

# How-To

## Complete Your TraCSS Satellite File

This guide explains how to complete the TraCSS Satellite File for claiming satellites as a Satellite Owner/Operator Admin. Relevant FAQs can be found at the end of the guide.

### General Guidelines

It is recommended to start with the TraCSS Satellite File Template provided at time of upload. You should rename this file to match the following file naming convention: Organization\_Name\_Sats\_YYYY-MM-DD.csv with the date reflecting the current calendar day. The template contains the necessary header row of information to be provided. For each satellite you own or maintain the legal authority to operate, create a new row within the file and provide the requested information. For more context on the meaning of a field or the reason for collection, please refer to the "Spacecraft Information and Attributes" table within the provided [TraCSS Data Policy](#). Your TraCSS Satellite File will be validated after upload to ensure the minimum required fields, NORAD ID and Satellite Name, are completed for each satellite and formatting guidelines are met for all completed fields.

For details on the data types and allowed values for each field within the TraCSS Satellite File, see the specification table below. Fields with a data type of "Enumerated Value" should be populated with one of the options provided. It is strongly recommended to complete all fields within the TraCSS Satellite File with known information pertaining to the satellites you are claiming at the time of registration. Any fields you choose not to provide should be left blank and remain denoted in the comma separated fashion. For example, a satellite with no alternate names would show:

```
satelliteName,alternateNames,noradID,...  
My Sat Name,,12345,...
```

# TraCSS Satellite File Specification

Field Name	Data Type Restrictions	Allowed Values & Further Details
<b>satelliteName</b>	String	Any
<b>alternateNames</b>	Semi-colon separated list of Strings	Any Example: sat1;sat2;sat3
<b>noradId</b>	Integer	Any
<b>InternationalDesignator</b>	String	Any Format: YYYY-NNNP{PP} Example: 2025-002A
<b>countryOfLaunchLicense</b>	String	Any Format: <a href="#">Alpha-2 Code</a>
<b>countryProviding CommunicationsLicense</b>	String	Any Format: <a href="#">Alpha-2 Code</a>
<b>countryProviding RemoteSensingOrNovel ActivitiesLicense</b>	String	Any Format: <a href="#">Alpha-2 Code</a>
<b>countryOfUNRegistry</b>	String	Any Format: <a href="#">Alpha-2 Code</a>
<b>constellation</b>	String	Any Example: Starlink

Field Name	Data Type Restrictions	Allowed Values & Further Details
<b>operationalStatus</b>	Enumerated Value	BACKUP_STORAGE_STANDBY, DECAYED, DEGRADED_OPERATIONS, EXTENDED_MISSION, UNKNOWN, REENTRY_MODE, NONOPERATIONAL, OPERATIONAL_MANEUVERABLE, OPERATIONAL_NONMANEUVERABLE Definitions: <a href="#">CCSDS Operational Status</a>
<b>orbitCategory</b>	Enumerated Value	GEO, GSO, GTO, HELIOCENTRIC, HEO, INTERPLANETARY, LEO, PLANETARY, <P1>_<P2>_<N>, LUNAR, MEO, OTHER Definitions: <a href="#">CCSDS Orbit Categories</a>
<b>wetMass</b>	Double	Any Units: Kilograms Example: 1200 Note: Mass value can be binned to one significant digit
<b>hardBodyRadius</b>	Double	Any Units: Meters Example: 3.392
<b>hardBodyRadius CalculationMethod</b>	String	Any Example: Circumscribing Sphere
<b>conjunctionMitigation Capabilities</b>	Semi-colon separated list of Enumerated Values	chemical propulsion, electric propulsion, differential drag, object reorientation, none

