Mapping
INFORMATION PLATFORM

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.

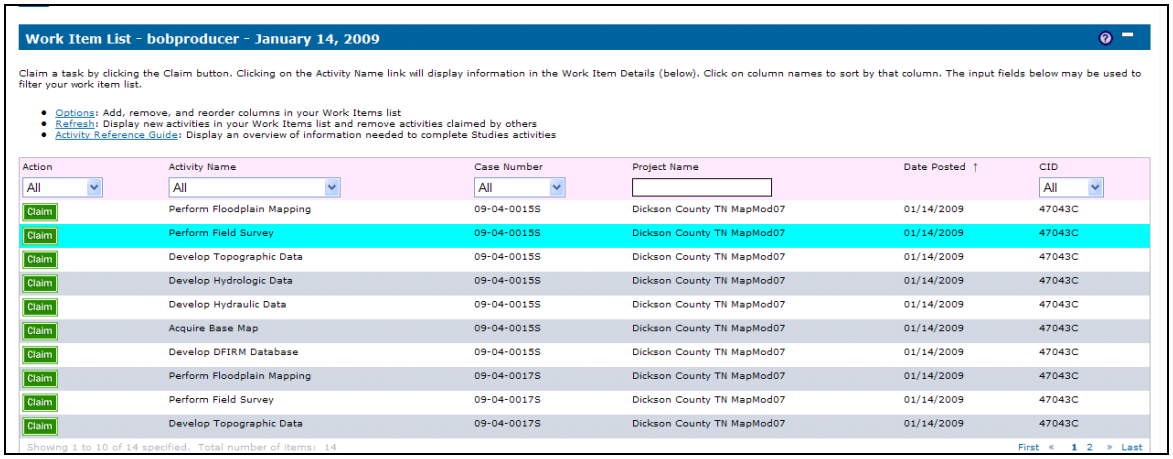
Prerequisites

- 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**

Work Steps



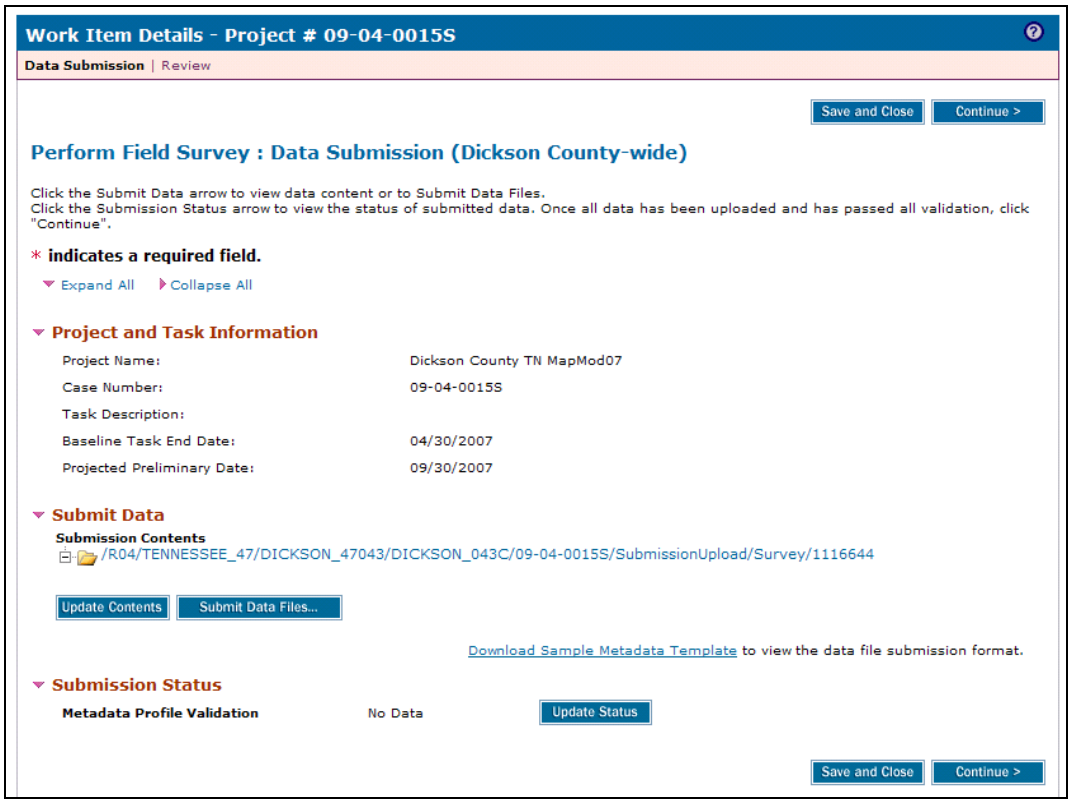
	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: 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.

