

# Delivering monthly ozone statistics (2002/3/EC)

This document provides guidance on data delivery to CDR. Information on formats and practical examples for reporting can be found in the [guidelines](#) [\*] provided by ETC Air and Climate Change.

## Quick guide

CDR Data delivery procedure in quick steps for the impatient:

1. Enter the Central Data Repository (CDR) <http://cdr.eionet.europa.eu>
2. Open the data collection: **European Union (EU) obligations**
3. Open the subcollection: **Monthly Ozone Exceedances (2002/3/EC)**
4. Check for new feedback on your previous deliveries
5. Add a new envelope for each delivery you make
6. Open the new envelope
7. Deliver your data online via a webform or via an excel file (please use file naming convention)
8. Use the QA routine to check the quality of your draft delivery
9. Complete the task to make your delivery and the automatic feedback report public
10. Now press the Finish button

[\*] Directive 2002/3/EC relating to ozone in ambient air, Procedures and Formats for the exchange of monthly and summer reports (Version 18 February 2004) : [http://airclimate.eionet.europa.eu/databases/o3excess/o3\\_excess\\_monthly\\_summer\\_reporting\\_formats.html](http://airclimate.eionet.europa.eu/databases/o3excess/o3_excess_monthly_summer_reporting_formats.html)

## Detailed guide

### 1. Create the envelope in CDR

First you go to <http://cdr.eionet.europa.eu>. You will see a list of countries. You choose the one you report for. Inside the country collection, the next level normally shows the client organisation (data requester). The client for monthly ozone is EU, so select that one.

Inside the EU collection, you will see a collection with the title **Monthly Ozone Exceedances (2002/3/EC)**. This is the one you need. Click on it.

Now create an envelope for this month's delivery. There is a blue button on the right side of the webpage to do that. If it isn't there, you might have to login first, if you still can't see the button contact [EIONET helpdesk](#). *Do not reopen an existing envelope. Each month must have its own envelope.* Remember to declare the correct year and month in a standard way for easy reference.

You now have an envelope. You must now start it and also inform other users that you are working on it, and you do that by *activating* the task in the envelope (e.g.

*Draft* for creating/updating the delivery).

Activate task

After activation, *you have reserved the envelope for yourself to work on*. Other users will not be able to intervene until you:

- *complete the task* in which case the system will move forward to the next step in the reporting process - or
- *deactivate* the task from the corresponding right-side blue button

Deactivate task

which keeps the work already done and makes it possible for someone else to take over the task

## 2. Upload the data into the envelope

When you have activated the Draft task, you will see a page looking like this:

Overview Draft delivery of monthly ozone Edit properties History

### Draft delivery of monthly ozone

This dataflow can be delivered with webforms. Either follow the steps below or upload the conventional MS-Excel file with the blue buttons. If you filled the MS-Excel file from the correct [Data Dictionary template](#), you can use the conversion facility which will extract the information from it and upload the delivery in XML format; this information can be later edited using the webforms.

- add [a comment about the monthly ozone exceedances](#)
- add [new station\(s\) meta-information](#)
- add [exceedance of ozone alert threshold values](#)
- add [exceedance of ozone information threshold values](#)

You can always interrupt your work and continue your contribution at a later date without losing data as long as the WebForm is saved during and after editing.

Once you are satisfied with the contribution, you choose [Complete task](#) and your delivery will be released to the public after which it will be automatically quality assessed by the system.

Files in this envelope  
No files uploaded

Feedback for this envelope  
No feedback posted in this envelope

Document last modified 2007/04/30. [\[Validate HTML\]](#) European Environment Agency

**Monthly ozone can be delivered to CDR in two ways.**

- As a web questionnaire
- As an MS-Excel file

### Web questionnaire

If you have very little data to report, you can use the web questionnaire. If for instance, you have no exceedances : 1) Click on *add a comment about the monthly ozone exceedances* link. It will take you to a form like this:

**Monthly ozone exceedances (2002/3/EC) - Comment**

The comment form can be used to provide information about months when no exceedances of threshold values occurred and about changes in operating stations.

