

**Work Instruction**  
**Producer - Complete Data**  
**Development Activities**

**Purpose**

This work instruction is used to provide an overview of the options and process to upload applicable data and add analysis information for each data development task.

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**Prerequisites**

- The Obligate Project Funds activity is complete
- If applicable, the Authorized Planned Data Development activity is complete

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**Navigation**

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → appropriate Data Development activity</b>
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## Work Steps

**Work Item List - bobproducer - January 14, 2009**

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list.
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	CID
<a href="#">All</a>	<a href="#">All</a>	<a href="#">All</a>	<input type="text"/>		<a href="#">All</a>
<a href="#">Claim</a>	<a href="#">Perform Floodplain Mapping</a>	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Perform Field Survey</a>	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Develop Topographic Data</a>	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Develop Hydrologic Data</a>	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Develop Hydraulic Data</a>	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Acquire Base Map</a>	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Develop DFRM Database</a>	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Perform Floodplain Mapping</a>	09-04-0017S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Perform Field Survey</a>	09-04-0017S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	<a href="#">Develop Topographic Data</a>	09-04-0017S	Dickson County TN MapMod07	01/14/2009	47043C

Showing 1 to 10 of 14 specified. Total number of items: 14



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: [Claim](#) to claim the activity



The process to complete the Perform Field Survey activity also applies to the Develop Topographic Data and Acquire Base Map activities. Apply the process shown in this work instruction to those activities.

**Perform Field Survey** - The Producer performs this activity to upload the Field Survey data and associated metadata to the MIP for auto QA.



**Develop Topographic Data** - The Producer performs this activity to upload the topography data and associated metadata to the MIP for auto QA.

**Acquire Base Map** - The Producer performs this activity to upload the base map data and associated metadata to the MIP for auto QA.

Completion of these and every data development activity triggers an activity for the RSC to validate the content submission.

2. Click on: [Perform Field Survey](#) to select the activity

This section of the work instruction outlines the process to complete data development activities that do *not* include an Analysis screen. It also outlines important links and the options and process to upload data.

	<p>The Project and Task Information section displays important information including the Projected Preliminary Date.</p> <p>The file path on the J drive is automatically created in the Submit Data Section</p>
	<p>For more information on creating metadata profiles, refer to the <b>NFIP Metadata Profiles</b> document posted on MIP User Care &gt; Guides &amp; Documentation &gt; Metadata Profiles</p>

3. Click on:  to open a new window to upload files



A new Submit Data Files window opens

The Estimated Upload Time section is optional and is useful for calculating the estimated time to upload the file to the MIP.

4. Click the Internet Connection Speed dropdown box and select your internet connection speed
5. Click to enter the File Size
6. Click the Units dropdown box and select the file size units



Most files can be uploaded via MIP, but there are alternatives to uploading files in the MIP. If the file is larger than 1G or the zipped file contains more than 8000 individual files, select Mail the Data.

7. Click on:  Mail the Data to mail data

**Submit Data Files** ?

Select the appropriate submission method for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is provided for your use in deciding whether data should be uploaded to the MIP or mailed in.

**\* indicates a required field.**

**Estimate Upload Time (optional)**

Internet Connection Speed  ▼

File Size  Units ▼

Estimated Time to Upload Data:

**Submit Data Files**

File packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

**\*Submission Method**  Upload via MIP  Mail the Data

Select the media type to be mailed and enter data regarding the submission. Click the (?) button for submission instructions. Click the "Submit" button when mailing information has been entered.

**\*Media Type**  CD/DVD  External Hard Drive

8. Click on:  CD/DVD to mail either a CD/DVD or an external hard drive.

**Submit Data Files**

Select the appropriate submission method for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is provided for your use in deciding whether data should be uploaded to the MIP or mailed in.

\* indicates a required field.

**Estimate Upload Time (optional)**

Internet Connection Speed

File Size  Units

Estimated Time to Upload Data:

**Submit Data Files**

File packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

\*Submission Method  Upload via MIP  Mail the Data

Select the media type to be mailed and enter data regarding the submission. Click the (?) button for submission instructions. Click the "Submit" button when mailing information has been entered.

\*Media Type  CD/DVD  External Hard Drive

Once you have completed the form below, please mail the CD/DVD to the following address:  
 FEMA Data Depot  
 3601 Eisenhower Ave  
 Alexandria, VA 22304

If Partial Data, Please Describe

\*Number of CD/DVDs


\*Approximate Size of Data

Carrier Name

Shipment Tracking Number

Special Instructions (e.g. load into SDE version)


Enter the JTX Job ID of the Parent Job (if applicable)



Selecting CD/DVD displays new fields to complete. Enter the information and click Submit. A MIP Help ticket is automatically generated to track the upload of the data from the CD or DVD. When the data is uploaded, a closed MIP Help ticket is returned to the user.

**Note:** it takes approximately 10 business days to mail and load the data through the Data Depot. Please plan accordingly if you have approaching deadlines.

**Note:** the address to the Data Depot is provided.

9. Click on:  External Hard Drive to send an External Hard Drive

\* indicates a required field.

**Estimate Upload Time (optional)**

Internet Connection Speed

File Size  Units

Estimated Time to Upload Data:

**Submit Data Files**

File packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

\*Submission Method  Upload via MIP  Mail the Data

Select the media type to be mailed and enter data regarding the submission. Click the (?) button for submission instructions. Click the "Submit" button when mailing information has been entered.

