**ESPC Data Submission Request Form**

**Office of Satellite and Product and Operations (Ver13)**

**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 providing 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 via email to NESDIS.Data.Access@noaa.gov and annotate “Data Submission 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

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| **Section 1 – Data Provider 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:** | Click here to enter a date. |
| 1.3 | **Are you requesting to be an ESPC data USER or PROVIDER?** **NOTE:** This form is intended for data providers only. Users requesting data need to use the ESPC Data Access Request 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)**:**Please input all relevant organizational levels within your agency/corporation. |  |
| 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 | **Requestor’s Technical Point of Contact (TPOC) Information (both a primary and back-up contact):**If the request is approved, these personnel, one available 24x7 preferred, 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: |
| 1.8 | **Requestor’s Information Technology (I.T.) System Security POC:** This person should be available 24x7 in case of an incident. | **IT System Security POC**Name:Email:Phone Number: |
| 1.9 | **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 include detailed information on type of user application the requested data will be supporting or how it will be used (e.g., operations supporting public safety, scientific research, education, etc.). Are there any known users at this time? |  |
| 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. Note that this does not apply for internal parties to ESPC. | Choose an item. |
| **If Yes from above,** Provide the following Document Reference Information: | Document Title:Document Date:Other: |
| 2.3 | **Date Requestor Plans to Provide:**  |  |
| 2.4 | **How long will you be providing the data? (**e.g., one week, one month, etc.) |  |
| 2.5 | **Do you have an existing account or access to any of our distribution servers?** | Choose an item. |
| **If so, provide server and user ID, if applicable:** | Server:User ID: |
| 2.6 | **Connection information:**Please provide connection information for your primary and backup systems: external users provide IP addresses; internal users (within EPSC boundary) provide server names.  | IP Addresses (external users): |
| Server Names (internal users): |
| 2.7 | **Should CLASS receive this data?**Select yes or no. | Choose an item. |
| **If yes from above,** have they been notified yet? Indicate whether or not CLASS is aware of this incoming data. If no, please elaborate. If yes, indicate if CLASS is currently ready to receiver this data. |  |
| 2.8 | **Have you notified users of new product availability?**Indicate level of coordination to date with future users.  |  |
| 2.9 | **Special Comments:** |  |