Comment

There were no exceedances.  
Station 1048, Lamas de Olo first operational DAY MONTH YEAR

Please indicate no exceedances or stations put in/out of operation.

Save Save & Close Cancel

**Add** a standard text recommended to use when no exceedances have occurred: "There were no exceedances in COUNTRY in MONTH".

**Add** a standard text recommended to use when a monitoring station stops operating: "Station EOI CODE, last operational DAY MONTH YEAR."

**Add** a standard text recommended to use when a monitoring station begins operating: "Station LOCAL STATION CODE, STATION NAME first operational DAY MONTH YEAR."

The definitions of EOI CODE, LOCAL STATION CODE, STATION NAME can be found in the Station table.

You click on the first "Add" button to add the text "There were no exceedances." You click on the third "Add" button to add a declaration of the new station, and replace the template text. Then you click on "Save & close".

There are also forms for adding the meta-information on new stations and for reporting exceedances of the alert and information threshold values.

You click on "Save & close" and then on "Complete task"

**Complete task**

**Monthly ozone exceedances (2002/3/EC) - Station meta-information**

Zone code Longitude decimal degrees Type of station O3  
Eoi station code Latitude decimal degrees  
Local station code Longitude (degrees, minutes, seconds)  
Station name Latitude (degrees, minutes, seconds)  
Altitude

Select line Add line Delete line Validate  
Save Save & Close Cancel

**Monthly ozone exceedances (2002/3/EC) - Exceedance of ozone alert threshold values**

Zone code	Eoi station code	Local station code	Station name	Month	Day of month	Maximum 1-hour mean ozone concentration (µg/m3) during exceedance period	Starting time of the exceedance	Total number of exceedance hours	1-hour mean NO2 concentration (µg/m3) during maximum ozone concentration

Select line Add line Delete line Validate  
Save Save & Close Cancel

**Monthly ozone exceedances (2002/3/EC) - Exceedance of ozone information threshold values**

Zone code	Eoi station code	Local station code	Station name	Month	Day of month	Maximum 1-hour mean ozone concentration (µg/m3) during exceedance period	Starting time of the exceedance	Total number of exceedance hours	1-hour mean NO2 concentration (µg/m3) during maximum ozone concentration

Select line Add line Delete line Validate  
Save Save & Close Cancel

## MS-Excel

If you have larger amounts of data, entering it manually through webform is not inconvenient. You can also do your work in MS-Excel. Once you have your data ready, save the MS-Excel file with the naming convention described in the ETC ACC guidelines. Then you upload your data by clicking on the "Convert Excel file" button

**Convert Excel file**

After the upload you will see that the information from your Excel file has been converted to XML files. You can use the QA routine (Run QA #1) to get a preview of the automated feedback report on your delivery. You must use the

[MS-Excel template](#) generated by the data dictionary to get this service. The worksheets to be completed by the user are exactly the same as the traditional template but there is an additional worksheet used by the conversion routine.

If you find errors in your data, you can edit them in your MS-Excel file and then upload again. Once again please respect the file naming convention.

When the quality is in line with your national standard, click on "Complete task"

A blue rectangular button with the text "Complete task" in white.

### 3. Automated quality check

When you have completed the task, the system takes the envelope through a QA step. This can take a couple of minutes and you will see this on the envelope status line:

**Status** Task(s) in progress: **Automatic quality assessment**

After the QA step the quality feedback report is automatically posted to the envelope. The envelope is then released to the public.

### 4. Finalising your delivery

If you take a look at the envelope you will there is a task called *Revoke or Finish*.

**Status** Task(s) waiting to be assigned: **Activate task:** [Redeliver or finish](#)  
(Envelope is released to public. Decide to finish or to go back to drafting to redeliver)

The purpose of this step is to give you a final chance to go back into draft mode if the automatic QA reveals a problem with the delivered data. If you are satisfied with the quality of your delivery you should mark it "Finished", and this will close the envelope permanently so that ETC ACC can be sure that you are not still working on the data.

ETC ACC will make a further expert review of your delivery and may add an additional manual feedback report in the envelope. Please take a look before making the following month's delivery!