

How to ensure that your data are in IDP

You must follow BOTH pathways
(can be done concurrently)

INTERCALIBRATION¹

Follow **GEOTRACES intercalibration procedures:**

<http://geotraces.org/library-88/geotraces-policies/946-intercalibration-procedures-2>

Prepare **intercalibration report** (using the **parameter names***) and submit it to **Standards and Intercalibration committee (S&I, sic@geotraces.org)** including:

Crossover/replicate data AND metadata

*Parameter Names available here:

<http://www.geotraces.org/dp/dp-conventions>

S&I will double-check parameter names with **Parameter Definition Committee**, if necessary

Receive an e-mail from **S&I committee** about your data and answer any questions that need addressing

Data Approved

More work needed

(in collaboration with S&I Committee)

Data Approved

Dataset unchanged

Dataset changed

Send **UPDATED** data to GDAC*

Data intercalibrated

DATA SUBMISSION

Follow **GEOTRACES data policy**

<http://www.bodc.ac.uk/geotraces/data/policy/>

Submit data to **GDAC*** using this **metadata template**

<http://www.bodc.ac.uk/geotraces/data/submission/>

(Important! Indicate the **recommended units** and the **Quality flag scheme** in the metadata)

and the **parameter naming conventions**

<http://www.geotraces.org/dp/dp-conventions>

*Note: American, Dutch and French researchers should send the data to their National Data Centre instead of GDAC. The National Data Centres will then process and submit data to GDAC.

Important! Chief scientists must make sure that ancillary data is submitted to GDAC: these include at least temperature, salinity, nutrients and oxygen as they are essential to interpret the TEI data.

DATA CAN BE SUBMITTED AT ANY TIME
EARLY SUBMISSION ENCOURAGED

Receive an e-mail from **GDAC** (and/or your National Data Centre) about your data and answer any questions that need addressing

Data/metadata ingested into GDAC

Users can request data but these are only provided if the data originator give permission

Receive an e-mail from **Data Management Co-chairs** asking permission for your data to be released as part of IDP

Permission given

Data present in IDP

Permission not given

Data NOT present in IDP but stored at GDAC

LAST STEP!
Provide information about publications that use data in the IDP using this **FORM**

¹All key TEI data submitted for the IDP require intercalibration. All other TEI data (non-key TEIs) to be submitted for the IDP still need to demonstrate the method used for quality control, which ideally follows the same intercalibration procedures outlined for key TEIs.