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| **Section 3 – Product Information** |
|  **Field Name, Field Description and Example** | **Required?** | **Product Information:** |
| 3.1 | **Product Short Name:**Input short name of the Product that would be used in reports and possibly on the GUIs where space is at a premium. **Example:** ASCAT-OSW-50KM-EP | **Yes** |  |
| 3.2 | **Product Long Name:**Input the long name of the Product. Will be displayed on the GUIs in the majority of cases.**Example:** ASCAT 50KM Ocean Surface Winds | **Yes** |  |
| 3.3 | **Format:**Input the file format of the Product.**Example:** McIDAS AREA, BUFR, NetCDF, GIF, etc. | Optional (defaults to "BINARY") |  |
| 3.4 | **Ancillary Data?**The Boolean that describes whether the product is an Ancillary Data file or not. **Example:** Must be either: “False” or “True” | **Yes** | Choose an item. |
| 3.5 | **Product Description:**Provide a description of the Product. It should ideally describe the what, where and how about the Product. **Example:**  Advanced Scatterometer Level 1B (ASCAT) - ASCAT is a real aperture radar operating at 5.255 GHz (C-band) and using vertically polarized antennae. It transmits a long pulse with Linear Frequency Modulation ("chirp"). Ground echoes are received by the instrument and, after de-chirping, the backscattered signal is spectrally analyzed and detected. In the power spectrum, frequency can be mapped into slant range provided the chirp rate and the Doppler frequency are known. The above processing is in effect a pulse compression, which provides range resolution. | Optional (Default is long and short name info) |  |
| 3.6 | **Product Shelf Life:**Input the period of time for when the data becomes obsolete**Example:** 72 hours | **Yes** |  |
| 3.7 | **Average File Size:**Input the estimated average size of the Product. This value will be used to estimate the load that subscriptions will place on the system. Please make all entries in this column are in KB**Example:** 25 KB | **Yes** |  |
| 3.8 | **File Frequency:**Input the frequency of the file delivery **Example:** “30 minutes”, “hourly”, “daily”, etc. | **Yes** |  |
| 3.9 | **Integrity Check:**Input, if applicable, the Integrity Check type that is performed on the Product before the Product is placed into PDA's inventory **Example:** "NONE", "CRC32", "SHA-384", etc. | Optional (will default to "NONE") |  |
| 3.10 | **Checksum Receive Method:**Input the method by which the checksum will be received. The following values are valid for this field:FILE\_NOTIFICATION: The value is provided in the File Notification messageFILE: The value is contained in an associated file**Example:** Must be either: “FILE” or “FILE\_NOTIFICATION” | **Yes** (if Integrity Check not "NONE") | Choose an item. |
| 3.11 | **Checksum FileName Pattern:**If the receive method for the checksum is by file, then this field is populated with the regular expression that is used for matching the Checksum file name.**Example:** "sst.tmpobs.SATIDs.yyyy.ddd.hhmm" (where SATIDs are multiple 3-character satellite IDs concatenated together reflecting the data in the file) **Example**: "sst.tmpobs.n19m02n18n17.2010.270.1807" | **Yes** (if Integrity Check not "NONE") |  |
| 3.12 | **Checksum File Sub String:**If the receive method for the checksum is by file, then this field is populated with the substitution string used to build the Checksum file name.**Example:** "sst.tmpobs.SATIDs.yyyy.ddd.hhmm" (where SATIDs are multiple 3-character satellite IDs concatenated together reflecting the data in the file) Example: "sst.tmpobs.n19m02n18n17.2010.270.1807" | **Yes** (if Integrity Check not "NONE") |  |
| 3.13 | **Product Acquisition Strategy:**Indicate how the file will be acquired by PDA. The expectation is that the product should be pushed to PD. **If acquisition strategy is a form of pull, you must justify.** **Example: For PDA, must be one of the following:**FTPPULL (PDA performs an FTP PULL), FTPPUSH (The file is FTP PUSHed to PDA),FTPSPULL (PDA performs an FTPS PULL), FTPSPUSH (The file is FTPS PUSHed to PDA), SFTPPULL (PDA performs an SFTP PULL), , SFTPPUSH (The file is SFTP PUSHed to PDA),GOESNFS (The file is written to the NAS via NFS and a file notification message is sent to PDA). | **Yes** |  |
| For FTP transfers, input the ports: |
| 3.14 | **Product Filename Format:**Input file name pattern that describes the format of the Product's filename. This will be used to match a file that is passed to PDA with a given Product, because sometimes PDA is not told or does not know what type of file was just received and needs to match the file to a Product before the file is deemed to be valid. Input what the fields mean and what is fixed where possible. Link to or copy the byte level description of the file contents where possible.**Example:** "sst.tmpobs.SATIDs.yyyy.ddd.hhmm " (where SATIDs are multiple 3-character satellite IDs concatenated together reflecting the data in the file). Example: "sst.tmpobs.n19m02n18n17.2010.270.1807" | **Yes** |  |
| 3.15 | **Product Temporary Filename Format:**Input the temporary file name pattern that describes the format of the Product's temporary filename. When files are written to PDA by push, (some form of FTP) they must be sent with a temporary name to use while it is being written and once the file has been completely written the name is changed to the final name. Describe that temporary name here.**Example:** "N/A", or Prefixed by a dot, i.e, “.ProductFileName” (where the ProductFileName matches the Product Regular Expression) | Optional (Defaults to "N/A". Must specify if applicable or else file will be discarded) |  |
| 3.16 | **Product Acquisition Directory:**If the Product Acquisition Strategy is **Pull**, input the directory the FTP client will need cd to pull the product**Example:** "/polar/nic/SeaIce/" | **Yes**  |  |
| 3.17 | **Product Acquisition Address(es):**If the Product Acquisition Strategy is a **push or pull**, input the field used to hold the IP address or host name of the external server the file is to be pulled from. Can be multiple addresses if acquisition strategy is a push.**Example:** an IP address or host name | **Yes**  |  |
| 3.18 | **Product Deletion Strategy:**Input the most appropriate strategy used to cleanup files within PDA. There are 2 choices:TIME: The file is removed from PDA after a certain amount of timeVERSION: Only a certain number of versions of the product type are retained**Example:** Muss be either “TIME” or “VERSION” | Optional for **Product Data** –(Defaults to “TIME”)  | Choose an item. |
| **Required for Ancillary Data –** (“Version”) |
| 3.19 | **Product Max Versions:**If the Product Deletion Strategy is VERSION, this field should be filled in with the number of versions that should be kept. Ancillary data max versions is automatically “3.”**Example:** “3” | Optional for **Product Data** – (Defaults to 3) |  |
| Standardized for **Ancillary Data –** “3” |
| 3.20 | **Product Coverage Type:**The type of geospatial coverage the Product provides. The choices are as follows (NOTE: but please bring it to our attention if there need to be more choices): The more specific the better.FIXEDGRID: The product's geospatial data is represented in fixed grid coordinatesGEONOTSPECIFIED: The product's geospatial coverage is not explicitly specifiedGLOBAL: The product covers the entire globeNONE: The product is not geospatial data**Example:** A lat-lon range or one of the general options above (GLOBAL, FIXEDGRID, etc.)  | Optional for **Product Data** –(Defaults to “NONE”) |  |
| **Ancillary Data –** "NONE”" |
| 3.21 | **Channels:**The channels associated with the Product.NOTE: Please make the list of channels a comma separated list**Example:** “1, 2” | Optional (Defaults to "No Channels") |  |
| 3.22 | **Instruments:**The Instruments associated with the Product.NOTE: Please make the list of Instruments a comma separated list**Example:** “AVHRR-N18” | Optional (Defaults to "No Instruments") |  |
| 3.23 | **Satellites:**The Satellites associated with the Product.NOTE: Please make the list of Satellites a comma separated list**Example:** "N18" | **Yes,** if applicable |  |
| 3.24 | **Special Comments:** |   |  |