\*Media Type  CD/DVD  External Hard Drive

Once you have completed the form below, please mail the External Hard Drive to the following address:  
 FEMA Data Depot  
 3601 Eisenhower Ave  
 Alexandria, VA 22304

If Partial Data, Please Describe

\*Number of External Hard Drives

\*Approximate Size of Data

\*Type of External Hard Drive

\*Size of External Hard Drive

\*Hard Drive Serial Number

Carrier Name

Shipment Tracking Number

\*Return Address

Special Instructions (e.g. load into SDE version)

Submit



Selecting External Hard Drive displays new fields to complete. Enter the information and click Submit. A MIP Help ticket is automatically generated to track the upload of the data from the hard drive. When the data is uploaded, a closed MIP Help ticket is returned to the user. Hard drives are returned to the user.

**Note:** it takes approximately 10 business days to mail and load the data through the Data Depot. Please plan accordingly if you have approaching deadlines.

**Note:** the address to the Data Depot is provided.

10. Click on:  Upload via MIP to upload via the MIP

**Submit Data Files**

Select the appropriate submission method for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is provided for your use in deciding whether data should be uploaded to the MIP or mailed in.

\* indicates a required field.

**Estimate Upload Time (optional)**

Internet Connection Speed: ISDN (128 Kbps)

File Size: 16 kB(s)

Estimated Time to Upload Data: 1 minute to upload.

**Submit Data Files**

File packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

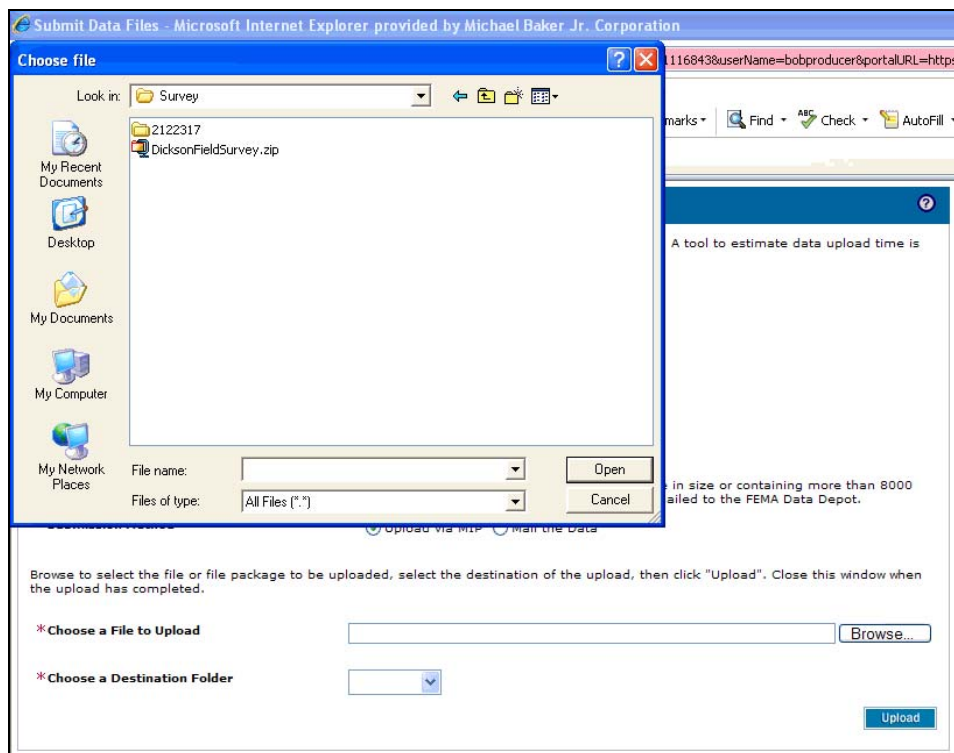
\* **Submission Method**:  Upload via MIP  Mail the Data

Browse to select the file or file package to be uploaded, select the destination of the upload, then click "Upload". Close this window when the upload has completed.

\* **Choose a File to Upload**:

\* **Choose a Destination Folder**:

11. Click on:  to locate the file to upload



12. Navigate to the file location and click to highlight the file name

13. Click on:  to select file for upload

**Submit Data Files** ?

Select the appropriate submission method for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is provided for your use in deciding whether data should be uploaded to the MIP or mailed in.

**\* indicates a required field.**

**Estimate Upload Time (optional)**

Internet Connection Speed

File Size  Units

Estimated Time to Upload Data:

**Submit Data Files**

File packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

**\* Submission Method**  Upload via MIP  Mail the Data


Browse to select the file or file package to be uploaded, select the destination of the upload, then click "Upload". Close this window when the upload has completed.

**\* Choose a File to Upload**

**\* Choose a Destination Folder**

14. Click the Choose a Destination Folder dropdown box and select the folder number


15. Click on:  to upload documents

	<p>A notification of overwriting data appears. Click OK to continue.</p> <p>The submission progress bar indicates the percent complete of the upload process.</p>
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**Data Submission Form**

**File Upload**

Your file has been uploaded successfully. You may now close this window.

