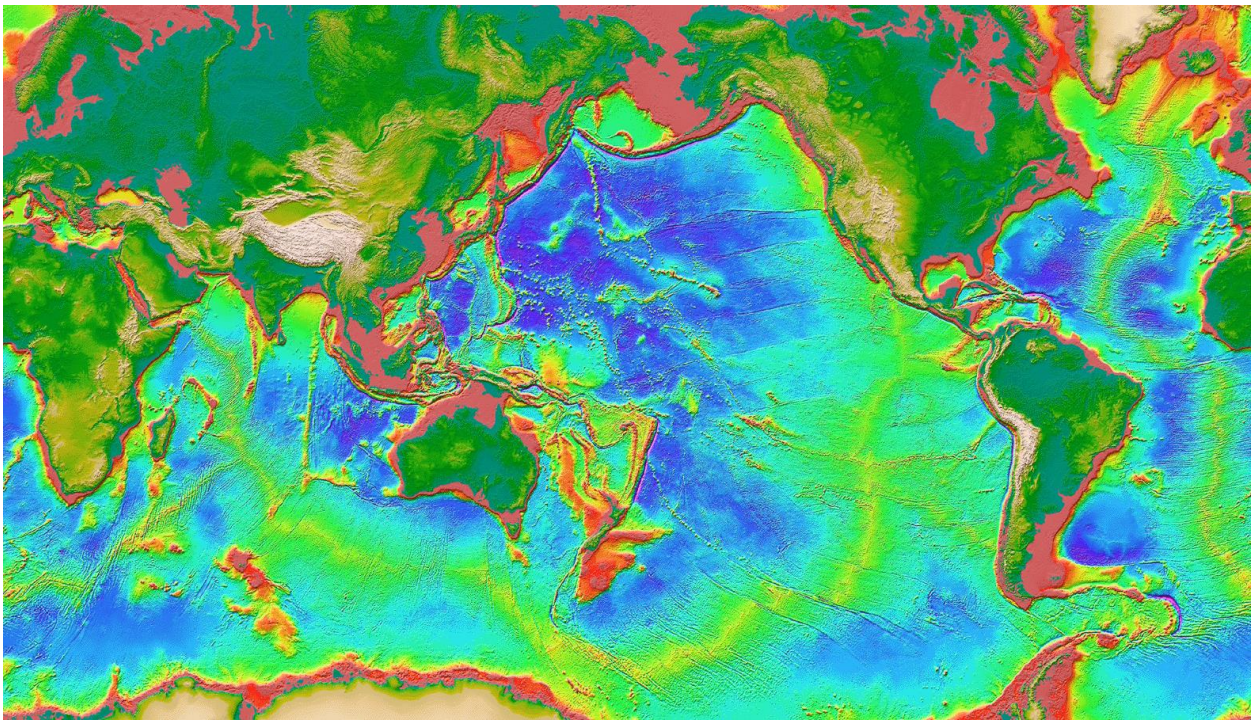
PADJADJARAN DATA OCEAN CENTRE

GUIDELINE DOCUMENT



SUBMISSION HELP GUIDANCE

Padjadjaran Oceanographic Data Centre (PODC)

"Scientific collaborations between international actors will ensure a sustainable ocean management that is scientifically sound, and underpinned by an open ocean data for everybody to access."

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TABLE OF CONTENTS

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A. Introduction

Padjadjaran Ocean Data Center (PODC) is a data portal facility established by Fisheries and Marine Science Faculty, Padjadjaran University in partnership with Marine Science Institute, University of the Philippines and funded by the Archipelagic and Island States (AIS) Forum. The PODC's main function is to store and disseminate marine environment data from archipelagic countries around the world that is made freely available to the public. PODC provides a wide range of ocean and atmospheric environmental data mostly collected from in-situ collection.

Padjadjaran Ocean Data Center (PODC) provides data for the following parameters of the ocean environment:

1. Atmospheric, includes wind speed, air temperature, humidity, pressure, and wind direction.
2. Physics, includes ocean temperature, current speed, current direction, waves speed, waves direction, tides, salinity, bathymetry, wave period, river discharges, wave height, and density
3. Chemistry, Total Suspended Solid (TSS), pH, Dissolved Oxygen (DO), Biological Oxygen Demand (BOD), Chemical Oxygen Demand (COD), Nitrate, Phosphate, Silicate, Nitrite, and Lead
4. Biology, includes water transparency and Chlorophyll-a
5. Biota and fishes, includes diversity and density
6. Ecosystem, includes mangrove, coral reef, seagrass, and estuary

The guides below are intended to streamline data submission and you are encouraged to adhere to them when providing data to PODC. The catalog data standards, file formats, and information should accompany data to ensure their long-term usefulness. The guides also contain information on the mechanisms for sending data to PODC, formatting, and a description of the information we require for all types of data.