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| **Section 4 – Additional Product Information -To be Completed by Data Access Request Board** |
|  **Field Name, Field Description and Example** | **Required?** | **Product Information:** |
| 4.1 | **Product Group:**Input the name of the product group | **Yes** |  |
| 4.2 | **Product Retention Time:**If the Product Deletion Strategy is TIME, then this field is populated with the time that a file should be kept within PDA. This defaults to 3 days for Legacy and GOES-R and 4 days for NDE. if applicable, justify any deviance from the programs defaults here.NOTE: Please represent the Retention Time in hours.**Example:** "72" (would be three days) | Optional for **Product Data** –(Defaults to program specific value – 3 days for Legacy/GOES-R, 4 days for NDE) | 3. |
| 4.3 | **Retry Attempts:**If the Product Acquisition Strategy is Pull, then this field is used to determine the number of retry attempts before considering the Pull a failure.**Example:** “3” | Optional (Defaults to program specific value) |  |
| 4.4 | **Retry Delay:**If the Product Acquisition Strategy is Pull, then this filed is used to determine the delay between Pull retry attempts.NOTE: This value should be in seconds.**Example:** “720” | Optional (Defaults to program specific value) |  |
| 4.5 | **FTP Pull Periodicity:**Input the time in seconds that the product type should be attempted to be pulled.**Example:** "3600" (would be an hour) | **Yes** (If Product Acquisition Strategy is Pull) |  |
| 4.6 | **Assigned PAL:**Input the name of the product are lead to whom the product is assigned**Example:** “John Sapper” | **Yes** |  |

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

1. 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.
2. Only push data once from our agreed server(s).
3. Make sure to check return codes for your transfers and make sure your scripts handle any errors.
4. User understands that ESPC reserves the right to verify the identity and affiliation of the requestor and that only authorized data is pushed.
5. Accounts cannot be shared with any third parties.
6. User is aware of their responsibility for complying with the NESDIS data access policies and safeguards.
7. User must report any known or suspected breaches of security to ESPC.Operations@noaa.gov and PDA.Admin@noaa.gov..
8. User understands that misuse or violation of any of these Rules of Behavior may result in termination of access privileges.

**This form shall be signed by the person named in Section 1.9.**

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.