	<p>When files are uploaded successfully, the files are uploaded to the J drive.</p> <p>Upon successful upload of the data, close the Data Submission Form window.</p>
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**Work Item Details - Project # 09-04-0032S**

Data Submission | Review

Save and Close   Continue >

**Perform Field Survey : Data Submission (Dickson County-wide)**

Click the Submit Data arrow to view data content or to Submit Data Files.  
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".


\* indicates a required field.

Expand All   Collapse All

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
Case Number: 09-04-0032S  
Task Description:  
Baseline Task End Date: 04/30/2007  
Projected Preliminary Date: 09/30/2007

**Submit Data**

**Submission Contents**  
 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Survey/1116843

Update Contents   Submit Data Files...

[Download Sample Metadata Template](#) to view the data file submission format.

**Submission Status**

Metadata Profile Validation   No Data   Update Status

Save and Close   Continue >



The Submission Status displays No Data. The MIP does not recognize the data until you click Update Contents.

16. Click on: **Update Contents** to confirm the file was uploaded to the file path

**Work Item Details - Project # 09-04-0032S**

Data Submission | Review

Save and Close   Continue >

**Perform Field Survey : Data Submission (Dickson County-wide)**

Click the Submit Data arrow to view data content or to Submit Data Files.  
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".


\* indicates a required field.







Expand All   Collapse All

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
Case Number: 09-04-0032S  
Task Description:  
Baseline Task End Date: 04/30/2007  
Projected Preliminary Date: 09/30/2007

**Submit Data**

**Submission Contents**  
 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Survey/1116843

-  Database
-  General
-  Photos
-  Sketches
-  Spatial
-  Survey


Update Contents   Submit Data Files...

[Download Sample Metadata Template](#) to view the data file submission format.




**Submission Status**

Metadata Profile Validation   Validation Required   Update Status   Validate Contents

Save and Close   Continue >

	The files now displays in the Submission Contents folder and the Submission Status changes to Validation Required. Use the + icons to open each folder.
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17. Click on:  to send the submission for auto review

	If the Submission Status displays In-Progress, click Update Status to recheck the status
	Click View Details for more information on the results of the auto review. If the status displays Failed, the View Details link provides specific information on what part of the metadata failed the review.  For more information on specific validation errors, refer to the <b>DFIRM Verification Check Standard January 2009</b> posted on MIP User Care > Guides and Documentation > User Guidance.
	You can only continue if the Submission Status reads Passed.

18. Click on:  to move to the Review screen

**Work Item Details - Project # 09-04-0015S**

Data Submission | **Review**

< Back
Save and Close Complete Task

### Perform Field Survey : Review (Dickson County-wide)

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.



Expand All Collapse All

**Comments**

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
 Case Number: 09-04-0015S  
 Task Description:  
 Baseline Task End Date: 04/30/2007  
 Projected Preliminary Date: 09/30/2007



**Submit Data**

 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0015S/SubmissionUpload/Survey/1116644  
 47043C\_Survey\_metadata.xml

**Submission Status**

**Metadata Profile Validation** Passed [View Details](#)



< Back
Save and Close Complete Task

	<p>Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.</p>
	<p>Completing this task copies the uploaded files from the J drive to the K drive.</p>

19. Review the information and when satisfied, click

[Complete Task](#)

**This section of the work instruction outlines the process to complete data development activities that *do* include an Analysis screen.**

	<p><b>Develop Hydrologic Data</b> - The Producer performs this activity to upload the hydrology data and associated metadata to the MIP for auto QA. In addition, the number of square miles of drainage area studied and the models or methods used are required.</p> <p><b>Develop Hydraulic Data</b> - The Producer performs this activity to upload the hydraulic data and associated metadata to the MIP for auto QA. In addition, the actual linear miles of a detailed, limited detailed and approximate study, as well as the models and methods used, are required.</p> <p><b>Perform Floodplain Mapping - Perform Floodplain Mapping</b> - The Producer performs this activity to upload the floodplain data and associated metadata to the MIP for auto QA. In addition, an indication of whether vertical datum conversion was performed, as well as the number of total linear miles of detailed, limited detailed and approximate study and redelineation are required.</p> <p><b>Perform Coastal Analysis</b> - The Producer performs this activity to upload the Coastal data and associated metadata to the MIP for QA. Additional requirements include an indication of intermediate data submission, CBRS zones and coastal structures, as well as models or methods used.</p> <p><b>Perform Alluvial Fan Analysis</b> - The Producer performs this activity in order to upload the Alluvial Fan data and associated metadata to the MIP for QA. In addition, the user indicates whether alluvial fan structures exist, whether they are active/inactive, whether structures are associated with the alluvial fan, and the model or method used in the analysis.</p>
	<p>The process to upload data in the following activities is the same previously shown steps and should be applied to all data development activities.</p>

Mapping INFORMATION PLATFORM  
 Welcome bobproducer | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project / SOMA | Compendium Panel


Home » Workbench » Work Items

### Work Item List - bobproducer - January 14, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- Options:** Add, remove, and reorder columns in your Work Items list
- Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	CID
All	All	All			All
Claim	Perform Floodplain Mapping	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	<b>Develop Hydrologic Data</b>	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop Hydraulic Data	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop OFIRM Database	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

20. Click on: Claim to claim the activity

21. Click on: Develop Hydrologic Data to enter the Develop Hydrologic Data activity

**Work Item Details - Project # 09-04-0032S**

Data Submission | Analysis | Review

Save and Close | Continue >

### Develop Hydrologic Data : Data Submission (Dickson County-wide)

Click the Submit Data arrow to view data content or to Submit Data Files.  
 Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

\* Indicates a required field.  
 Expand All | Collapse All

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
 Case Number: 09-04-0032S  
 Task Description:  
 Baseline Task End Date: 03/03/2007  
 Projected Preliminary Date: 09/30/2007

**Submit Data**

**Submission Contents**  
 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Hydrology/1116839

- General
- Hydrology Databases
- Hydrology Models
- Supplemental Info



Update Contents | Submit Data Files...

