



CDBS Delivery Form (PDF fillable form)

Please fill in the following fields and attach this form to your delivery notification. A description of selected fields is given at the end of this page, or by clicking on a field title. Deliveries using separate delivery forms will be considered independent. If it is necessary for any two deliveries to be installed at the same time or at a particular time, please indicate this in field 13. All files listed on a single form will be normally be installed at the same time. If you have any questions, please send e-mail to cdbs@stsci.edu.

1. **Name of deliverer:**
(other e-mail addresses)
2. **Date of delivery:**
3. **Instrument:**
4. **Types of files (bias, pht, etc.):**
5. **History section in header [0] complete?** Yes No
6. **USEAFTER, PEDIGREE, DESCRIP, and COMMENT have been checked?** Yes No
7. **CDBS Verification complete? (fitsverify,certify,etc.):**
8. **Should all of these files be ingested in the OPUS, DADS and CDBS databases?** Yes No
(if not, indicate which ones should not):
9. **Files have been run through CALXXX or SYNPHOT?** Yes No
10. **Do at least some of these files replace old reference files?** Yes No
- 10a. **If yes, list which ones:**

11. What are the level of changes of the files?

(e.g. compared with the file to be replaced it could be: **SEVERE, MODERATE, TRIVIAL, 1%, 5% etc.**):

11a. If files are tables, please indicate exactly which rows have changed:

12. Description of how the files were "tested" for correctness:

13. Additional Considerations:

14. Reason for delivery:

15. Disk location and name of files:

1-Name of deliverer:

Your Name.

in "(other e-mail addresses)" you should provide all the e-mail address of the people or mailing lists that should be notified of any problem or success of the delivery. However, you can leave this field blank if they are in the Cc: field of the e-mail you will be sending to the INS/CDBS Group with this form.

2-Date of delivery:

Today's date.

3-Instrument:

The instrument to which the reference files being delivered apply.

4-Type of file:

Give the extension name or whole name of the file(s) being delivered.

5-History section in header [0] complete?:

The history section of the file should have a description of the changes made to the file, respect to a previously delivered one. If it is a new file, it is recommended to give a brief explanation on how the calibration was made to derive the values in the file. You could also refer to any relevant documentation that has this information. The History should give an idea of the effect that the reference files will have in the calibrated data.

6-USEAFTER, PEDIGREE, DESCRIP, and COMMENT have been checked?:

Make sure that you updated the above header keywords with the appropriate information for the new changes or data.

7-CDBS Verification complete?:

Make sure that your files are FITS and CDBS compliant. For this, run the fitsverify and certify script. The files should be delivered only when they pass these verifications.

8-Should these files be ingested in the OPUS, DADS and CDBS databases?:

There are cases when some of the reference files, for example STIS Synphot files, are not stored in the Archive or OPUS. In those cases, we have to make sure that we set the delivery properly for this to happen.

9-Files run through CALXXX or Synphot?

Make sure that you run CALXXX or Synphot using the reference files that are going to be delivered. We cannot check for the scientific validity of the files, this is the responsibility of the instrument teams, but at least we want to make sure that the delivery of this/these file(s) will be transparent to the OTFR pipeline. The INS/CDBS Group is not going to perform this test, but only when absolutely necessary; we ask the instrument teams to perform this test themselves.

10-Does it replace an old reference file?

If this is an update to previously delivered reference files then the answer should be "yes". If this reference file will cover a set of dates that have not been covered by any previous reference files, then the answer will be "no".

10a-If yes, which one?

If the answer to question 8 was yes, let us know the name of the reference file it replaces.

dates not covered previous then the level of change is SEVERE or 100%. Another case when it should be considered as SEVERE is when the change warrants recalibration of the data. In the case of tables this could be applicable to only some rows. Please let us know which rows were affected by this level of change.

If one or several rows in a file changed and these changes will have a moderate impact in the results of the calibration or just make them better but do not warrant recalibration then the change is MODERATE. Also you could specify the percentage change, for example for the throughputs or images.

If the changes made to the file correct minor mistakes only, and those will not impact or have a negligible impact on the calibrated products, the change level is considered TRIVIAL.

11a-If files are tables, please indicate exactly which rows have changed.

This is determined by running the IDL script "compare_table.pro"

12-Description of how the files were "tested" for correctness:

Briefly describe which kind of test you performed to assess the scientific correctness of the files. For example: "Verified no change for first order modes when compared to previously ingested reference file. Calstis ignores this file for echelle and imaging modes."

or

"All extensions examined with imstat to count number and size of hot pixels. Run through calstis with data sets from test suite to ensure that changes in calibrated output were minimal as expected."

Remember that for Synphot data files you have to perform a test in Synphot and ETCs.

13-Additional Considerations:

Are there any special needs associated with this delivery? Is the installation to be coincident with a specific OPUS build or are there other timing requirements or urgency? Note that the INS/CDBS Group makes every effort to deliver your files to OPUS within 24 hours of receiving this form, and will contact you in the event this schedule cannot be met.

14-Reason for delivery:

List details of the reason the files are being delivered, i.e. "Update gains for instrument combination X and Y" or "WFPC2 darks to be used for data taken after Dec. 1, 2008"

15-Disk location and name of files:

Give an accessible disk location from where we can get a copy of the files to be delivered. Remember that the file names should not contain capital letters. Make sure that the files are readable by everybody. List all the reference files that are being delivered. For example,

```
-rw-r--r-- 2 acsref 10532160 Mar 24 23:13 grp03_hrc_rdrk.fits
-rw-r--r-- 2 acsref 10532160 Mar 24 23:13 grp04_hrc_rdrk.fits
-rw-r--r-- 2 acsref 10532160 Mar 24 23:13 grp05_hrc_rdrk.fits
-rw-r--r-- 2 acsref 10532160 Mar 24 23:13 grp06_hrc_rdrk.fits
-rw-r--r-- 2 acsref 10532160 Mar 24 23:13 grp07_hrc_rdrk.fits
-rw-r--r-- 2 acsref 10532160 Mar 24 23:13 grp08_hrc_rdrk.fits
-rw-r--r-- 2 acsref 10532160 Mar 24 23:13 grp09_hrc_rdrk.fits
```