hour. To avoid data loss, be sure to save your work before taking a break.

Name: Remaining: 100
Email: Remaining: 100

Save

Next >

Contributor

Data/Metadata Submission

Click "Revise draft" to resume metadata editing.

Be sure to start again within a week.

The screenshot shows the WDCGG Contributor Data/Metadata Submission interface. The left sidebar contains a navigation menu with the following items: Home(Contributor), Contributor Information, Contact(s), Mobile Information, Station/Mobile List, Data Files, Data/Metadata Submission (highlighted), New Data Registration, Download Information, Data Search, Documents, and Metadata. Below the menu is an "ATTENTION CONTRIBUTORS" box stating: "To download data except your data, you should login as a data user." The main content area is titled "Data/Metadata Submission" and includes a link to the "WDCGG Contributor Manual". A yellow box lists "The 5 data/metadata submission steps": 1. Select station and gas species for data submission, 2. Edit metadata, 3. Check metadata, 4. Check station information from GAWSIS / Update Mobile station Information from WDCGG, and 5. Upload data files. Below this, it says "Read the WDCGG Contributor Manual carefully before submitting data/metadata." The "Step2 Submission" section states: "Data and corresponding metadata are required for data submission. Have them ready beforehand. To start, click 'Start Data & Metadata Submission.'" A blue button labeled "Start Data & Metadata Submission" is present. The "Step2+ Temporarily saved metadata" section says: "Start from where you left off. To start, click 'Revise draft.' Be sure to start again within a week." Below this, a list shows a draft entry: "2018-06-12 07:59:32 (saved by test)" with a "Revise draft" button highlighted by a red rectangle. The "Step3 After Submission" section is partially visible at the bottom.

Contributor Data/Metadata Submission

Home Policy My Page Link Contact Us Sitemap

Login name: Japan Meteorological Agency

Home(Contributor)

Contributor Information

Contact(s)

Mobile Information

Station/Mobile List

Data Files

Data/Metadata Submission

New Data Registration

Download Information

Data Search

Documents

Metadata

ATTENTION CONTRIBUTORS
To download data except your data, you should login as a data user.

Data/Metadata Submission

WDCGG Contributor Manual

The 5 data/metadata submission steps:

1. Select station and gas species for data submission
2. Edit metadata
3. Check metadata
4. Check station information from GAWSIS / Update Mobile station Information from WDCGG
5. Upload data files

Read the WDCGG Contributor Manual carefully before submitting data/metadata.

Step2 Submission

Data and corresponding metadata are required for data submission. Have them ready beforehand. To start, click "Start Data & Metadata Submission."

Start Data & Metadata Submission

Step2+ Temporarily saved metadata

Start from where you left off. To start, click "Revise draft." Be sure to start again within a week.

2018-06-12 07:59:32 (saved by test) **Revise draft**

Step3 After Submission

Contributor

Data/Metadata Submission

Step 3. Metadata checking

Carefully check the metadata entered.

To make a correction, click "Back" at the bottom of the page to return to Step 2. Otherwise, click "Next."

Contributor Data/Metadata Submission

Home Policy My Page Link Contact Us Sitemap

Step

- Step1. Select Data Catalogue
- Step2. Edit Metadata
- Step3. Confirm Metadata
- Step4. Confirm Station
- Step5. Upload Datafile

- Organization
- Contact Person(s)
- Aim of Observation
- Time zone of Data
- Unit

Confirm Metadata

1 Check updated metadata.

Organization

Organization No	1
Organization name*	Japan Meteorological Agency
Organization acronym*	JMA
Country/territory*	Japan
Address 1	
Address 2	Global Environment and Marine Department
Address 3	1-3-4 Ote-machi, Chiyoda-ku, Tokyo 100-8122
Website	https://www.jma.go.jp/jma/indexe.html

Contact(s)

