

<p>TWP PROCEDURE</p> <p>Author: D. Sandoval</p>	<p>RECORDING BBSS PRE-FLIGHT CHECK DATA</p>	<p>PRO(TWPPO)-077.000</p> <p>8 June 2004 Page 1 of 2</p>
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Recording BBSS Pre-Flight Check Data

I. Purpose:

This procedure describes the steps taken when recording the Balloon-Borne Sounding System (BBSS) from BBSS Launch Operation Pre-Flight Sonde Check Form to the BBSS Ground check Data Excel spreadsheet.

II. Cautions and Hazards:

- Data must be saved after completing the BBSS Ground Check Data in the Excel spreadsheet, if not; all the information will be lost.

III. Requirements:

- None.

IV. Procedure:

A. Steps for organizing BBSS data:

1. Collect BBSS Ground Check Data sheet faxes.
2. Notice that the dates are recorded European style, and they are entered by (ddmmyy).
 - a) For example, 4/18/2004 is written as 18/04/2004. The month and the day are flipped around.
3. Put the BBSS Ground Check Data sheets in order with the most recent date at the bottom of the pile and the oldest one at the top of the pile.
 - a) For example, if you have BBSS Ground Check Data sheets from 4/18/04 to 4/25/04. Then the 4/18/04 would be at the top of the pile while that 4/25/04 would be at the bottom of the pile.

B. Steps for Accessing BBSS Ground Check Data Sheets:

1. Go to your desktop.
2. Double click "Shortcut to Data on Primary Share"
3. Click "bbss_groundcheck_data", and open the file.

C. Entering the Information for the BBSS Ground Check Data:

1. Once the Excel Spreadsheet opens start to enter the data in the next empty row.
 - a) Make sure to look at the bottom of the Excel Spreadsheet to make sure that you are entering the information into the right site.

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- b) There are two sites one is Manus and the other is Nauru.
 - c) The fax sheets will have the site name at the top of the page.
2. You will notice that the information in the Excel Spreadsheet is entered by rows.
3. On the BBSS Ground Check Data sheets the first row of the table is entered all of the way across the sheet.
4. For Manus everything in the BBSS Ground Check Data sheets should be entered.
 - a) Except for the Freq. Mhz (Digi) number.
5. For Nauru you enter everything in the BBSS Ground Check Data sheets.
 - a) Except for the Freq. Mhz (digi) number and the Humidity %(s.scrn.) number.
6. After you enter the Duty Obs (Initial) / Operator Initial on both sheets
 - a) Then go to the second table and start entering the information of the first row.
7. When you are done with the first row on both tables on the BBSS Ground Check Data sheets, then you do the same thing for the second row and the third row. Finally after you finish the fourth row then that page of the BBSS Ground Check Data sheet is done.
8. After you enter the data on the whole page then you need to mark the top of the page with a "check mark" red pen, and write the date that you entered them.
9. Once you enter all of the BBSS Ground Check Data information and you are done for the day make sure to save them on the Excel Spread sheet.
10. Get all of the BBSS Ground Check Data sheets and whole punch them and file them in the BBSS Sheets folder.
 - a) File them with the most recent date at the bottom of the pile.

V. References:

None

VI. Attachments:

None