

Outline of WDCGG data submission procedures

KEY CHANGES IN THE SUBMISSION PROCEDURE

Data submission and metadata editing

Previous

Data

By E-Mail

Metadata

1. Parameter(s)			
Parameter	default data	Parameter (Station)	Data/Quick Plot Contact Person(s)
CO4 (cont. TUES)		CO4 (Ryon)	disc here Yukio Takayama
CO3 (cont. TUES)		CO3 (Ryon)	disc here Yukio Takayama
CH-SCD (cont. TUES)		CHSCD (Ryon)	disc here Yukio Takayama
CH (cont. TUES)		CH (Minamiodaira)	disc here Yukio Takayama
		CH (Ryon)	disc here Yukio Takayama
		CH (Yonaguni)	disc here Yukio Takayama
CH (FRI)		CH (Aircraft Observation of Atmospheric trace gases by JMA)	disc here Yukio Takayama
CO (cont. TUES)		CO (Minamiodaira)	disc here Yukio Takayama
		CO (Ryon)	disc here Yukio Takayama
		CO (Yonaguni)	disc here Yukio Takayama
CO (FRI)		CO (Aircraft Observation of Atmospheric trace gases by JMA)	disc here Yukio Takayama
CO2 (cont. TUES)		CO2 (Minamiodaira)	disc here Yukio Takayama
		CO2 (Ryon)	disc here Yukio Takayama
		CO2 (Yonaguni)	disc here Yukio Takayama
CO2 (FRI)		CO2 (Aircraft Observation of Atmospheric trace gases by JMA)	disc here Yukio Takayama
N2O (cont. TUES)		N2O (Ryon)	disc here Yukio Takayama
N2O (FRI)		N2O (Aircraft Observation of Atmospheric trace gases by JMA)	disc here Yukio Takayama
O3 (cont. TUES)		O3 (Minamiodaira)	disc here Yukio Takayama
		O3 (Ryon)	disc here Yukio Takayama
		O3 (Yonaguni)	disc here Yukio Takayama

Now

ID

Password

You are

User

Contributor

Verify address

[Forgot your password?](#)

Organization registration is required in advance. Data and metadata can be submitted once log-in is complete.

Summary of data submission and metadata editing

(For Data Contributors)

The login page features the following elements:

- ID***: A text input field.
- Password***: A text input field.
- You are ***: Radio buttons for 'User' and 'Contributor', with 'Contributor' selected.
- Verify address**: A checkbox.
- Login**: A blue button.
- [Forgot your password?](#): A text link.

The page is titled 'Data/Metadata Submission' and includes the following components:

- Navigation Menu** (left): Home, Policy, My Page, Link, Contact Us, Sitemap. Links include Contact(s), Mobile Information, Station/Mobile List, Data Files, Data/Metadata Submission, New Data Registration, Download Information, Data Search, Documents, and Metadata.
- Header**: Login name: Japan
- Main Content**:
 - Introduction: WDCGG has introduced a new data format... Accordingly, we would like to ask you to change the data format for submission.
 - WDCGG Contributor Manual**: A link to the 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
 5. Upload data files
 - Step 2 Submission: Data and corresponding metadata are required for data submission. To start, click "Start Data & Metadata Submission."
 - Step 3 After Submission: (Text partially obscured)
- Attention** (red box): **CONTRIBUTORS** To download data except your data, you should login as a data user.
- Buttons**: "Start Data & Metadata Submission" (blue)

Online reporting of data and metadata

Data submission steps:

1. Select the data catalogue.
2. Edit the relevant metadata.
3. Upload the data files.

Data Submission Page for data contributors

The 'Select Data Catalogue' page includes:

- Step 1. Select Data Catalogue**: A list of catalogues with checkboxes.

<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
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<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
<input type="checkbox"/>	CO ₂ (ppm)
- Step 2. Confirm Metadata**: Fields for 'Station', 'Mobile', 'Data Search', and 'Data Files'.
- Step 3. Confirm Station**: A table with columns for 'Station Name', 'Station ID', 'Station Code', 'Station Type', 'Station Address', and 'Station Description'.
- Step 4. Upload Data Files**: A section for file upload.

Edit the Metadata

The 'Edit Metadata' page shows a table with columns for 'Metadata', 'Required', 'Updated', and 'Link'. A red box highlights the 'Edit' button next to the 'Station Name' row.

Upload the data files

The 'Upload Data Files' page includes:

- Step 1. Upload data files.**: A section for file upload.
- Step 2. Provide comments or notes.**: A text area for comments.
- Step 3. Input name/email address.**: Fields for name and email.
- Step 4. Click "Submit."**: A blue button.