Note that these guides provide a target standard for data submissions to BODC. Please do not be discouraged from sending us data even if some of the information is unavailable. We fully understand that there are many reasons why the standards specified may not be completely achieved.

B. Benefit of Data Submission

By sending data, here all the benefit that you will get:

a. Submitting data to Padjadjaran Ocean Data Center (PODC) portals will ensures the longevity of the dataset,
b. Making data available via Padjadjaran Ocean Data Center (PODC) allows datasets to be combined to create data products, such as digital terrain models. Underlying data sources are always acknowledged
c. Making a data set visible via Padjadjaran Ocean Data Center (PODC) prevents unnecessary duplication of effort, reducing costs for operators and environmental impact.
d. Padjadjaran Ocean Data Center (PODC) can provide support to any individual or association that may be interested to share data.

C. Data Documentation – Metadata

Padjadjaran Ocean Data Center (PODC) endeavor to incorporate all data submitted into the relational database systems for the purpose of long-term viability and future access. This requires the data set to be accompanied by key data set information (metadata). Detailed metadata collation guidelines for specific types of data are either available or under development to assist those involved in the collection, processing, quality control and exchange of those data types.

To eases the work of PODC experts and admin, here are the dataset requirements:

a. Excel files should not contain any color formatting, formulas, graphs, signatures, embedded comments, or designs.
b. Please use the Padjadjaran Ocean Data Center (PODC) Data Documentation Excel template for data documentation. Additional documentation can be submitted as a readme file (text format). Please do not submit a Word document.

c. All headers and acronyms should be defined in the metadata or readme file. Please include definitions of all parameters and units.
d. Avoid leaving blank cells in spreadsheets. If blank cells are necessary please define them (e.g., data not collected, below detection limits, etc…) in the descriptive information.
e. Datasets for different area should be submitted as separate datasets.

Padjadjaran Ocean Data Center (PODC) require an explanation of how the format has been used so that we can understand what we have been given. Electronic submission may be eased by using submission menu in our website. Statistical information, such as a list of file names supplied and their sizes or even the range of values for each parameter will help us ingest your data correctly can be written in message section.

D. Submission Format Data

Specific documentation also needed for dataset submission. A data documentation file must be submitted with each collection dataset. This file should contain descriptive information about the contents of the dataset and include explanations the contents of folders and files. Please use the data documentation template to provide the required information:

a. Retrieval Information:
    - Start Date of data retrieval: Formatted YYYY-MM-DD
    - End Date of data retrieval: Formatted YYYY-MM-DD
    - Purpose of the data collection
    - Sea Name: Name of the body of water where data and samples were collected
    - Chief Scientist: First Name Last Name
b. Keyword section: This section of the data documentation focuses on keywords that PODC uses to facilitate search.
    - Data source: Provide at least one observation type that tell how you collect data. Example: Cruise, Expedition, Individual research.

- People: Include a list of people that are important to the dataset. This will facilitate search by people via PODC. This section will provide a contributor to the dataset. Please add at least one and include the following information:

  Last Name, First Name
  Organization/Institution
  Email address

- Data Category: Provide at least one word or short phrase that describes type of data.

Atmospheric	Physics	Chemistry
Biology	Biota and Fishes	Ecosystem

This information may be supplied in any standard document format (e.g. Microsoft Excel) and will be incorporated into either specific metadata field in our database or as comments in the documentation we will prepare to accompany your data.

Please pay particular attention to providing us with clear descriptions of the parameters that you have sent to us, including clear column headings and the units used. Indicate which parameters are directly measured and which are derived from a combination of measurements. For derived measurements, please include the formulae used by leaving them in a Microsoft Excel spreadsheet cell, including them in an accompanying document or providing a literature reference.

Header Description:

DATA_CAT	**:**	Kindly enter the data category here. The list of Category Data is available in Metadata section. Example: Chemistry
PROJ_NM	**:**	Kindly enter Project Name here. It is based on the purpose of observation Example: Dermaga Expedition – 01, Thesis, Survey Project
ST_NO	**:**	Kindly enter the number of your observation station
ST_DATE	**:**	Enter date which observation started, it should be in YYYY-MM-DD format
ST_TIME	**:**	Enter time which observation started, it should be on HH:MM:SS format
LATITUDE	**:**	Enter latitude in decimal degrees, if you are having latitude in degree, minute and seconds format, kindly use below formula for conversion decimal_degrees = degree + minute/60 + seconds/3600
LONGITUDE	**:**	Enter longitude in decimal degrees, if you are having latitude in degree, minute and seconds format, kindly use below formula for conversion decimal_degrees = degree + minute/60 + seconds/3600
PARAMETER	**:**	Enter your parameter that you mention before this header. You can add this section according to the number of data parameters you have.

