

## DATA INVENTORY FORMS

- capture basic cruise information and data inventory from NSF Ridge2000 and NSF MARGINS funded field projects
- big-picture goal to standardize for all UNOLS ships + the research icebreakers
- designed as collection of spreadsheet files. Advantages:
  - familiar to scientists and engineers
  - free open-source software ([www.openoffice.org](http://www.openoffice.org)) available for all major computing platforms
  - lightweight, easy to modify, easy to email
  - contents can be exported to XML

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Each spreadsheet can be filled by most appropriate person:

- A Cruise Overview

*ports and dates, project overview, study area, science party, file attachments*

- B Data Inventory

*data type (sensor outputs + physical samples), disposition, contact person*

- C System Descriptions

*make, model, serial, description, file format*

- D Sample Data

*time and position, description, disposition of each sample (separate sheets by type)*