An Example of editing the metadata(Time Zone)

Edit Metadata: Time Zone

1 Select an item from the drop-down list.

Select the time zone for the timestamp of the observation data.
If none of these applies, specify the relevant information after selecting the "Other" option. Entering "Unknown" is discouraged.

UTC

UTC+12:45

UTC+12:00

UTC+11:30

UTC+11:00

UTC+10:30

UTC+10:00

UTC+09:30

UTC+09:00

[Go to the next step](#)

Select the time zone for the timestamp of the observation data.
If none of these applies, specify the relevant information after selecting the "Other" option. Entering "Unknown" is discouraged.

UTC

2 Check all that apply.

Bulk and individual updates can be made depending on the number of check marks placed. Click "Update" and check the changes made.

check all uncheck all

CO2 CH4 N2O CO

[Go to the next step](#)

Aircraft (Western North Pacific)(AOA-JMA)

GAWID	Gas Species	Platform/Sampling Type/Buffer	Current	Update
AOA	<input type="checkbox"/> CO2	aircraft/flask/data1	UTC+09:00	UTC+09:00
AOA	<input type="checkbox"/> CH4	aircraft/flask/data1	UTC+09:00	UTC+09:00
AOA	<input type="checkbox"/> N2O	aircraft/flask/data1	UTC+09:00	UTC+09:00
AOA	<input type="checkbox"/> CO	aircraft/flask/data1	UTC+09:00	UTC+09:00

Minamitorishima(MNM-JMA)

GAWID	Gas Species	Platform/Sampling Type/Buffer	Current
MNM	<input type="checkbox"/> CO2	surface/insitu/data1	UTC+09:00
MNM	<input type="checkbox"/> CH4	surface/insitu/data1	UTC+09:00

Focus is placed on simplicity and ease of use.

Outline of WDCGG data submission procedures

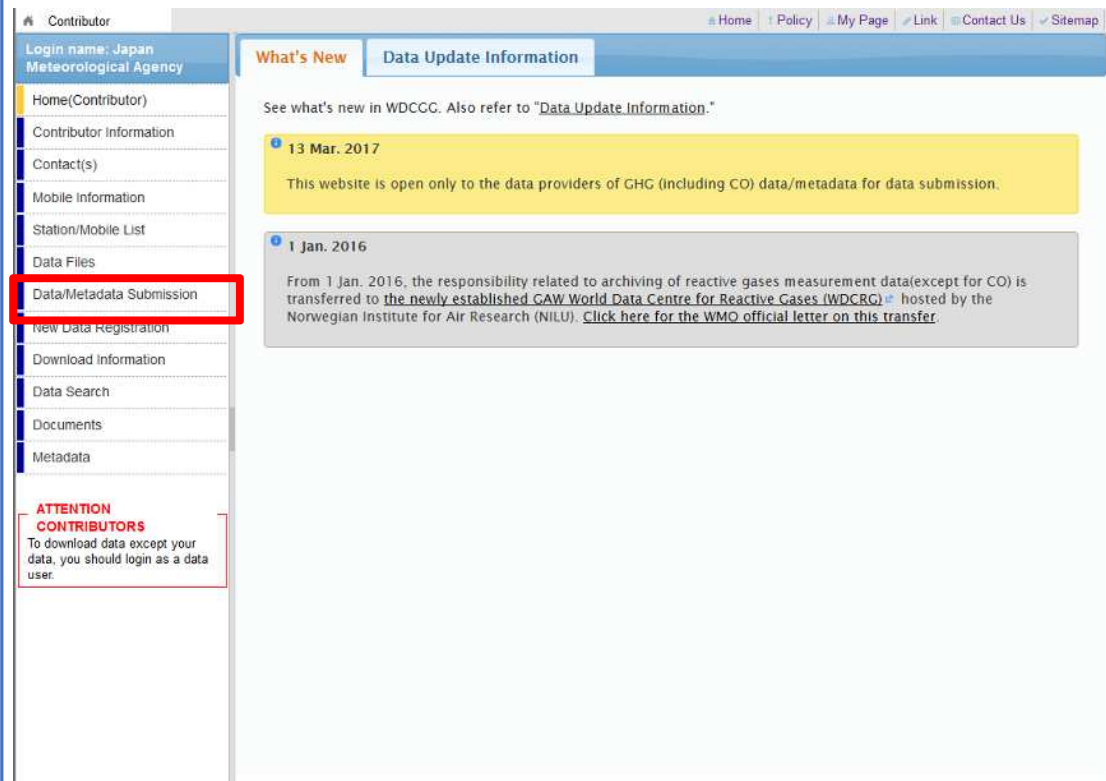
DATA AND METADATA SUBMISSION

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 is a vertical navigation menu with the following items: 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 the menu is a red-bordered box with the text: **ATTENTION CONTRIBUTORS**
To download data except your data, you should login as a data user.

