

NOAA/NESDIS



NESDIS-PD-7102.1

NESDIS OSPO OPERATIONAL DATA PRODUCTS CHANGE NOTIFICATION POLICY

June 2021

COMPLIANCE IS MANDATORY



Prepared by:

U.S. Department of Commerce

National Oceanic and Atmospheric Administration (NOAA)

National Environmental Satellite, Data, and Information Service (NESDIS)



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1. PURPOSE

The purpose of this policy directive is to establish guidance and standards for the dissemination of Change Notifications for operational data products and services provided by the National Environmental Satellite, Data, and Information Service (NESDIS)/Office of Satellite and Product Operations (OSPO). Contents of this policy directive are intended to ensure the effective management of Federal Government fiscal, personnel and information resources used in the processing and distribution of operational environmental satellite data and products. Additionally, the contents of this policy also ensures NESDIS/OSPO data customers are adequately prepared for changes and outages that may affect their operations.

2. BACKGROUND

NESDIS recognizes that during a product's lifecycle, changes occur with the potential to disrupt product availability and reliability may be due to a variety of factors. These factors include but are not limited to, system outages due to patching and OS upgrades, instrument calibration changes, changes in response to security threats, changes as a result of science maturity, improved software engineering modifications, and additional changes to meet user requirements. These factors may affect product content, quality, quantity, format, and delivery schedule. The NESDIS Satellite Products and Services Review Board (SPSRB) process is used to approve product implementation and retirement, and this policy is the last step in the notification of users. Most changes to NESDIS products are made seamlessly with the objectives of timely user notification and no unanticipated impact to users. NESDIS will continue to strive, with our users and partners, for minimal impact. Changes to NESDIS products should be made seamlessly with sufficient lead time and adequate user notification. All changes should be accomplished to minimize loss of data or delays. The key to success is rigorous validation before users see product changes, checking of new files for full and correct content, timing, and formatting, and proactive contact with key users. User concerns may influence our implementation schedules when changes to NESDIS products occur.

3. RESCISSIONS

None

4. AUTHORITIES

- Paperwork Reduction Act (44 U.S.C. §§ 3501-3520) - requires that agencies ensure the public has timely and equitable access to their public information and that agencies not, except where authorized by statute, establish exclusive or restricted distribution arrangements; restrict or regulate use, resale or re-dissemination of information by the public; charge users fees or royalties for resale or re-dissemination of public information; or establish user fees for public information that exceeds the cost of dissemination .



- Office Management and Budget (OMB) Circular A-130 (61 FR6428) - Management of Federal Information Resources: establishes policy for the management of Federal information resources throughout the information lifecycle to minimize cost and maximize usefulness to users; requires agencies to consider the effects of decisions on the public and state/local governments and maintain an information dissemination system that promotes free and open access to the public. OMB A-130 Appendix III also requires the Federal Government agencies to establish interconnection agreements and obtain written management authorization before connecting their IT systems to other systems, based on an acceptable level of risk.
- Weather Research and Forecasting Innovation Act of 2017: Improves the National Oceanic and Atmospheric Administration's weather research through a focused program of investment on affordable and attainable advances in observational, computing, and modeling capabilities to support substantial improvement in weather forecasting and prediction of high impact weather events, to expand commercial opportunities for the provision of weather data, and for other purposes.
- NOAA Administrative Order 216-112 (2006) - Policy on Partnerships in the Provision of Environmental Information: recognizes that the nation's environmental information enterprise consists of services provided by the government, academic and private sectors; commits NOAA to give due consideration to the capabilities of these sectors and consider the effects of its decisions on these entities.
- President's Management Agenda (2018): as stated in the "data, accountability and transparency: creating a data strategy and infrastructure for the future" requires the Federal Government Develop policies and procedures and incent investments that enable stakeholders to effectively and efficiently access and use data assets.

5. APPLICABILITY AND SCOPE

This policy directive addresses the following types of change notifications:

- Major changes in system protocols requiring user modification (new distribution methodologies)
- Changes requiring user modification or changes affecting product or service quality, to also include significant changes that can impact Numerical Weather Prediction (NWP) assimilation



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- Product upgrade or other change not requiring user modification or quality change
 - Short Duration Change (a temporary change to current operations)
 - Emergency Change, Unplanned Outage, or Instrument Problems