[Download Sample Metadata Template](#) to view the data file submission format.

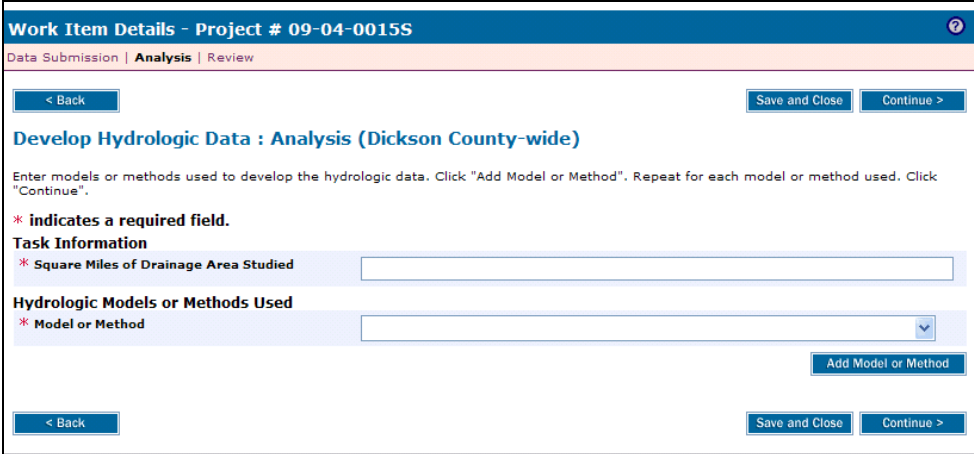
**Submission Status**

Metadata Profile Validation: Passed | View Details | Update Status


Save and Close | Continue >

	Follow the same process to upload applicable data to the MIP.
	You can only continue if the Submission Status reads Passed.


22. Click on:  to move to the Analysis screen



23. Click to enter the number of Square Miles of Drainage Area Studied
24. Click the Model or Method dropdown box to select the model or method used

	Always click Add Model or Method before continuing. If you click Save and Close or Continue before Add Model or Method all previously entered information will be lost.
---	---

25. Click on:  to Add Model or Method

	If applicable, follow the same steps to add additional Models or Methods.
---	---

26. Click on:  to move to the Review screen

**Work Item Details - Project # 09-04-0015S**

Data Submission | Analysis | **Review**

< Back Save and Close Complete Task

**Develop Hydrologic Data : Review (Dickson County-wide)**

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.



▼ Expand All ▶ Collapse All

**Comments**

▼ **Project and Task Information**

Project Name: Dickson County TN MapMod07  
 Case Number: 09-04-0015S  
 Task Description:  
 Baseline Task End Date: 03/03/2007  
 Projected Preliminary Date: 09/30/2007

▼ **Submit Data**

 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0015S/SubmissionUpload/Hydrology/1116640  
 47043C\_Hydrology\_metadata.xml

▼ **Submission Status**



**Metadata Profile Validation** Passed [View Details](#)

▼ **Analysis**

**Task Information**  
 Square Miles of Drainage Area Studied: 500

**Hydrologic Models or Methods Used**  
**Model or Method**  
 HEC-HMS 1.1 and up (Mar. 1998)

< Back Save and Close Complete Task

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J to the K drive.

27. Review the information and when satisfied, click



Mapping INFORMATION PLATFORM  
 Welcome bobproducer | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel


Home » Workbench » Work Items

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- Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	CID
<a href="#">All</a>	<a href="#">All</a>	<a href="#">All</a>			<a href="#">All</a>
<a href="#">Claim</a>	Perform Floodplain Mapping	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	Develop Hydraulic Data	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
<a href="#">Claim</a>	Develop DFIRM Database	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

28. Click on: [Claim](#) to claim the activity

29. Click on: [Develop Hydraulic Data](#) to enter Develop Hydraulic Data activity

**Work Item Details - Project # 09-04-0032S**

Data Submission | Analysis | Review

[Save and Close](#) [Continue >](#)

### Develop Hydraulic Data : Data Submission (Dickson County-wide)

Click the Submit Data arrow to view data content or to Submit Data Files.  
 Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

**\* indicates a required field.**

▼ Expand All    ▶ Collapse All

**▼ Project and Task Information**

Project Name: Dickson County TN MapMod07  
 Case Number: 09-04-0032S  
 Task Description:  
 Baseline Task End Date: 04/03/2007  
 Projected Preliminary Date: 09/30/2007

**▼ Submit Data**

**Submission Contents**

📁 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Hydraulics/1116838

- 📁 FWDTs
- 📁 General
- 📁 Hydraulic Databases
- 📁 Hydraulic Models
- 📁 Profiles
- 📁 Supplemental Info



[Update Contents](#)    [Submit Data Files...](#)

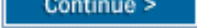
[Download Sample Metadata Template](#) to view the data file submission format.

