

- Remember to put only your station name where the form says **Station** and not your station number. This box is in the upper left hand part of the form.
- Remember to put your station number only in the spot that says **Station Index NO.** This box is in the lower right part of the form.
- Remember to put E for Eastern Daylight/Savings time and C for Central Daylight/Savings time in the box labeled **Standard Time in Use.**
- Remember to put IWX in the box labeled **Supervising Office.**
- The column labeled **Rain, melted snow, etc.** is measured out to the hundredths..... i.e. 0.00, 1.25, 0.48
- The column labeled **Snow, ice pellets, hail** under 24-HR Amounts header is measured out to the tenths... 0.0, 1.9, 0.4 This column is the amount of snow that has fallen. i.e. snowfall
- The column labeled **Snow, ice pellets, hail** under the **At Ob** header is measured out to the whole number only. i.e. 3, 1, 11 This column is snow depth on the ground.
- Remember to put M for missing when you have forgotten to take an observation.
- Remember to put 0.00 or 0.0 or 0 if no rain or snow has fallen.
- If you only take temperatures, then put the time you take the ob in the box labeled Temp. If you only take precipitation measurements, then put the time you take the ob in the box labeled Precipitation. If you take both, then put the time that you take the ob in both boxes.