## Scientists,

We would like to recommend a set file name convention for data and quicklooks for the HS3 Field Campaign data submission. In order to facilitate inclusion into the field catalog, we ask each of the teams follow a basic file name convention. The convention is fairly liberal and permits you to add a lot of descriptive information of your choice in the <other> parameter.

Several of you may already have a set file-naming convention and uploaded files. GHRC will evaluate each dataset and determine if any final modifications are required for the Archive and the EOSDIS Search Engines. We will do our utmost to meet your needs as well as our requirements. If renaming is recommended, GHRC will coordinate the renaming of any files with the Investigator. Abbreviations and acronyms found in the filenames should be documented if it does not appear below in the recommendations.

## Recommendations

## filename = <proj>\_<instr>\_<date>\_<optional>\_<version>.ext where

- <proj> = is the project name, (e.g., hs3) separated by a "\_" from the next field
  - <instr> = is the instrument ID of up to 10 letters; separated by a "\_" from the next field
    - o e.g., avaps, cpl, hamsr, hirad, his, hiwrap, twilite, ...
  - Navigation datasets should include the aircraft abbreviation in the inst field (e.g., er2 gh, ...)
- <date> = in yyyymmdd format; separated by a "\_" from the next field. Four digit years are required
  - If both start and stop dates are required, then separate the two dates by an underscore.
  - <date-time> = in yyyymmdd-hhmmss format; time is separated by a dash from the date. An "\_" separates start and stop dates. Times should be in UTC. It is also acceptable to use "T" as a time separator and have "z" at the end of the time field.
- <optional> = any other descriptive information (e.g., band name, version #, etc.; separate fields with a "\_")
- <version> = optional field: version number use v##.# where # is 1 or 2 sequential digits and a decimal if desired.
- .ext = common 2-3-letter file format description (e.g., .hdf, .jpg, .txt, .gif, .pdf, .asc, .nc, etc.)
- lowercase is recommended

Maximum file name length should be no more than **<u>100</u>** characters including the extension.

Only allowable symbol is the underscore (\_) or dash (-) and a single period (.) for the extension. A dash (-) is used to separate the time field from date; but not as a separator between inst and date, or date and optional field. A "-" may be used in the optional field.

Examples for the HS3 campaign:

hs3\_avaps\_20110331-182033\_recomp\_P\_3QC.eol.hdf

 $HS3\_HAMSR\_L1B\_20110908T185915\_20110909T185423\_v01.nc$ 

If you have questions, please contact the <u>Data Management Group</u> at <u>ghrcdaac@itsc.uah.edu</u> with HS3 subject line.

Thank you

GHRC Data Management Group.