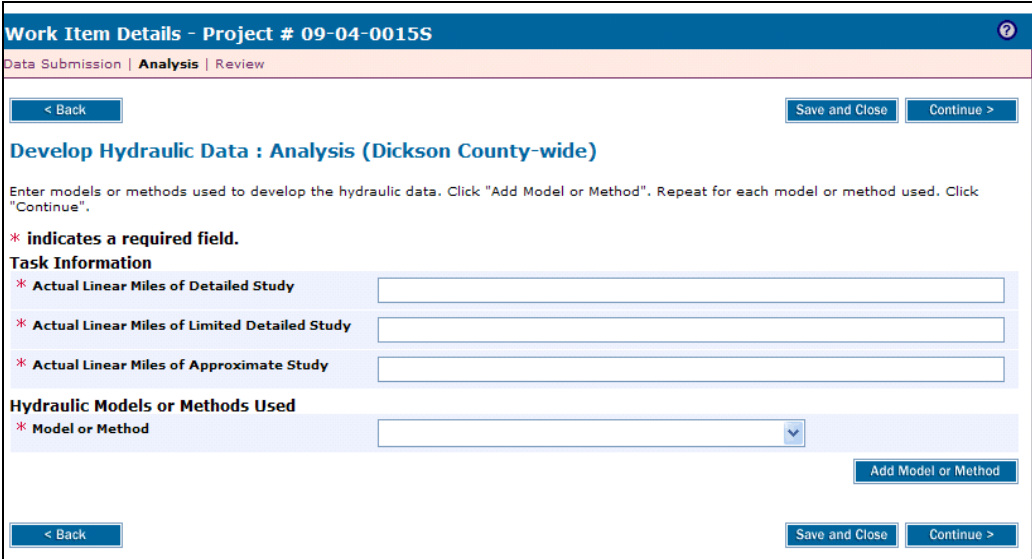
**▼ Submission Status**

**Metadata Profile Validation**    Passed    [View Details](#)    [Update Status](#)


[Save and Close](#)    [Continue >](#)

	Follow the same process to upload applicable data to the MIP.
	You can only continue if the Submission Status reads Passed.


30. Upon receipt of a passing report click on:  to move to the Analysis screen



31. Click to enter the number of Actual Linear Miles of Detailed Study
32. Click to enter the number of Actual Linear Miles of Limited Detailed Study
33. Click to enter the number of Actual Linear Miles of Approximate Study
34. Click the Model or Method dropdown box to select the model or method used

	Always click Add Model or Method before continuing. If you click Save and Close or Continue before Add Model or Method all previously entered information will be lost.
---	---

35. Click on:  to Add Model or Method

	If applicable, follow the same steps to add additional Models or Methods.
---	---

36. Click on:  to move to the Review screen



< Back Save and Close Complete Task

### Develop Hydraulic Data : Review (Dickson County-wide)

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.  
Click to view the [workflow history](#) for this project.

Expand All Collapse All

**Comments**

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
Case Number: 09-04-0032S  
Task Description:  
Baseline Task End Date: 04/03/2007  
Projected Preliminary Date: 09/30/2007

**Submit Data**

/R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Hydraulics/1116838

- FWDTs
- General
- Hydraulic Databases
- Hydraulic Models
- Profiles
- Supplemental Info

**Submission Status**

Metadata Profile Validation Passed View Details

**Analysis**

Actual Linear Miles of Detailed Study: 20  
Actual Linear Miles of Limited Detailed Study: 15  
Actual Linear Miles of Approximate Study: 150



**Hydraulic Models or Methods Used**

Model or Method  
HEC-RAS 3.1.1 and up

< Back Save and Close Complete Task

37. Review the information and when satisfied, click Complete Task

Complete Task

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J to the K drive.

Mapping INFORMATION PLATFORM FEMA

Welcome bobproducer | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

Home » Workbench » Work Items

### Work Item List - bobproducer - January 14, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- Options:** Add, remove, and reorder columns in your Work Items list
- Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	CID
All	All	All			All
Claim	Perform Floodplain Mapping	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop DFIRM Database	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

38. Click on:  to claim the activity


39. Click on:  to enter the Perform Floodplain Mapping activity



Follow the same process to upload applicable data to the MIP.



You can only continue if the Submission Status reads Passed.

40. Upon receipt of a passing report, click  to move to the Analysis screen

**Work Item Details - Project # 09-04-0015S**

Data Submission | **Analysis** | Review

< Back Save and Close Continue >

**Perform Floodplain Mapping : Analysis (Dickson County-wide)**

Enter vertical datum information. Click "Continue".

\* indicates a required field.

