**ESPC Data Access Request Form**

**Office of Satellite and Product Operations (Ver15)**

**November 2016**

**Guidelines:**

NESDIS recognizes the need for full and open exchange of environmental satellite data and products, as allowed and governed by relevant laws, international agreements, national and organizational policies and the availability of resources. Distribution of NESDIS Environmental Satellite Processing Center (ESPC) satellite data and products is provided via publicly available distribution services such as the Global Telecommunication System (GTS), NOAA satellite direct broadcast services, Internet websites, the Comprehensive Large Array-Data Stewardship System (CLASS), and NESDIS Data Centers. Access to NOAA/NESDIS ESPC satellite data distribution servers will be evaluated primarily based on the purpose of the request. ESPC only provides and receives unclassified data. Data support is provided on a best effort basis. This form is implemented in accordance with the NOAA/NESDIS policy for "Access and Distribution of Environmental Satellite Data and Products" (dated February 17, 2011). A copy of this policy can be provided upon request.

**Instructions:**

Users requesting satellite data or products are required to provide information within each of the Information Requirement boxes. Please submit fully completed and signed forms as scanned PDFs (from MS Word, publish as PDF, print, sign, and scan) via email to NESDIS.Data.Access@noaa.gov and annotate “Data Access Request” in the Subject line. Alternate methods of submission include faxing the signed form to 301-683-3297 or mail to the Satellite Products and Services Division, Room 3600, 5830 University Research Court, College Park, MD 20740, Attention: User Services Team. Incomplete forms will delay the request process. Thank you for your cooperation.

**NOAA Privacy Act Information:**  See http://www.ospo.noaa.gov/Organization/About/privacy.html

|  |
| --- |
| **Section 1 – Data Requestor Personnel & Organizational Information** |
| **Request Number (**To be assigned by NESDIS)**:**  |
| 1.1 | **Requestor Contact Information:** | Name:Email:Phone Number:Physical Address: |
| 1.2 | **Date of Request:** |  |
| 1.3 | **Are you requesting to be an ESPC data USER or PROVIDER?**  | **NOTE:** This form is intended for data users only. Data providers need to use the ESPC Data Submission Form.  |
| 1.4 | **Gov’t Agency, Gov’t Affiliation or Non-Gov’t Organization Name** (e.g., NOAA, DoD, other USG agency, research, academia, international government, private sector, contractor)**:** | Affiliation: [ ] NOAA [ ] DoD [ ] Research [ ]  Academia [ ] International Government [ ] Private Sector [ ] Contractor If “Other” Please Specify:Organization Name: |
| 1.5 | **NOAA Program or Contract:** Input the program or contract supported by this request (if applicable). For NOAA Users, please name division or branch chief of the NOAA user. |  |
| 1.6 | **NOAA Primary POC Information:**If applicable, provide the POC information for the principal person at NOAA that you are working with. | Name:Email:Phone Number: |
| 1.7 | **Do you have 24x7 technical support?** | [ ] Yes [ ] No | **24x7 Contact:**Email:Phone Number: |
| 1.8 | **Requestor’s Technical Point of Contact (TPOC) Information (both a primary and back-up contact):**If the request is approved, these personnel will work with NESDIS to establish and maintain connectivity to the data source. | **Primary TPOC**Name:Email:Phone Number: | **Back-up TPOC**Name:Email:Phone Number: |
| 1.9 | **Requestor’s Information Technology (I.T.) System Security POC:** This person should be available 24x7 in case of an incident. For government systems, this must be the system ISSO. | **IT System Security POC**Name:Email:Phone Number: |
| 1.10 | **Responsible Official Information:**Provide the POC information for the primary official external user. If government organization, this person must be the System Owner (SO). For other organizations, the POC must be the legally responsible system owner/operator. | **Responsible Official Information** Name:Email:Phone Number:System ID (Government Systems): |
| **Section 2 – Request Information** |
| 2.1 | **Purpose of Request/Justification:** Please provide detailed information on your need for operational real time satellite data. (i.e. the application the requested data will be supporting or how it will be used) |  |
| 2.2 | **Is there an existing agreement** (Memorandum of Understanding/Agreement, Letter of Agreement, Interconnection Security Agreement, etc.) **between your organization and NESDIS that covers the provision of this data? Select “Yes” or “No”** to indicate if such an agreement exists. | [ ] Yes [ ] No |
| **If Yes from above,** Provide the following Document Reference Information: | Document Title:Document Date:Other: |
| 2.3 | **How long will you need access to the data? (**e.g., one week, one month, etc.) |  |
| 2.4 | **Do you have an existing account or access to any of our distribution servers?** | [ ] Yes [ ] No  |
| **If so, provide server and user ID, if applicable:** | Server:User ID: |
| 2.5 | **For what system are you requesting access?** |  [ ] PDA [ ] GeoDIST [ ] LZSS [ ] eGRES [ ] DDS [ ] Other \_\_\_\_\_\_\_\_\_ [ ]  Unknown  |
| 2.6 | **Products:**Tell us the types of product you are interested in receiving.For DDS, exact filenames patterns are required.**Example:** GOES Imagery |  |
| **Section 3 – Connection Information** |
| 3.1 | **Please provide connection information for your primary and backup systems:** Internal (within NOAA 5045) users must provide system name;External users must provide minimum bandwidth at or within your system boundary, and if you are using the Internet as part of your data path.  | Min Bandwidth (external users):Using Internet? (external users):Server Names (internal users): |
| 3.2 | **Provide Address Information (External Users Only):**IP addresses of servers, routers, firewalls, and other devices within the data path. | Server IP addresses: |
| 3.3 | **Our default data access is Pull. If you wish to receive the data via a Push, provide justification here. See note in rules of behavior. Must have 24x7 contact listed in Section 1.7.** | Push justification: |
| 3.4 | **Provide protocol:**PDA: Our default protocol is FTPS explicit mode. If you wish to use SFTP or FTPS implicit mode, your maximum available data volume may be reduced.GeoDIST: ADDELZSS and eGRES: SSH and SMTPDDS: FTP (going away early FY17) | Protocol: |

