

## INSTRUCTIONS FOR WS FORM B-91

## TAKING AND RECORDING OBSERVATIONS

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1. FILLING IN THE TOP AND BOTTOM OF WS FORM B-91. Begin a new form on the first of every month by filling in the heading and bottom of the form completely. Most entries are self-evident. Enter in the space marked "TYPE OF RIVER GAGE" the word "wire-weight," "staff," "slope," "float tape," "recorder chart," "distance indicator" or other type in use. In the space marked "STANDARD TIME IN USE," enter one of the following: E (Eastern), C (Central), M (Mountain), P (Pacific), AH (Alaska-Hawaii) or the appropriate longitude time zone number (e.g., 150th). If using daylight saving time, precede the time zone letter with "D" (e.g., DE - Daylight Eastern).

The temperature at the time of observation for the last day of the preceding month should be entered in the space beneath the words "AT OBSN.", which is just above the space for entering the temperature at the time of observation for the first day of the month (95 is entered there in the example on the other side of this cover page). Similarly, in the next column to the right, precipitation beginnings and endings for the last day of the preceding month should be entered in the same manner (a wavy line is entered 8-11 p.m. in the example). CHECK BAR READINGS for the LAST DAY of the PRECEDING MONTH should be entered in the proper space at the bottom of the form if a wire-weight gage is used (22.10 is entered in the example).

Enter your name, station index number, and supervising office on the bottom of the form.

2. MAKING YOUR DAILY ENTRIES. Entries for each day should be on the corresponding date line of the date of observation except as indicated under "Special Observations" and "Remarks." AN ADDITIONAL FORM B-91 WILL BE USED IF MORE SPACE IS NEEDED as it is undesirable to have entries on the reverse side. The sample form shows how entries should be made at stations taking river, precipitation, and temperature observations.

3. WHEN TO TAKE OBSERVATIONS. Take your observations at the same hour each day, if at all possible. Prior approval is needed to change the scheduled time of observation. Routine River and/or Rainfall observations should ALWAYS be taken in the MORNING, preferably at 7 a.m. Temperature observations should be taken as late in the day as is convenient after 5 p.m. At climatological stations, however, precipitation should be measured at the same time the temperature readings are made (preferably after 5 p.m.). The times of observation should be entered in the third line of the heading and at the top of the river stage column. When the regular observation cannot be made within an hour of the scheduled time, an entry should be made in the first column to the right of the "WEATHER" columns (marked "time of observation if different from above," showing the exact time of the observation. If the time entry in this column applies only to precipitation, it should be encircled.

4. SUBSTITUTE OBSERVERS. Continuity of your records is very important. A member of your family, or some other competent person, should be taught to take and record observations in the event of your absence or illness.

5. USE OF WS FORMS B-82 AND E-14. You may use WS Form B-82 (formerly F-7), "Official Weather Observer's Record," or Form E-14, a "River and Rainfall Report" card, to record the observations as you take them. Enter river stages under "Remarks and Notes" if you use WS Form B-82. If using either of these forms, copy the data promptly onto Form B-91. You may retain Form B-82.

6. OTHER INSTRUCTIONS. Additional instructions are found in Observing Handbook No. 2, "Cooperative Station Observations" and other publications. Please refer to these frequently, especially at the beginning of the snow season. Also feel free to ask your cooperative program manager for information at any time.

7. TEMPERATURE (oF). The maximum (MAX.) and minimum (MIN.) temperatures are the highest and lowest temperatures to have occurred during the past 24 hours. The AT OBSN temperature is the temperature at the time you take your observation. Enter to the nearest whole degree.

The minimum must be at least as low as the lowest of yesterday's and today's AT OBSN temperatures, and the MAX must be at least as high as the highest of today's and yesterday's AT OBSN temperatures. For example, if yesterday's AT OBSN temperature was 95, today's maximum must be at least as high as 95, even if the maximum this calendar day was only 86. You may record the 86° maximum in the REMARKS (far right) column as "PM MAX 86," as shown on the sample page [inside front cover] on the first day of the month. This is optional. See the REMARKS column on the sample page for the 23d of the month for recording last night's minimum (23), when it was warmer than yesterday's AT OB temperature (11).

7(a). MAXIMUM AND MINIMUM TEMPERATURE OBSERVATIONS — MAXIMUM-MINIMUM TEMPERATURE SYSTEM (MMTS). If you have liquid-in-glass thermometers, please see paragraph 7(b). If you have the MMTS, obtain the maximum and minimum temperatures by pressing the buttons marked "MAX" and "MIN", respectively. Record these readings, as well as the current temperature, to the nearest whole

Natl. Climatic Data Center has our weather on the Internet: <http://www5.ncdc.noaa.gov/pubs/publications.html>

MAKE 2 Copies each month. Send copy #1 to NWS in Boise.