**Task Information**



\* Vertical Datum Conversion Performed?  Yes  No

\* Total Linear Miles of Detailed Study

\* Total Linear Miles of Limited Detailed Study

\* Total Linear Miles of Approximate Study

\* Total Linear Miles of Redelineation

41. Click on:  to denote Vertical Datum Conversion was Performed
42. Click to enter the Total Linear Miles of Detailed Study
43. Click to enter Total Linear Miles of Limited Detailed Study
44. Click to enter Total Linear Miles of Approximate Study
45. Click to enter Total Linear Miles of Redelineation
46. Click on:  to move to the Review screen

**Work Item Details - Project # 09-04-0032S**

Data Submission | Analysis | **Review**

< Back Save and Close Complete Task

**Perform Floodplain Mapping : Review (Dickson County-wide)**

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

Expand All Collapse All

**Comments**

**Project and Task Information**

Project Name:	Dickson County TN MapMod07
Case Number:	09-04-0032S
Task Description:	
Baseline Task End Date:	03/03/2007
Projected Preliminary Date:	09/30/2007

**Submit Data**

- /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Floodplain/1116847
  - 47043C\_Floodplain\_metadata.xml
  - FBS Audit Report Winston MS (Attachment B).pdf



**Submission Status**

Metadata Profile Validation Passed View Details

**Analysis**

Vertical Datum Conversion Performed?:	Yes
Total Linear Miles of Detailed Study:	20
Total Linear Miles of Limited Detailed Study:	15
Total Linear Miles of Approximate Study:	120
Total Linear Miles of Redelineation:	230

< Back Save and Close Complete Task

	<p>Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.</p>
	<p>Completing this task copies the uploaded files from the J to the K drive.</p>

47. Review the information and when satisfied, click

**Complete Task**



Mapping INFORMATION PLATFORM  
Welcome bobproducer | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project / SOMA | Compendium Panel


Home » Workbench » Work Items

**Work Item List - bobproducer - January 21, 2009**

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	CID
<a href="#">Claim</a>	<a href="#">Perform Coastal Analysis</a>	09-04-00165	Dickson County TN MapMod07	01/20/2009	47043C

	<p>Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.</p>
---	--

48. Click on: **Claim** to claim the activity

49. Click on: [Perform Coastal Analysis](#) to enter the Perform Coastal Analysis activity

**Work Item Details - Project # 09-04-0016S**

Data Submission | Analysis | Review

Save and Close   Continue >

**Perform Coastal Analysis : Data Submission (Dickson County-wide)**

Click the Submit Data arrow to view data content or to Submit Data Files.  
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

\* indicates a required field.

Expand All   Collapse All

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
Case Number: 09-04-0016S  
Task Description:  
Baseline Task End Date: 05/23/2007  
Projected Preliminary Date:

**Submit Data**

\* **Intermediate Data Submission**

Submission No. 1: Scoping and Data Review	<input checked="" type="checkbox"/>
Submission No. 2: Storm-surge Model Calibration and Storm Selection	<input type="checkbox"/>
Submission No. 3: Storm-surge Runs and Flood-frequency Analysis	<input type="checkbox"/>
Submission No. 4: Nearshore Hydraulics	<input type="checkbox"/>

**Submission Contents**  
/R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0016S/SubmissionUpload/Coastal/1116662

Update Contents   Submit Data Files...



[Download Sample Metadata Template](#) to view the data file submission format.


**Submission Status**

Metadata Profile Validation   No Data   Update Status

Save and Close   Continue >

50. At least one Intermediate Data Submission checkbox must be selected. Click each appropriate box for your study

	Follow the same process to upload applicable data to the MIP.
	You can only continue if the Submission Status reads Passed.

51. Upon receipt of a passing report, click  to move to the Analysis screen

**Work Item Details - Project # 09-04-0016S** ?

Data Submission | **Analysis** | Review

**Perform Coastal Analysis : Analysis (Dickson County-wide)**

Enter models or methods used to develop the coastal data. Click "Add Model or Method". Repeat for each model or method used. Enter comments, the source of the shoreline feature, and structure information. Click "Continue".

\* indicates a required field.

**Task Information**

\* Are There CBRS Zones?  Yes  No

\* Are There Any Coastal Structures?  Yes  No

**Coastal Models or Methods Used**

\* Model or Method

\* Horizontal Datum  Units

\* Vertical Datum  Units

Source of Shoreline Feature


\* Description of Methods and Outputs

52. Click to indicate CBRS Zones
53. If Yes, a new field appears. Click to enter the Estimated Number of Panels That Include CBRS Units
54. Click to indicate Any Coastal Structures
55. If Yes, a new field appears. Click the Structure Stability is Determined by dropdown box to select a response. If you select Other, an additional field appears to enter a text description.
56. Click the Model or Method dropdown box to select Model or Method. If you select Other, an additional field appears to enter a text description.
57. Click the Horizontal Datum dropdown box and select the response. If you select Other, an additional field appears to enter a text description.
58. Click the Units dropdown box to select the units
59. Click the Vertical Datum dropdown box and select the response. If you select Other, an additional field appears to enter a text description.
60. Click the Units dropdown box to select the units
61. Enter the Description of Methods and Outputs



Always click Add Model or Method before continuing. If you click Save and Close or Continue before Add Model or Method all previously entered information will be lost.