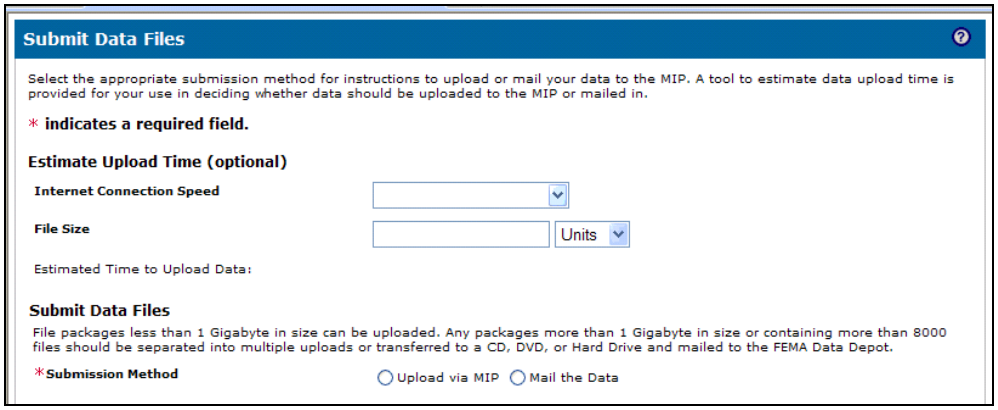
2. Click on: to select the activity

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.



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

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



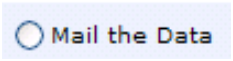
	A new Submit Data Files window opens The Estimated Upload Time section is optional and is useful for calculating the estimated time to upload the file to the MIP.

4. Click the Internet Connection Speed dropdown box and select your internet connection speed

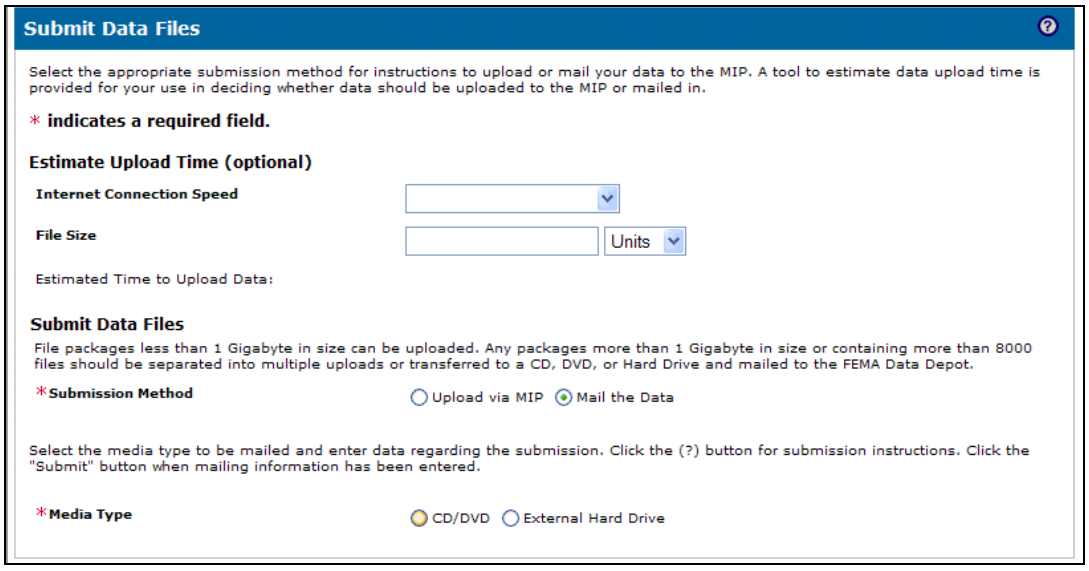
5. Click to enter the File Size

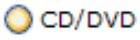
6. Click the Units dropdown box and select the file size units

	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.

