LBA DATA
Checklist

1. Read LBA Data Policy

2. Collect data

3. Leave raw data collected in Brazil with Brazilian Counterpart

4. Register your data sets in LBA Metadata Editor (LME)

5. Transfer preliminary data sets to CPTEC

6. Update metadata files in LME

7. Make data publicly available one year from collection

8. Quality assure (QA) your metadata and data set documentation

9. Submit updates of interim data to CPTEC for archive

10. Submit your final, QA'd, documented data sets to CPTEC for permanent archive

WEB SITES

LBA Home Page:
http://lba.cptec.inpe.br/lba/

LBA-ECO Project Office:
http//lba-eco.gsfc.nasa.gov/lbaeco/

Beija-flor
Brazil:
http://lba.cptec.inpe.br/beija-flor/
US:
http//beija-flor.ornl.gov/lba/

LBA Metadata Editor (LME)
Brazil:
http://lba.cptec.inpe.br/cgi-bin/LME/access.pl
US:
http//daac.ornl.gov/cgi-bin/MDEDIT/access.pl

**LBA Data Policy and
Data Management Guidelines**
http://lba.cptec.inpe.br/lba/lbadis/info

DATA SUBMISSION

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The LBA DATA PROCESS

Quick Reference Guide

frequently ASKED QUESTIONS

LBA is based on the concept of integrated science. LBA tools are in place to gather, standardize and distribute information about LBA data. The Beija-flor search engine will provide you with on-line access to LBA data products, data set descriptions, papers and posters. Participation in the LBA data process is required for all Investigators.

I have collected data, now what do I do?

Raw - Original raw data collected in Brazil must remain in Brazil with the Brazilian Counterpart.
Preliminary Year 1 - LBA Data Policy requires that your data be publicly available one year from collection. Submit Year-1 data to CPTEC and create or update its corresponding metadata file via the LBA Metadata Editor (LME).

Preliminary Years 2+ - Continue to update your metadata files and submit copies of your interim data sets to CPTEC.
Final - Submit final QA'd and documented data sets to CPTEC and update corresponding metadata files.

Register/Update Metadata

What is meant by "Register/Update Metadata"? Use the LBA Metadata Editor (LME) to create metadata files describing your data; these metadata files will then be searchable by Beija-flor, the LBA Search Engine.

At what point should I register my metadata? Registration (the creation of a metadata file) may take place before, during or shortly after data collection and should be updated as your data matures.

Do I need a user account to register metadata? LME can be accessed by anyone as a guest, but to create a file that can be searched by Beija-flor, you must have a user account and password.

When I register my metadata, am I making my data accessible? No. Unless you also put your data on-line and place the data access URL in your metadata, Beija-flor users will only have access to your metadata, not your data.

What if I am still processing my data after one year? It is recognized that some types of data require longer processing times than others. However, all data must be submitted to CPTEC for archive at one year, regardless of data maturity status. We recommend that you note in your metadata when you expect the data to be released.

My data are proprietary or copyrighted. Do I have to make this data public? Contact the LBA DIS manager for waiver approval. All data, however, must have registered metadata regardless of accessibility restrictions.

Transfer Data to CPTEC

If I submit data to CPTEC, will it automatically be visible to the public? No, you instruct LBA DIS to archive it in a publicly accessible area.

How do I submit my data to CPTEC? Data should be directed to the LBA DIS Manager via FTP, CD, email, or surface mail. Include data description; science team code; contact information; related metadata file, if applicable; and an indication whether the data are to be publicly accessible or restricted.

I've submitted preliminary data to CPTEC. May I continue to distribute the data from my home institution? Yes, it is understood that while your data are still being processed and QA'd, your copy will be the most current version, and the data access URL in the metadata may continue to point to your copy.
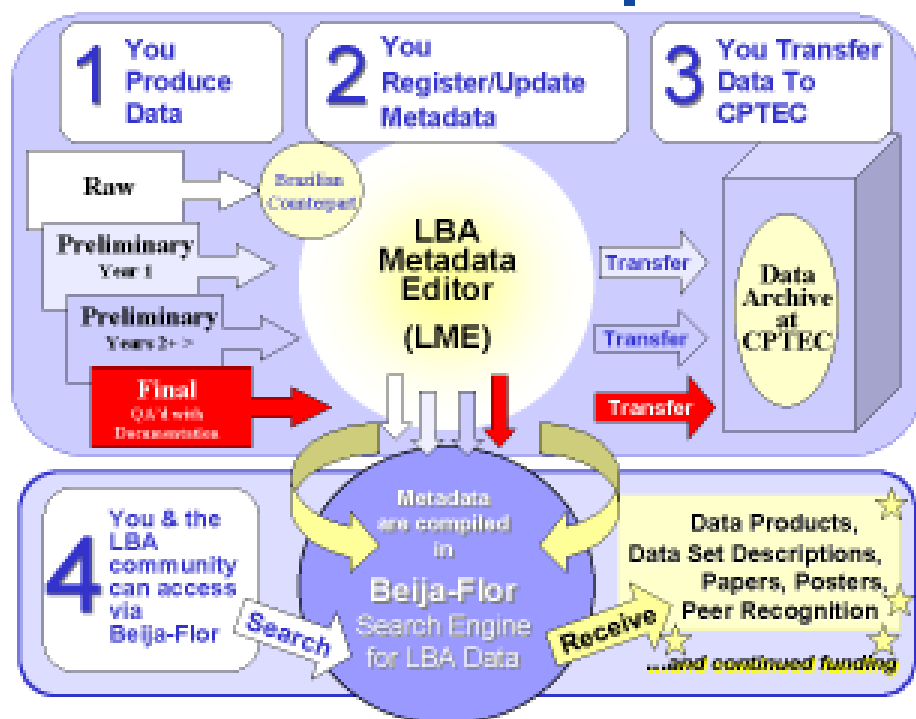
When do I need to submit final data sets? At this point, there is not a deadline associated with final data set submission.

Access Data

How can I find LBA data? Use the Beija-Flor search engine to query data.

Do I need an account to use Beija-flor? No, Beija-flor and the metadata contained in the Beija-flor database are open to the public. The actual data cannot be accessed unless the URL links are provided in the metadata.

about THE DATA PROCESS