

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.

Prerequisites

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

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items → and Claim → appropriate Data Development activity
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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
All	All	All			All
Claim	Perform Floodplain Mapping	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Perform Field Survey	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop Topographic Data	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop Hydrologic Data	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	Acquire Base Map	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop DFIRM Database	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Perform Floodplain Mapping	09-04-00175	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Perform Field Survey	09-04-00175	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop Topographic Data	09-04-00175	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 NFIP Metadata Profiles document posted on MIP User Care > Guides & Documentation > 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)

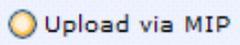
Submit



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:  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: v

File Size: v

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.

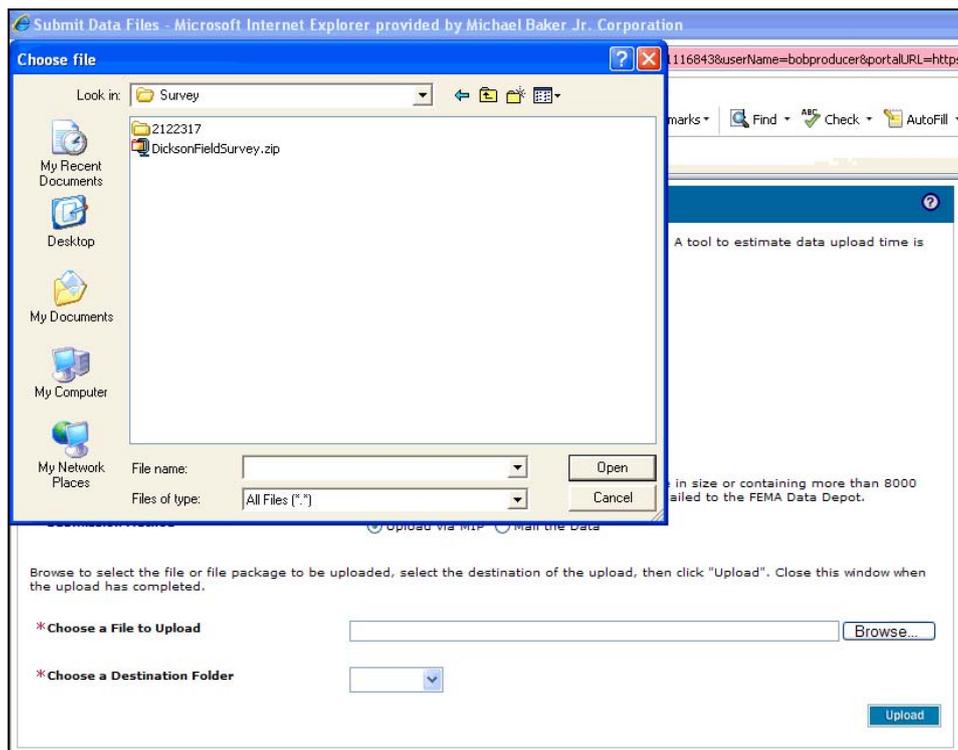
***Submission Method** Upload via MIP Mail the Data

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** v

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 DFIRM Verification Check Standard January 2009 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/1116544

 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>Develop Hydrologic Data - 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>Develop Hydraulic Data - 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>Perform Floodplain Mapping - Perform Floodplain Mapping - 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>Perform Coastal Analysis - 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>Perform Alluvial Fan Analysis - 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	Develop Hydrologic Data	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 # 09-04-00325

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: 09-04-00325
 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/09-04-00325/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.

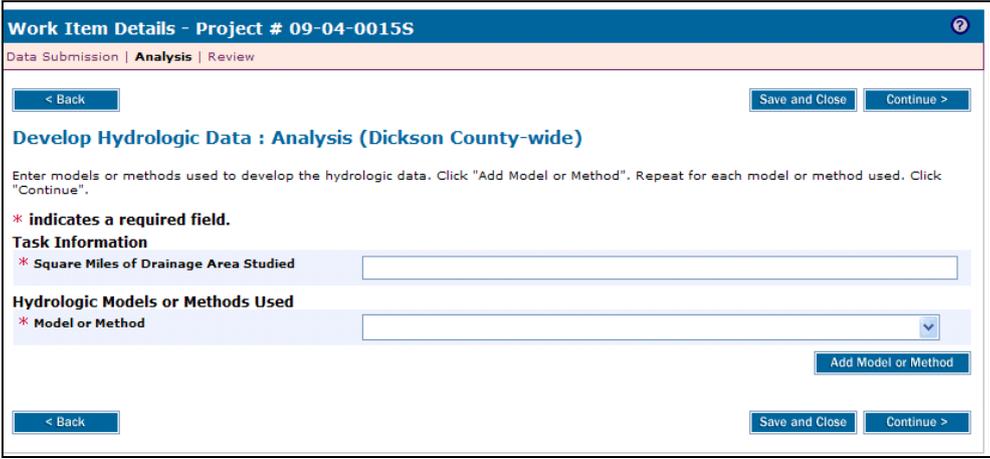
▼ **Submission Status**

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.
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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 Complete Task

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

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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	Develop Hydraulic Data	09-04-00155	Dickson County TN MapMod07	01/14/2009	47043C
Claim	Develop DFIRM 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.

