

Logo(s)

(of issuing Organization(s), Project etc)

Title

Subtitle

Edition/Version Number

Organisation Document ID or Series

(if applicable)

Author/s¹

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Year

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Best practices may be documented in the form of standard operating procedures or manuals or other formats. The list below are suggested sections and not all of these may be occurring in the document. Replace the page number with N/A if the section is not applicable. Additional topic titles should be added to the table of contents in the appropriate section, inserting sequential page number

Page number

1.0 EXECUTIVE SUMMARY/ABSTRACT

Free text 250 words maximum. Please provide a brief summary of your best practice including, as appropriate, a brief descriptions of what techniques your best practice is about, which ocean environments or regions it targets, type of data/measurements/observing platform it covers, limits to its applicability and note the community of practice that developed the best practice.

2.0 INTRODUCTION *(include scope of document and target audience)*

3.0 INSTRUMENT and PLATFORM

- 3.1 Sensor (include make, model, serial number (if appropriate), information on instrument, maintenance protocols and logs of maintenance carried out).
- 3.2 Purpose (identified need)
- 3.3 Design Overview (provide manufacturer reference document if appropriate)
- 3.4 Detailed Design (include configurations, protocols for setting the manufacturer-provided parameters)
- 3.5 Deployment (what, where, how and when (short summary and then linking to website?))
- 3.5a Platforms integration into the platforms operational consideration for the platform
- 36 Methods for data collection
- 3.7 Functionality
- 3.8 Analysis
- 3.9 Calibration
- 3.10 Uncertainties in observations
- 3.11 Standards used
- 3.12 Quality Assessment methods
- 3.13 Data Management/Data Delivery (including formats)
- 3.14 Organizations with Current Operational Implementations
- 3.15 Issues (drawbacks, vulnerabilities etc)
- 3.16 Training Materials and Contacts (include resource links)
- 3.17 Contributing Best Practices (see also ANNEX: References)

4.0 CONCLUSION

5.0 ANNEXES

- 5.1 List of Figures
- 5.2 Glossary
- 5.3 Acronyms
- 5.4 Referenes (include DOIs)
(Other contributing BP citations and related BP should be annotated and a live link provided to full text)

6.0 DOCUMENT METADATA SHEET

Document MetaData Sheet for REPORT BP (for submissions to www.oceanbestpractices.org)

The following pages contain the document data sheet of metadata which should be completed for submission of the best practice to the repository (www.oceanbestpractices.org). Please follow instructions carefully. We recommend including this document data sheet into your Best Practice document at the end. **Please do not change any formatting, entries in the left column, or the table structure.** The format below will allow automatic ingest of the data in this table into the OceanBestPractices Repository. Enter data only in the right-hand column.


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