Please read the following Rules of Behavior. Your signature below is your agreement to abide by these policies:

1. Only pull data that is absolutely necessary to support your mission/operations.
2. Follow the established means for secure data transfer established for the distribution system. Specific instructions will be provided by the administrator when your access request is approved.
3. Only push to or pull data once from our agreed server(s).
4. Make sure to check return codes for your transfers and make sure your scripts handle any errors.
5. User understands that ESPC reserves the right to verify the identity and affiliation of the requestor and that only authorized data is pulled.
6. Accounts cannot be shared with any third parties. You may serve approved data to others in your organization.
7. User is aware of their responsibility for complying with the NESDIS data access policies and safeguards.
8. User must report any known or suspected breaches of security to ESPC.Operations@noaa.gov and PDA.Admin@noaa.gov.
9. User understands that misuse or violation of any of these Rules of Behavior may result in immediate termination of access privileges.
10. If you are a Push user and we are unable to reach a POC following a Push failure, we may relegate you to Pull Status.

**This form shall be signed by the person named in Section 1.10.**

(Digital signatures are required for LZSS and eGRES requests. Follow the instructions below for signing a PDF with a CAC or PIV card.)

I have read the above Rules of Behavior and agree to abide by these rules:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions to digitally sign a PDF**

To digitally sign your request you will need a computer capable of reading a smart card (CAC or PIV).

Insert the smart card in the card reader.

Open the PDF (you created from MS Word) in Acrobat Reader.

Select “Tools” from the menu bar.

Select “Certificates” from the Tools page.

Select “Digitally Sign” from the Certificates menu. A window will pop up, with instructions to use your mouse to create a box on the document where you wish the signature to appear.

Click “OK” on the pop up. Create the signature box in the space between “Signed:” and “Date:” above.

A window will appear with your signature information from your smart card. Check the box that says, “Lock Document?” and click “Sign” on the window.

You will be prompted to save the PDF.

Save it, appending the word “signed” to the filename, i.e. ESPCDataAccessForm-April2016-STAR signed.pdf

Your signature will appear on the document and a window will pop up asking you for the PIN for your smart card. Enter the PIN and click OK. Close the document.

Submit via email as noted on Page 1.