62. Click on:  to Add the Model or Method used

	Follow the same steps to add models or methods as appropriate and click Add Model or Method to add each to the table.
---	---

63. Click on:  to move to the Review screen

**Project and Task Information**



Project Name: Dickson County TN MapMod07  
 Case Number: 09-04-0032S  
 Task Description:  
 Baseline Task End Date: 05/23/2007  
 Projected Preliminary Date: 09/30/2007

**Intermediate Data Submission**

Submission No. 1: Scoping and Data Review: Yes  
 Submission No. 2: Storm-surge Model Calibration and Storm Selection: Yes  
 Submission No. 3: Storm-surge Runs and Flood-frequency Analysis: Yes  
 Submission No. 4: Nearshore Hydraulics: Yes

**Submit Data**

 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Coastal/1116842

-  47043C\_Coastal\_metadata.xml
-  DCS\_Submittal
  -  Coastal Databases
  -  Coastal Models
  -  Correspondence
  -  General
  -  Transects

**Submission Status - last updated 02/11/2009**

**Metadata Profile Validation** Passed [View Details](#)

**Analysis**

**Task Information**



Are There CBRS Zones?: Yes  
 Estimated Number of Panels That Include CBRS Units: 8  
 Are There Any Coastal Structures?: Yes  
 Structure Stability is Determined by: Detailed Analysis


**Coastal Models or Methods Used**

Model or Method	Horizontal Datum	Vertical Datum	Source of Shoreline Feature	Description of Methods and Outputs
ADCIRC	NAD 1983 (ft)	NAVD 1988 (ft)		provided tide and storm surge elevations and velocities

[< Back](#)

[Save and Close](#) [Complete Task](#)

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J to the K drive.


64. Review the information and when satisfied, click 

**Work Item List - bobproducer - January 19, 2009**

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- **Options:** Add, remove, and reorder columns in your Work Items list
- **Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- **Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	CID
All	All	All			All
<a href="#">Claim</a>	<a href="#">Acquire Base Map</a>	09-04-00185	Dickson County TN MapMod07	01/19/2009	47043C
<a href="#">Claim</a>	<a href="#">Perform Alluvial Fan Analysis</a>	09-04-00185	Dickson County TN MapMod07	01/19/2009	47043C
<a href="#">Claim</a>	<a href="#">Perform Coastal Analysis</a>	09-04-00185	Dickson County TN MapMod07	01/19/2009	47043C
<a href="#">Claim</a>	<a href="#">Prepare For Scoping</a>	09-04-00265	Dickson County TN Prescoping	01/19/2009	47043C
<a href="#">Claim</a>	<a href="#">Prepare For Scoping</a>	09-04-00255	Dickson County TN PreScoping 2007	01/19/2009	47043C
<a href="#">Claim</a>	<a href="#">Produce Preliminary Map Products</a>	09-04-00175	Dickson County TN MapMod07	01/16/2009	47043C
<a href="#">Claim</a>	<a href="#">Perform Independent O&amp;G Topographic Data</a>	09-04-00155	Dickson County TN MapMod07	01/16/2009	47043C



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

65. Click on: [Claim](#) to claim the activity

66. Click on: [Perform Alluvial Fan Analysis](#) to enter the Perform Alluvial Fan Analysis activity

**Work Item Details - Project # 09-04-00185**

Data Submission | Analysis | Review

[Save and Close](#) [Continue >](#)

**Perform Alluvial Fan Analysis : Data Submission (Dickson County-wide)**

Click the Submit Data arrow to view data content or to Submit Data Files.  
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

\* indicates a required field.

Expand All Collapse All

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
Case Number: 09-04-00185  
Task Description:  
Baseline Task End Date: 05/23/2007  
Projected Preliminary Date:

**Submit Data**

Submission Contents  
/R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-00185/SubmissionUpload/AlluvialFan/1116658


[Update Contents](#) [Submit Data Files...](#)

[Download Sample Metadata Template](#) to view the data file submission format.


**Submission Status**

Metadata Profile Validation No Data [Update Status](#)

[Save and Close](#) [Continue >](#)




Follow the same process to upload applicable data to the MIP.




You can only continue if the Submission Status reads Passed.




67. Once the Submission Status reads Passed, click  to move to the Analysis screen

68. Choose whether an Alluvial Fan Landform Exists
69. Indicate whether it is an Active Alluvial Fan. If Active Alluvial Fan is Yes, Inactive Alluvial Fan is No
70. Indicate whether Structures are Associated with the Alluvial Fan
71. Click the Model or Method dropdown box to select the model or method used
72. Click to enter a Description of Methods and Outputs

	Always click Add Model or Method before continuing. If you click Save and Close or Continue before Add Model or Method all previously entered information will be lost.
---	---

73. Click on:  to add Model or Method

	Follow the same steps to add models or methods as appropriate and click Add Model or Method to add each to the table.
---	---

74. Click on:  to move to the Review screen

Data Submission | Analysis | **Review**

< Back Save and Close Complete Task

### Perform Alluvial Fan Analysis : Review (Dickson County-wide)

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

▼ Expand All ▶ Collapse All

**Comments**

▼ **Project and Task Information**

Project Name:	Dickson County TN MapMod07
Case Number:	09-04-0018S
Task Description:	
Baseline Task End Date:	05/23/2007
Projected Preliminary Date:	

▼ **Submit Data**

/R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0018S/SubmissionUpload/AlluvialFan/1116658

47043C\_AlluvialFan\_metadata.xml

▼ **Submission Status**

**Metadata Profile Validation** Passed [View Details](#)

▼ **Analysis**

**Task Information**

Alluvial Fan Landforms Exist?	Yes
Active Alluvial Fan?	Yes
Inactive Alluvial Fan?	No
Are there Structures Associated with the Alluvial Fan?	Yes

**Alluvial Fan Models or Methods Used**

Model or Method	Description of Methods and Outputs
Fan Program	Due to the model, the fan flow in all directions is a combination of Hydraulics and Hydrology modeling and deals with distributary flow in all directions.

