

Key points to include in an S&I intercalibration report:

- 1) What data are you asking to be intercalibrated?
- 2) Did the lab participate in an intercalibration exercise? If not, what else has been done to ensure consistency with intercalibrated labs?
- 3) How did you monitor internal consistency of your data? E.g. replicates...
- 4) Please report external consistency (e.g. CRM, consensus materials, interlab comparisons).
- 5) If you occupied crossover stations, how does your data compare (see detailed instructions for [cruises with crossover stations](http://www.geotraces.org/images/stories/documents/Policies/Intercalibration_procedures_with_crossover_stations.pdf) available here: http://www.geotraces.org/images/stories/documents/Policies/Intercalibration_procedures_with_crossover_stations.pdf).
- 6) If you did not occupy a crossover station, how do replicate analysis compare (Please follow instructions for [cruises without crossover station](http://www.geotraces.org/images/stories/documents/Policies/Intercalibration_procedures_withANDwithout_crossover.pdf) available on the following web page http://www.geotraces.org/images/stories/documents/Policies/Intercalibration_procedures_withANDwithout_crossover.pdf)? If you have no replicate analyses due to large volumes, short half-lives etc., how do your data compare with historical data?
- 7) Please submit metadata (especially methods) with this report - Please note S&I does not have access to metadata submitted the GEOTRACES Data Assembly Center (GDAC).
- 8) Have you submitted your data and metadata* to GDAC (Note: American, French and Dutch researchers should send it to their National Data Centre)?

*Researchers from US should submit metadata to BCO-DMO using the BCO-DMO "dataset metadata" form. All others should use the GDAC metadata form available [here](http://www.bodc.ac.uk/geotraces/data/submission/) : <http://www.bodc.ac.uk/geotraces/data/submission/>.