Example of Data Format:

Data Retrieval Started: 2021-02-19								
Data Retrieval End: 2021-02-24								
Purpose: Final Project Research								
Location: West Pangandaran								
Chief Scientist:	Faizal, Ibnu							
Institution:	Padjadjaran University							
E-mail:	ibnu.xxxx@gmail.com							
Data Source: In-situ Observation								
People:	Wulandari, Ajeng							
	Padjadjaran University							
	ajeng.xxxx@gmail.com							
	Mantappu, Chris							
	Padjadjaran University							
	chris.xxxx@gmail.com							
Data Category:	Physics							
DATA_CAT	**PROJ_NM**	**ST_NO**	**ST_DATE**	**ST_TIME**	**LATITUDE**	**LONGITUDE**	**TEMP**	**SALT**
Physics	Dermaga Expedition	DE-01	2021-02-19	08:19:36	-6.268629	105.77402	29	**35**
				11:26:48	-6.31735	105.81319	27	**33**

E. Data Delivery Mechanism

To make the threshold for submission relatively low the completion of the submission form and filling out the submission form and submitting the dataset is done simultaneously. However, it should be noted that the existing dataset to submit meets the requirements outlined in the guidance.

The work flow process is illustrated below:

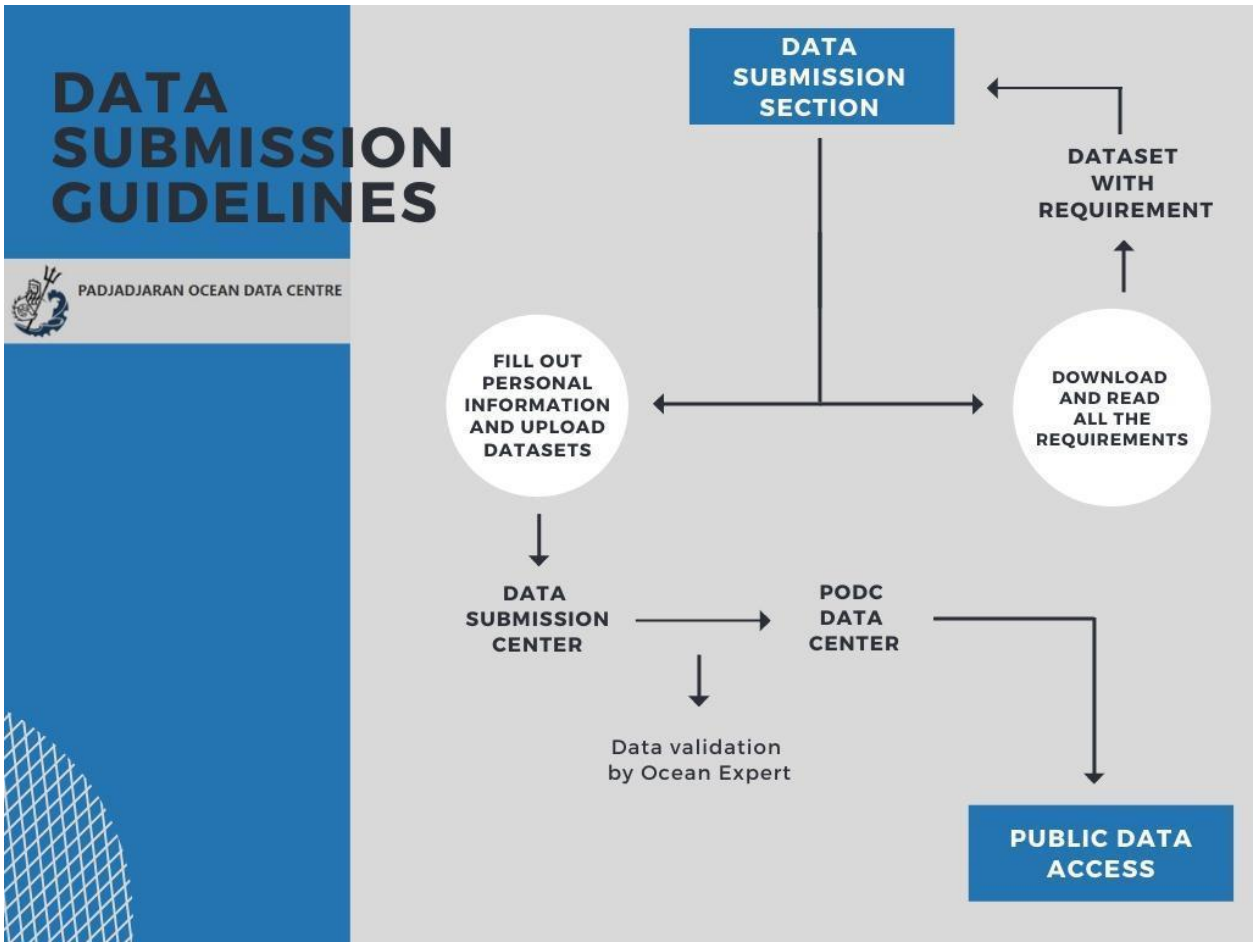


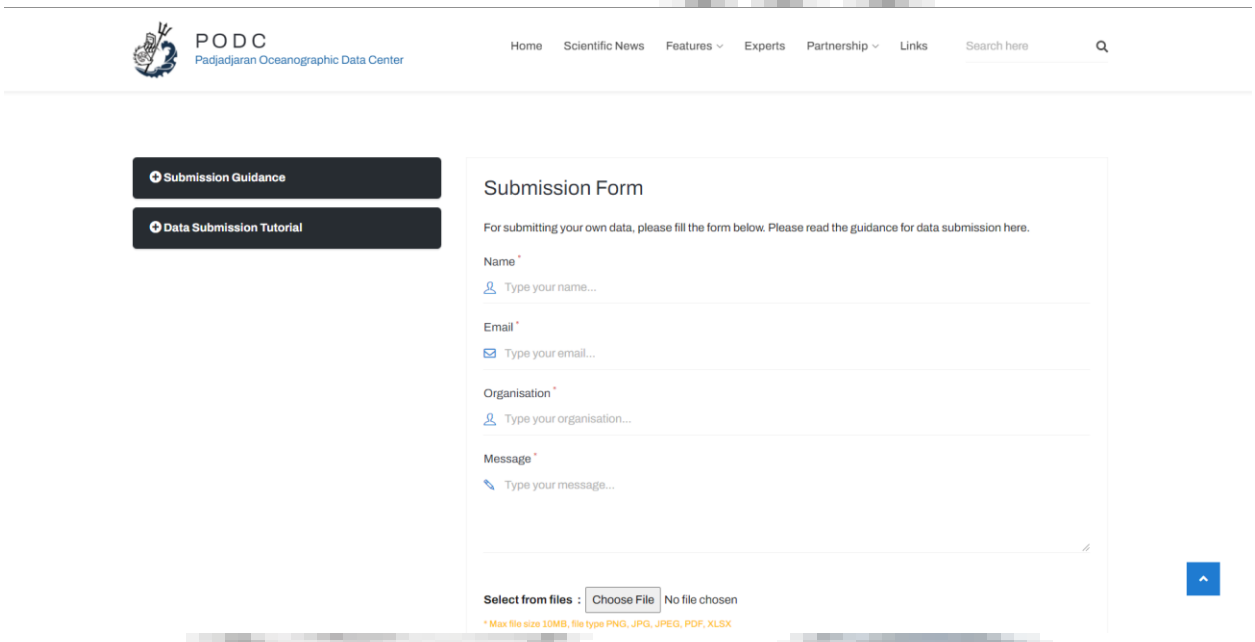
Figure 1. Data submission's flow

A Number important tips:

1. The submission should concern datasets for observations and/or analyzed samples together with documentation and not just stand-alone reports. Furthermore, you are encouraged to submit data packages which rather concern collections of datasets, for example resulting from a project, cruise, monitoring programmed, or individual datasets.
2. You are advised not to upload too large data collections per data package because of upload performances, but also to restrict having too many different data sets in a data package. Therefore, you might divide data packages at least by data category and possibly by observation methods in order to get smaller and more harmonized data packages. This implicates that you should build series of data packages for specific projects which will be beneficial for the further processing and uptake in data repositories.
3. The assigned data center will review and curate your data submission in order to make these fits for long term storage and stewardship in their data management system and to share it with the appropriate PODC Data portal. However, there is a great variety of data types and formats around and as demonstrated in the regular practice of the data centers, it can take significant human efforts and time for processing, validating, converting and documenting of incoming data sets with the aim to make these parts of their data management systems. To ease and accelerate this process you are encouraged to adopt common formats for metadata and data for the submitted datasets. Guidance information can be found here.

F. How to Submit Data

1. Read the guidance for data submission
2. Register yourself,



3. Upload the file that contains your research or expedition data. Please make sure you are meet the requirements in data documentation-metadata and submission data format.

You can also watch this video Tutorial to provide a visual overview to contribute your research/expedition data.

For any further information or assistance regarding data submission, please contact:

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Public Relation

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ajengw@isea-podc.org