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 - on request)

SSC review

Endorsement (letter of approval from co-chains 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

Cruise chief scientist (or process study submitter) DURING the cruise...

Assigns GEOTRACES parameter names

**STEPS:**

1. Read the GEOTRACES naming conventions.
2. Check whether the parameter is named in DOoR.
3. For new parameter(s) contact the Parameter Definition Committee (PDC)

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

Distribute the data flowchart below the cruise participants

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 - on request)

SSC review

Endorsement (letter of approval from co-chains 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

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

**Compliant Data**

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

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-chains upon request)

Info posted on GEOTRACES IPO and GDAC web sites

Register your data on DOoR

**Data Submission**

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

*Note: American, Danish, 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 S&I for intercalibration data centres: these include at least pressure, temperature, and salinity, and if measured oxygen, fluorescence, transmissometry, 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.

DATA CAN BE SUBMITTED AT ANY TIME

**Data intercalibration**

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

Data intercalibrated

**DATA PRESENT in IDP2021**

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

If you have a decal internet access on the ship, go on DOoR to get the information you need. Otherwise it’s highly recommended to use the DOoR prior to the cruise to sort out parameter names.

All key 2D data submitted for the IPO require intercalibration. All other 2D data (non-key 2D) to be submitted for the IPO still need to demonstrate the method used for quality control, which clearly follows the same intercalibration procedures outlined for key 2D.