6. GENERAL POLICY AND GUIDANCE

- **2 months or more**
 - o ***Major changes in system protocols requiring user modification (new distribution methodologies, cadence, format, or systems)***
 - Feedback on user readiness and impact(s) is requested within the time limit specified in the notification. This feedback will be used to determine the time period of the notification and readiness for implementation
 - Reminder notification in 1 month, 2 weeks, and another within 1-2 days
 - Indicate parallel testing where applicable.
 - Examples are: Change in data receipt and distribution method(s) or systems.
 - Expected maximum change (temporally, geographically) in the observed brightness temperature of any channel of the instrument exceeds 0.1K or 20% of noise equivalent differential temperature (NEdT)
 - A sample of the new dataset is required
 - o ***Product retirement, divestiture, and termination***
 - Feedback on user readiness and impact(s) is requested within the time limit specified in the notification. This feedback will be used to determine the time period of the notification and readiness for implementation
 - Reminder notification in 1 month, 2 weeks, and another within 1-2 days.
 - Replacement dataset where applicable.
- **1 month**
 - o ***Changes requiring user modification or changes affecting product quality***
 - A sample of the new dataset is required.
 - Feedback on user readiness and impact(s) is requested within the time limit specified in the notification. This feedback will be used to determine the time period of the notification and readiness for implementation
 - Reminder notification in 2 weeks, and another within 1-2 days.
 - Indicate parallel testing where applicable.
 - Examples are: System upgrades, software releases, file name changes, format changes, modification to product content (including quality and statistical characteristics such as bias).
- **2 weeks**
 - o ***Product upgrade or other change not requiring user modification or quality change***



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- Reminder within 1-2 days.
 - Examples are: (reminder notification, new lookup tables, adaptive and routine maintenance).
- *1 week or less*
 - o **Short Duration Change** (a temporary change to current operations)
 - As soon as possible before implementation.
 - Examples are: (Operational Mesoscale Domain Sector [MDS] requests, satellite maneuver, etc).
 - o **Emergency Change, Outage, or Instrument Problems**
 - Immediately, preferably before implementation, and again after implementation.
 - Updates with any new information.
 - Examples are: (operational fixes to unscheduled outages).

7. APPLICABLE DOCUMENTS

- a. ESPC Helpdesk Procedure 01-09
- b. [WMO: Best Practices for the Management of the WWW Operational Information](#)
- c. [Manual on the Global Observing System](#):2.6.6 Change Management
- d. [Report from WG II \(Satellite data and products\)](#) Slide 22
- e. Satellite Products and Services Review Board Process Paper - Version 17, July 12, 2018
- f. [NESDIS OSPO Retirement and Divestiture of Environmental Satellite Products](#)

8. RESPONSIBILITY

- A. ESPC Helpdesk and User Service Coordinators are responsible for dissemination of the notifications.
- B. NESDIS OSPO will be responsible for maintaining and proposing updates to this Change Notification Policy. OSPO will develop and maintain procedures for implementing this policy. OSPO shall work with all relevant authorities and users to ensure compliance with this policy directive.
- C. OSPO Product Area Leads are responsible for clearly identifying data product changes and impacts and providing sample test data.



APPENDIX A

Definitions

ESPC: Environmental Satellite Processing Center

MDS: Mesoscale Domain Sector

OSPO: The Office of Satellite and Product Operations (OSPO) is part of the National Environmental Satellite Data and Information Service (NESDIS).



APPENDIX B

Common Format for Change Management Dissemination

Subject Line Format: *Satellite(s), Instrument(s), Short Description, Date of Implementation - Issued: Date Issued (day month year); Time Issued (HHMM) UTC*

Example of subject line in email:

SNPP/CrIS Switch to Side-2 Electronics scheduled for June 18, 2019, Issued: June 5, 2019 1800 UTC

Topic: SNPP CrIS Switch to Side-2 Electronics

Date/Time Issued: June 7, 2019 1800 UTC

Product(s) or Data Impacted: SNPP/CrIS products, including CrIS RDR, SDR and NUCAPS L2 products

Date/Time of Initial Impact: June 18, 2019 1800 UTC

Date/Time of Expected End: ~14 weeks later

Length of Outage: up to 14 weeks from time of initiation

Details/Specifics of Change: During the week of June 17-21, 2019 a switch of the SNPP/ Cross-track Infrared Sounder (CrIS) electronics from the current side-1 to the redundant side-2 will be performed. This effort will be undertaken to recover from a CrIS midwave signal processor failure that occurred on side-1. Once the switch over to side-2 is initiated, all SNPP/CrIS science data (including NUCAPS L2 data) will be unavailable for up to a two week period as instrument adjustments are being performed. Once the two-week switch effort is concluded, a 12-week Calibration/Validation effort will be undertaken to ensure the CrIS data is at the highest quality and maturity levels.

All SNPP/CrIS Products will be affected:

- During the first 2 weeks, all SNPP/CrIS products will be unavailable.
- After the initial 2 weeks, products will only be available to Cal/Val approved users.
- When the Cal/Val period is complete, all SNPP CrIS products will be made available to all approved users.



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Important note: HRD/Direct Readout users should not use the data until notified that the data has reached an acceptable maturity level.

Contact Information for Further Information: ESPC Operations at ESPCOperations@noaa.gov and 301-817-3880

Web Site(s) for applicable information: N/A

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