Cruise chief scientist (or process study submitter)
BEFORE the cruise when seeking endorsement of the cruise…

Section cruise
(All key parameters measured AND other criteria met)

Submit 1-page summary to national SSC member or IPO
(letter of support from SSC co-chairs provided upon request)

↓

SSC review

↓

Endorsement
(letter of approval from co-chairs upon request)

↓

Inform GDAC /IPO when cruise is funded (provide updated info e.g. cruise dates)

↓

Info is posted on GEOTRACES IPO and GDAC web sites

Process Study
(Measure one or more key parameters on a cruise designed to study a process AND other criteria met)

Submit request form + written agreement from chief scientist to national SSC member or IPO
(letter of support from SSC co-chairs provided upon request)

↓

SSC review

↓

Endorsement (letter of approval from co-chairs upon request)

↓

Inform GDAC /IPO when cruise is funded (provide updated info e.g. cruise dates)

↓

Info is posted on GEOTRACES IPO and GDAC web sites

Any researcher seeking data compliant status
AFTER the cruise once data is analysed…

Compliant Data
(Dataset from a completed cruise – non GEOTRACES section/process study cruise - AND other criteria met)

↓

Intercalibration
Submit intercalibration report and the cruise form using the GEOTRACES DOoR, (see # below for further info)

↓

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

↓

Data intercalibrated
Receive an approval notification email

↓

S&I submit request for approval to SSC

↓

SSC review

↓

Endorsement (letter of approval from co-chairs upon request)

↓

Info posted on GEOTRACES IPO and GDAC web sites

↓

Register your data on DOoR

Cruise chief scientist (or process study submitter)

BEFORE the cruise

Log into GEOTRACES Data for Oceanic Research (DOoR) portal to register your parameters including the CTD sensors and nutrients

↓

Distribute the data flowchart to cruise participants and ask them to register their parameters in DOoR
(This will allow them to download and get acquainted with the S&I and data file templates in advance which will make more efficient to complete the data submission after the samples have all been analysed)

↓

AFTER the cruise

Fill out cruise form and cruise report at sea; submit to **GDAC** after the cruise (GDAC check parameter names with PDC)

BEFORE the cruise any researcher…

(#) Log into GEOTRACES Data for Oceanic Research (DOoR) portal to register the parameters:
https://geotraces-portal.sedoo.fr/pi/

GEOTRACES INTERMEDIATE DATA PRODUCT DOoR

Researchers must follow BOTH pathways
(can be done concurrently)

(#) Generate and download:
Customized S&I report template

Generate and download:
-**Customized data template**
-**Metadata template**

NB. At this step, you will register your datasets, where each selected GEOTRACES parameter will be barcoded. It is important to make sure you select all your parameters before proceeding further.

AFTER the cruise and once the data is analysed any researcher…

PERMISSION
For releasing your dataset in IDP and contribute to this data product.

YES   **NO**

INTERCALIBRATION[1]

Submit your completed report to S&I
through DOoR portal
https://geotraces-portal.sedoo.fr/pi/

Download an example of a completed S&I report

↓

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)

↓

Data Approved
Receive approval notification email

Dataset unchanged | Dataset changed

↓

Send UPDATED data to GDAC*

↓

Data intercalibrated

Data not in IDP, but stored at GDAC

DATA SUBMISSION

Submit completed data and metadata templates to GDAC* by email
geotraces.dac@bodc.ac.uk

*Note: American, Dutch, French and Chinese 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 CTD sensor and nutrient data are registered into DOoR and submitted to GDAC or the appropriate data centre: these include at least pressure, temperature, and salinity, and if measured oxygen, fluorescence, transmissiometry, turbidity and PAR. CTD sensor data don't need to be intercalibrated or approved by the S&I Committee. Nutrient data needs to be intercalibrated and approved by the S&I Committee (*example of completed S&I report for nutrient 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 gives permission

(Check the status of your data in the GEOTRACES DOoR)

DATA PRESENT IN IDP

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LAST STEP!
Provide information about publications that use data in the IDP
through the DOoR portal (step 6): https://geotraces-portal.sedoo.fr/pi/

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[1]All 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.