Name*	Kazuyuki SAITO																
Email address*	ghg_obs@met.kishou.go.jp																
Role*	Contact Person																
Organization*	<table><tr><td>Organization No</td><td>1</td></tr><tr><td>Organization name*</td><td>Japan Meteorological Agency</td></tr><tr><td>Organization acronym*</td><td>JMA</td></tr><tr><td>Country/territory*</td><td>Japan</td></tr><tr><td>Address 1</td><td></td></tr><tr><td>Address 2</td><td>Global Environment and Marine Department</td></tr><tr><td>Address 3</td><td>1-3-4 Ote-machi, Chiyoda-ku, Tokyo 100-8122</td></tr><tr><td>Website</td><td>https://www.jma.go.jp/jma/indexe.html</td></tr></table>	Organization No	1	Organization name*	Japan Meteorological Agency	Organization acronym*	JMA	Country/territory*	Japan	Address 1		Address 2	Global Environment and Marine Department	Address 3	1-3-4 Ote-machi, Chiyoda-ku, Tokyo 100-8122	Website	https://www.jma.go.jp/jma/indexe.html
Organization No	1																
Organization name*	Japan Meteorological Agency																
Organization acronym*	JMA																
Country/territory*	Japan																
Address 1																	
Address 2	Global Environment and Marine Department																
Address 3	1-3-4 Ote-machi, Chiyoda-ku, Tokyo 100-8122																
Website	https://www.jma.go.jp/jma/indexe.html																

Contributor

Data/Metadata Submission

Step 4. Station checking

Check the station information in the GAW Station Information System(GAWSIS).

Check and edit the mobile station information stored in the WDCGG database as needed.

WDCGG obtains station information from GAWSIS. Keep this information up to date on the GAWSIS website.

Click "Next" at the bottom of the page.

Contributor Data/Metadata Submission

Home Policy My Page Link Contact Us Sitemap

Confirm Metadata

1 Check/edit station/mobile information.

Check the station information from GAWSIS. Check and edit the mobile station information stored in the WDCGG database as needed. The station/mobile information here is shown in the header part of the WDCGG data file.
The WDCGG data file also has "latitude," "longitude" and "altitude" in the data part. If these differ slightly from GAWSIS content, clarify this in the data part. For details, see [the WDCGG data submission manual](#).

Be sure to check station information:

WDCGG obtains station information from [GAW Station Information System \(GAWSIS\)](#). Please update station information on the GAWSIS website as necessary.

Yonagunijima(YON-JMA)

GAWID	YON
Station name	Yonagunijima
WMO GAW type	GAW Regional
Country/territory	Japan
WMO region	REGION II (Asia)
Latitude	24.4667
Longitude	123.0106
Elevation	30 m
Time zone	UTC+09:00
Station category	fixed station
Station status	Operational

2 Click "Next."

Next >

Contributor

Data/Metadata Submission

Step 5. Upload datafiles

Select data files here.

Enter your name and email address on the form and click "Submit."

WDCGG will contact submitters at this email address.

Contributor Data/Metadata Submission

Home Policy My Page Link Contact Us Sitemap

Step

- Step1. Select Data Catalogue
- Step2. Edit Metadata
- Step3. Confirm Metadata
- Step4. Confirm Station
- Step5. Upload Datafile

Upload Datafile

- 1 Upload data files.**

Up to five files (max. 10 MB each) can be selected. Click "Submit" to start uploading. *Users are encouraged to submit data in a single compressed file.*

Limit: 5 files (max. 10 MB each)
Valid formats: csv, txt, dat, xls, xlsx, prn, zip, tar

ファイルが選択されていません。
- 1+ Submit data files using an FTP server.**

Provide the URL for files to be drawn from an FTP server.

Remaining: 100
- 2 Provide comments or notes**

Comments or notes on the submission can be provided via the form below. All comments are welcome.

Remaining: 1000
- 3 Input name/email address.**
- 4 Click "Submit."**

Be sure to click "Submit."

Name: Remaining: 50

Email: Remaining: 50

Confirm Email:

Contributor

Data/Metadata Submission

WDCGG will contact submitters at this email address once data processing is complete.

The screenshot shows a web interface for 'Contributor Data/Metadata Submission'. The left sidebar lists five steps: Step1. Select Data Catalogue, Step2. Edit Metadata, Step3. Confirm Metadata, Step4. Confirm Station, and Step5. Upload Datafile. The main content area has a blue header with 'Complete!' and a yellow box containing the following text:

Attention:

Thank you for your contribution to WDCGG.
Data and metadata submission is now complete.
Please record the submission number " (reference number) " for future reference.

Data processing takes a week or more.
WDCGG will contact you at " (your email address) " shortly.

Any questions can be submitted to WDCGG via [the inquiry page](#).
Your ongoing support is appreciated.

Sincerely,
WMO WDCGG