Field Name	Data Type Restrictions	Allowed Values & Further Details
<b>expectedOperationalMissionLifetime</b>	Double	Any Units: Years Example: 12.4
<b>estimatedTotalTimeOnOrbit</b>	Double	Any Units: Years Example: 12.6
<b>launchProvider</b>	String	Any
<b>launchVehicle</b>	String	Any
<b>launchLocation</b>	String	Any matching the <a href="#">UN global launch locations</a> or "OTHER" Example: Woomera Australia Note: Exclude commas from name
<b>launchDate</b>	Date	Any Format: YYYY-MM-DD Example: 2025-01-26
<b>deploymentDate</b>	Date	Any Format: YYYY-MM-DD Example: 2025-01-27 Note: Only required if different than launch date

Field Name	Data Type Restrictions	Allowed Values & Further Details
<b>additionalDeployments</b>	Enumerated Value	<ul style="list-style-type: none"> <li>• YES, NO</li> <li>• Note: Used to identify Orbital Transfer Vehicles (OTVs)</li> </ul>
<b>launchName</b>	String	<p>Any</p> <p>Note: Use rideshare name if applicable. For all others, use primary payload name and/or name of launch.</p>
<b>plannedOrbit</b>	Semi-color separated list of Doubles	<p>Note: Initial and final orbits should be provided if there is a planned change</p> <p>Units:            Nodal Period, min            Apogee &amp; Perigee, km            Inclination, deg</p> <p>Initial Only Format:            nodalPeriod;apogee;perigee;inclination</p> <p>Initial &amp; Final Format:            nodalPeriod1;apogee1;perigee1;            inclination1;nodalPeriod2;apogee2;            perigee2;inclination2</p>

Field Name	Data Type Restrictions	Allowed Values & Further Details
<b>generalFunction</b>	Semi-colon separated list of Enumerated Values	Choose From: <ul style="list-style-type: none"> <li>• spacecraft engaged in investigation of spaceflight techniques and technology</li> <li>• spacecraft engaged in research and exploration of the upper atmosphere or outer space</li> <li>• spacecraft engaged in practical applications and uses of space technology such as weather or communications</li> <li>• spent boosters spent maneuvering stage shrouds and other non-functional objects</li> <li>• reusable space transportation systems</li> </ul>
<b>objectType</b>	Enumerated Value	Debris, Payload, Rocket Body, Unknown, Other Note: Defaults to Payload if left blank
<b>contactInfo</b>	Semi-Colon separated list of Strings	Any Format: First;Last;Phone;Email Multiple Phone/Email Format: First;Last;Phone;Phone;Email;Email

## FAQs

### Why are certain fields deemed necessary?

For more context on the meaning of a field or the reason for collection, please refer to the "Spacecraft Information and Attributes" table within the [TraCSS Data Policy](#).

### Why is my file failing the validation checks?

Your file is being tested for compliance for all completed fields. At a minimum, the two required fields to submit a TraCSS Satellite File are Satellite Name and NORAD ID. Any additional fields that are completed will be tested for compliance with the formatting outlined in the table above. Please refer to the error messages provided after upload for guidance on updating your TraCSS Satellite File to meet compliance requirements.

### Will the contact information provided be made publicly available?

No, the operational contact information for a satellite will not be made open data as outlined within the [TraCSS Data Policy](#).

# TraCSS PRA Compliance

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act (PRA) of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is **0648-0831**. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the NODC Data Officer, SSMC3, 4th Floor, E/OC, 1315 East West Highway, Silver Spring, MD 20910. Geospatial metadata is requested in accordance with Executive Order 12906 and NOAA Administrative Order 212-5.

## Privacy Act Statement

**Authority:** The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations which authorizes the operations of an executive agency, including the creation, custodianship, maintenance and distribution of records, and 15 U.S.C. 1512, Powers and duties of the Department.

**Purpose:** NOAA collects limited information, such as name, address, phone number, or email address for a variety of purposes. This information will be used to respond to user inquiries or provide services requested by the user.

**Routine Uses:** Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/NOAA-11, Contact Information for Members of the Public Requesting or Providing Information Related to NOAA's Mission.

**Disclosure:** Furnishing this information is voluntary. By providing this information, you are consenting to the use of that information only for the purpose for which it is submitted.