**Tephra Community Simplified SESAR submission v1.1 Jun 2021**

**Background**

Tephra is a unique volcanic product with many applications. Tephra community members created [best practices from collection through analysis](https://zenodo.org/record/4075613#.YJwaHmZKi8o) to increase the applicability and usability of tephra data in an effort to foster scientific collaboration and data reuse. The Tephra community recommends that tephra samples are registered in [SESAR](http://www.geosamples.org). These documents are a product of collaboration between the Tephra Community and SESAR to map Tephra community metadata fields to SESAR’s pre-existing metadata fields to facilitate the registration of tephra samples in SESAR.

**Choosing a template**

This set of Simplified Templates captures only those fields from the tephra community best practice that map to the preexisting SESAR metadata fields. We also offer a comprehensive template which allows for submission of all of the metadata recommended by the tephra communities best practice guidelines in one file.

The tephra community highly recommends use of the Comprehensive Template to record your metadata. This allows data to be in a standardized format and can be interoperable with other tephra records and form the basis of uniform data reporting. Use the Simplified template if you are looking to make your samples discoverable and plan to maintain your own more detailed metadata records. The Comprehensive Template can be downloaded [here](https://www.earthchem.org/communities/tephra/#template-sample).

**Instructions for Simplified SESAR Registration**

This zip file contains the necessary information and resources to register samples using the simplified version of the Tephra Community standards in SESAR (the System for Earth Sample Registration) using SESAR’s [Batch Registration method](https://www.geosamples.org/wp-content/uploads/2021/05/How_to_upload_a_completed_batch_registration_template.pdf). This includes sites, cores, core driver, and individual samples. If you are registering multiple kinds of samples We recommend that you register in the order of Sites→Cores→Core Drivers→Individual Samples, so that the IGSNs of the parents can be included in the registration of the children samples. For more information on Parent/Child relationships see [SESAR’s FAQs](https://www.geosamples.org/resources/help#more-information).

If you register with the Sample\_Simplified file, the [object type](https://www.geosamples.org/vocabularies/sample-type-object) will be set to “Individual Sample” (a sample that is an individual unit, including rock hand samples, such as a tephra sample or individual clast).

If the object type for your samples is not represented among these templates please contact [info@geosamples.org](mailto:info@geosamples.org) for assistance. We expect “individual samples” will work as the object type for most tephra samples.

To register a sample:

1. Choose the excel file with the name that corresponds to the type of sample you want to register in SESAR (site, core, core drive, or sample).
2. Review the Tephra Community metadata field mapping found in the ‘Metadata\_Mapping’ tab.
3. Add your metadata to the correct fields in the ‘SESAR’ tab. Required fields are marked in the ‘Metadata Mapping and Definitions’ tab, however we strongly encourage you to fill out as many data fields as possible to create a meaningful record.
4. Save your file with the ‘SESAR’ tab open (The template must also remain a .xls file type-**Please do not change the file extension**).
5. Upload your batch template to [MySESAR](https://app.geosamples.org/sample_batchupload.php).

The “Metadata\_Mapping'' tab shows how the Tephra Community metadata fields map to SESAR’s metadata fields. For a complete list of SESAR’s metadata fields and definitions see the file entitled “SESAR\_quickguideV7''.

To register samples use the [Batch Registration method](https://app.geosamples.org/sample_batchupload.php). Here is a [tutorial](https://www.geosamples.org/wp-content/uploads/2021/05/How_to_upload_a_completed_batch_registration_template.pdf) on how to use this method.

If you have any questions please contrast [info@geosamples.org](mailto:info@geosamples.org)