< Back Save and Close Complete Task

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J to the K drive.

75.

Review the information and when satisfied, click




This section of the work instruction outlines the process to complete the Develop DFIRM Database activity.

The screenshot shows the Mapping Information Platform Workbench interface. At the top, there is a navigation bar with links for Home, Map Modernization, News & Events, Tools & Links, Map Viewer, Workbench, and MIP User Care. Below this is a breadcrumb trail: Home > Workbench > Work Items. The main heading is 'Work Item List - bobproducer - January 15, 2009'. Below the heading, there is a brief instruction: 'Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.' There are three bullet points: 'Options: Add, remove, and reorder columns in your Work Items list', 'Refresh: Display new activities in your Work Items list and remove activities claimed by others', and 'Activity Reference Guide: Display an overview of information needed to complete Studies activities'. Below this is a filter section with dropdown menus for Action (All), Activity Name (All), Case Number (All), Project Name (empty), Date Posted (up arrow), and CID (All). A table follows with one row: 'Develop DFIRM Database' with Case Number '09-04-00155', Project Name 'Dickson County TN MapMod07', Date Posted '01/14/2009', and CID '47043C'. A green 'Claim' button is visible in the first column of the table.



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

76. Click on:  to claim the activity



**Develop DFIRM Database** - The Producer performs this activity to upload the DFIRM database and associated metadata to the MIP for auto QA (also known as QR1).

77. Click on:  to enter the Develop DFIRM Database activity

**Work Item Details - Project # 09-04-0015S**
?

Data Submission | Review

Save and Close
Continue >

**Develop DFIRM Database : Data Submission (Dickson County-wide)**

Click the Submit Data arrow to view data content or to Submit Data Files.  
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

**\* indicates a required field.**

▼ Expand All   ▶ Collapse All

**▼ Project and Task Information**

Project Name:	Dickson County TN MapMod07
Case Number:	09-04-0015S
Task Description:	
Baseline Task End Date:	07/03/2007
Projected Preliminary Date:	09/30/2007

**▼ Submit Data**

**Submission Contents**

📁 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0015S/SubmissionUpload/Mapping.Draft\_DFIRM\_DB/1116636



Update Contents
Submit Data Files...

[Download Sample Metadata Template](#) to view the data file submission format.

**▼ Submission Status**

<b>Metadata Profile Validation</b>	No Data	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">Update Status</span>
<b>DFIRM DB QA Validation</b>	No Data	

Save and Close
Continue >

	Follow the same process to upload applicable data to the MIP. <b>Note:</b> The Submission Status section now displays a field for DFIRM DB QA Validation.
	For more information on the DFIRM upload process, refer to the DFIRM Upload Guidance document posted on MIP User Care > Guides & Documentation > User Guidance

78. Click on: Update Contents to confirm the files were uploaded

Expand All Collapse All

**Project and Task Information**

Project Name: Dickson County TN MapMod07  
 Case Number: 09-04-0032S  
 Task Description:  
 Baseline Task End Date: 07/03/2007  
 Projected Preliminary Date: 09/30/2007

**Submit Data**

**Submission Contents**  
 /R04/TENNESSEE\_47/DICKSON\_47043/DICKSON\_043C/09-04-0032S/SubmissionUpload/Mapping.Draft\_DFIRM\_DB/1116837

- 47043C\_DRAFT\_metadata.xml
- L\_comm\_info.e00
- L\_stn\_start.e00
- study\_info.e00
- s\_base\_index.e00
- s\_bfe.e00
- s\_firm\_pan.e00
- s fld\_haz\_ar.e00
- s fld\_haz\_in.e00
- s\_label\_id.e00
- s\_label\_pt.e00
- s\_perm\_bmk.e00
- s\_plss\_ar.e00
- s\_plss\_in.e00
- s\_pol\_ar.e00
- s\_pol\_in.e00
- s\_quad\_index.e00
- s\_transport\_in.e00
- s\_vtr\_ar.e00
- s\_vtr\_in.e00
- s\_xs.e00

Update Contents Submit Data Files...

[Download Sample Metadata Template](#) to view the data file submission format.

**Submission Status**

<b>Metadata Profile Validation</b>	Validation Required	Update Status	Validate Contents
<b>DFIRM DB QA Validation</b>	Validation Required		

Save and Close Continue >





The metadata validation is performed first. If the metadata passes validation, the MIP automatically sends the DFIRM DB for QA validation. If the metadata fails validation, the user is required to fix the metadata, re-upload to the MIP, and receive a passing report before the DFIRM DB QA validation is automatically started. It may take up to two business days to receive results for the DFIRM DB QA validation

79. Click on: **Validate Contents** to send the submission for auto QA review



You can only continue if the Submission Status reads Passed for both Metadata Profile Validation and DFIRM DB QA Validation. A passing report for DFIRM DB QA Validation indicates having passed QR1.

80. Click on: **Continue >** to move to the Review screen

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J to the K drive.

81. Review the information and when satisfied, click

[Complete Task](#)

**Results**

All Data Development activities are now complete. The workflow now moves to the Validate Content Submission and applicable Independent QA activities. Upon completion of those activities and the Manager completing the Manage Data Development activity, the workflow moves to the Manage Preliminary Map process and the Producer will receive the Produce Preliminary Map Products activity of the Work Item List.

Last updated: March 2009