The main content area features a header with navigation links: Home, Policy, My Page, Link, Contact Us, and Sitemap. Below the header is a 'What's New' section with a sub-tab for 'Data Update Information'. The text reads: 'See what's new in WDCCG. Also refer to "Data Update Information."'. There are two news items:

- 13 Mar. 2017**: This website is open only to the data providers of GHG (including CO) data/metadata for data submission.
- 1 Jan. 2016**: From 1 Jan. 2016, the responsibility related to archiving of reactive gases measurement data(except for CO) is transferred to the newly established GAW World Data Centre for Reactive Gases (WDRCG) hosted by the Norwegian Institute for Air Research (NILU). [Click here for the WMO official letter on this transfer.](#)

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.

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

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"/> CO2 ship-insitu-air-sampling)***Not available to the public***
	<input type="checkbox"/> CO2 ship-insitu-sea-sampling)***Not available to the public***
Aircraft (Western North Pacific) (AOA-JMA)	<input checked="" type="checkbox"/> CO2 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"/> CO2 ship-insitu-air-sampling)***Not available to the public***
	<input type="checkbox"/> CO2 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"/> CO2 ship-insitu-air-sampling)***Not available to the public***
	<input type="checkbox"/> CO2 ship-insitu-sea-sampling)***Not available to the public***
Minamitorishima	<input type="checkbox"/> CO2 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

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 'Data/Metadata Submission' page for a contributor. The page includes a navigation menu on the left with options like 'Home(Contributor)', 'Contributor Information', 'Contact(s)', 'Mobile Information', 'Station/Mobile List', 'Data Files', 'Data/Metadata Submission', 'New Data Registration', 'Download Information', 'Data Search', 'Documents', and 'Metadata'. The main content area is titled 'Data/Metadata Submission' and features a 'WDCGG Contributor Manual' link. A yellow box highlights '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'. Below this, there is a 'Start Data & Metadata Submission' button. The 'Step2+ Temporarily saved metadata' section shows a list of saved drafts, with a 'Revise draft' button highlighted in a red box. An 'ATTENTION CONTRIBUTORS' warning box is also visible in the bottom left of the main content area.

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

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

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

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."

The screenshot shows a web browser window with the URL 'Contributor Data/Metadata Submission'. The page title is 'Confirm Metadata'. A navigation menu at the top includes 'Home', 'Policy', 'My Page', 'Link', 'Contact Us', and 'Sitemap'. On the left side, there is a 'Step' menu with five options: 'Step1. Select Data Catalogue', 'Step2. Edit Metadata', 'Step3. Confirm Metadata' (highlighted in red), 'Step4. Confirm Station', and 'Step5. Upload Datafile'. Below the menu are links for 'Organization', 'Contact Person(s)', 'Aim of Observation', 'Time zone of Data', and 'Unit'. The main content area is titled 'Confirm Metadata' and contains a numbered instruction: '1 Check updated metadata.' Below this, there are two sections: 'Organization' and 'Contact(s)'. Each section contains a table of metadata fields.

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*	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.

The screenshot displays the 'Confirm Metadata' step of the Data/Metadata Submission process. A sidebar on the left lists five steps: Step 1. Select Data Catalogue, Step 2. Edit Metadata, Step 3. Confirm Metadata, Step 4. Confirm/Edit Station (highlighted in red), and Step 5. Upload Datafile. Below the sidebar, a link for 'YON' is shown as editable. The main content area features a heading '1 Check/edit station/mobile information.' followed by instructions to check station information from GAWSIS and update it if necessary. A yellow box contains a warning: '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.' Below this is a table for 'Yonagunijima(YON-JMA)' with the following data:

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

At the bottom of the page, there is a red button labeled '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

参照... 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."

< Back

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 browser window with the URL "Contributor Data/Metadata Submission". The page has a navigation menu at the top with links for Home, Policy, My Page, Link, Contact Us, and Sitemap. On the left side, there is a vertical menu with five steps: Step1. Select Data Catalogue, Step2. Edit Metadata, Step3. Confirm Metadata, Step4. Confirm Station, and Step5. Upload Datafile. The main content area features a blue header with the word "Complete!". Below this is a yellow box with an "Attention:" icon. The text inside the yellow box reads: "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". A red arrow points from the underlined text in the left panel to the "(your email address)" placeholder in the screenshot.