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.

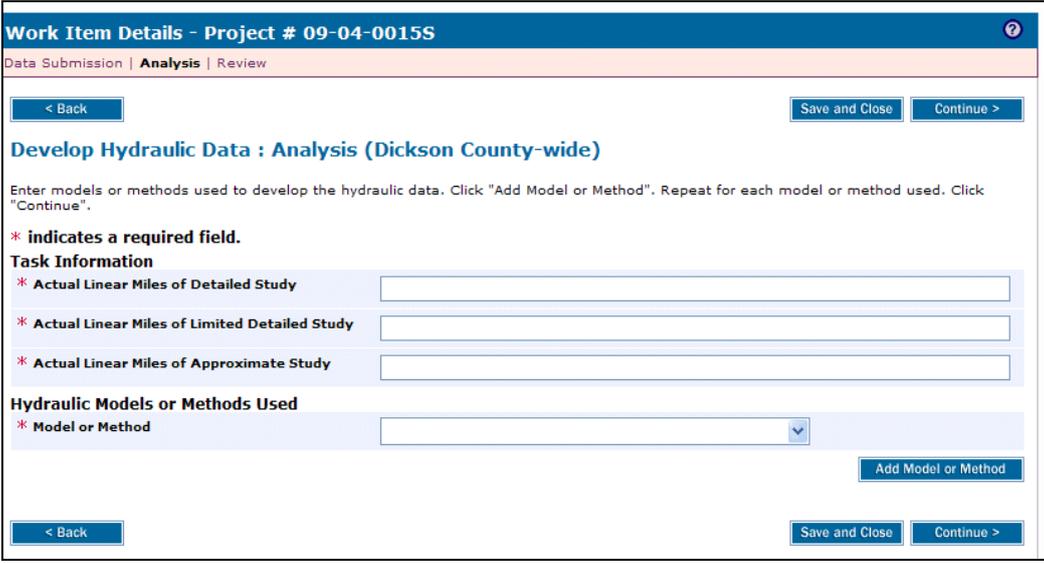
▼ **Submission Status**

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

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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.

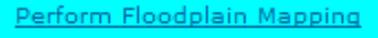
- **Options:** Add, remove, and reorder columns in your Work Items list
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Claim	Develop DFIRM Database	09-04-0015S	Dickson County TN MapMod07	01/14/2009	47043C



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

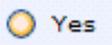
* Vertical Datum Conversion Performed? Yes No

* 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



The screenshot shows the 'Mapping INFORMATION PLATFORM' header with the FEMA logo. Below the header is a navigation menu with 'Workbench' selected. The main content area displays 'Work Item List - bobproducer - January 21, 2009'. A table lists work items with columns for Action, Activity Name, Case Number, Project Name, Date Posted, and CID. The first row shows 'Perform Coastal Analysis' with a 'Claim' button highlighted in green.

	<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 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



	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
Claim	Acquire Base Map	09-04-0018S	Dickson County TN MapMod07	01/19/2009	47043C
Claim	Perform Alluvial Fan Analysis	09-04-0018S	Dickson County TN MapMod07	01/19/2009	47043C
Claim	Perform Coastal Analysis	09-04-0018S	Dickson County TN MapMod07	01/19/2009	47043C
Claim	Prepare For Scoping	09-04-0026S	Dickson County TN Prescoping	01/19/2009	47043C
Claim	Prepare For Scoping	09-04-0025S	Dickson County TN PreScoping 2007	01/19/2009	47043C
Claim	Produce Preliminary Map Products	09-04-0017S	Dickson County TN MapMod07	01/16/2009	47043C
Claim	Perform Independent GIS/Topographic Data	09-04-0018S	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 # 09-04-0018S

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: 09-04-0018S
Task Description:
Baseline Task End Date: 05/23/2007
Projected Preliminary Date:

▼ **Submit Data**

Submission Contents
 /R04/TENNESSEE_47/DICKSON_47043/DICKSON_043C/09-04-0018S/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

Work Item Details - Project # 09-04-00185

Data Submission | **Analysis** | Review

< Back Save and Close Continue >

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

Enter models or methods used to develop the alluvial fan data. Click "Add Model or Method". Repeat for each model or method used. Click "Continue".

* indicates a required field.

Task Information

* Alluvial Fan Landforms Exist?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Active Alluvial Fan?	<input type="radio"/> Yes <input type="radio"/> No
* Inactive Alluvial Fan?	<input type="radio"/> Yes <input type="radio"/> No
* Are there Structures Associated with the Alluvial Fan?	<input type="radio"/> Yes <input type="radio"/> No

Alluvial Fan Models or Methods Used

* Model or Method	<input type="text"/>
* Description of Methods and Outputs	<input type="text"/>

< Back Save and Close Continue >

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.

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 15, 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	Develop DFIRM 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.

76. Click on: **Claim** 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: **Develop DFIRM Database** 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

Metadata Profile Validation	No Data	Update Status
DFIRM DB QA Validation	No Data	

Save and Close
Continue >

	Follow the same process to upload applicable data to the MIP. Note: 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_pls_ar.e00
- s_pls_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

Metadata Profile Validation	Validation Required	Update Status	Validate Contents
DFIRM DB QA Validation	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:  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:  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