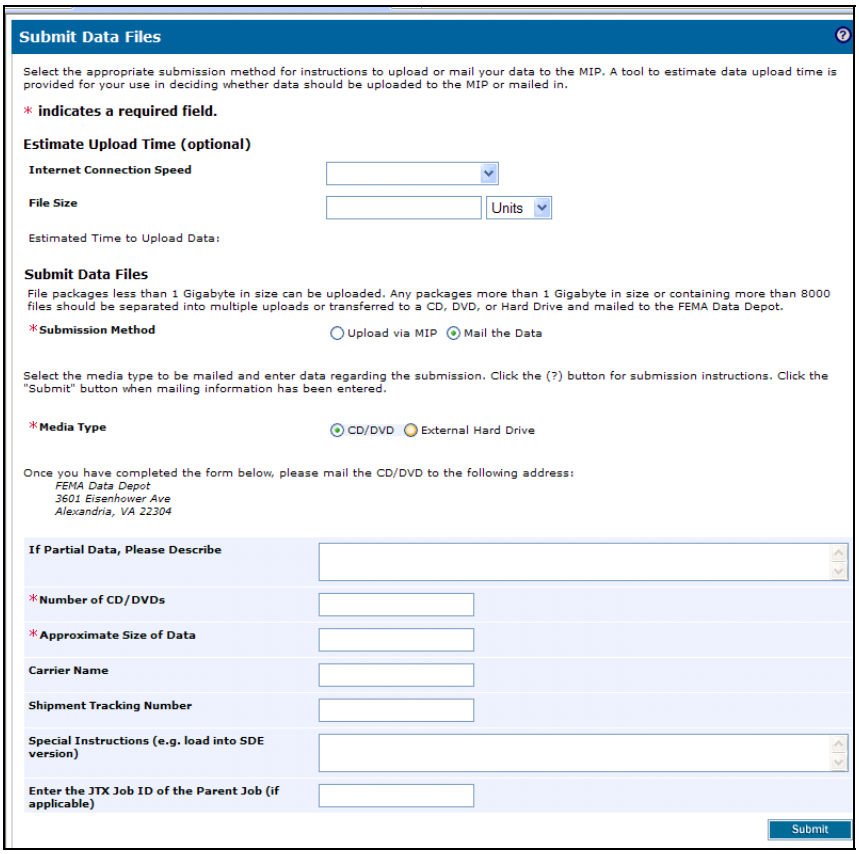
7. Click on: 

to mail data



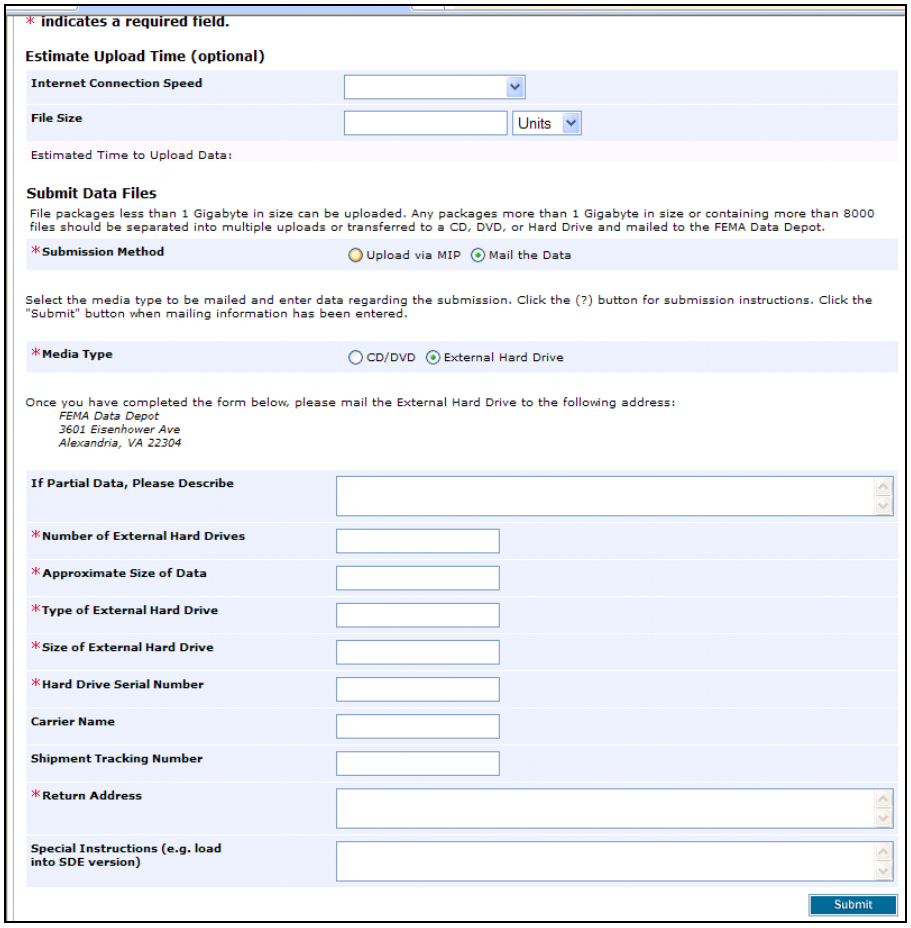
8. Click on: 

to mail either a CD/DVD or an external hard drive.

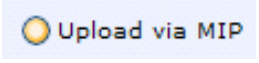


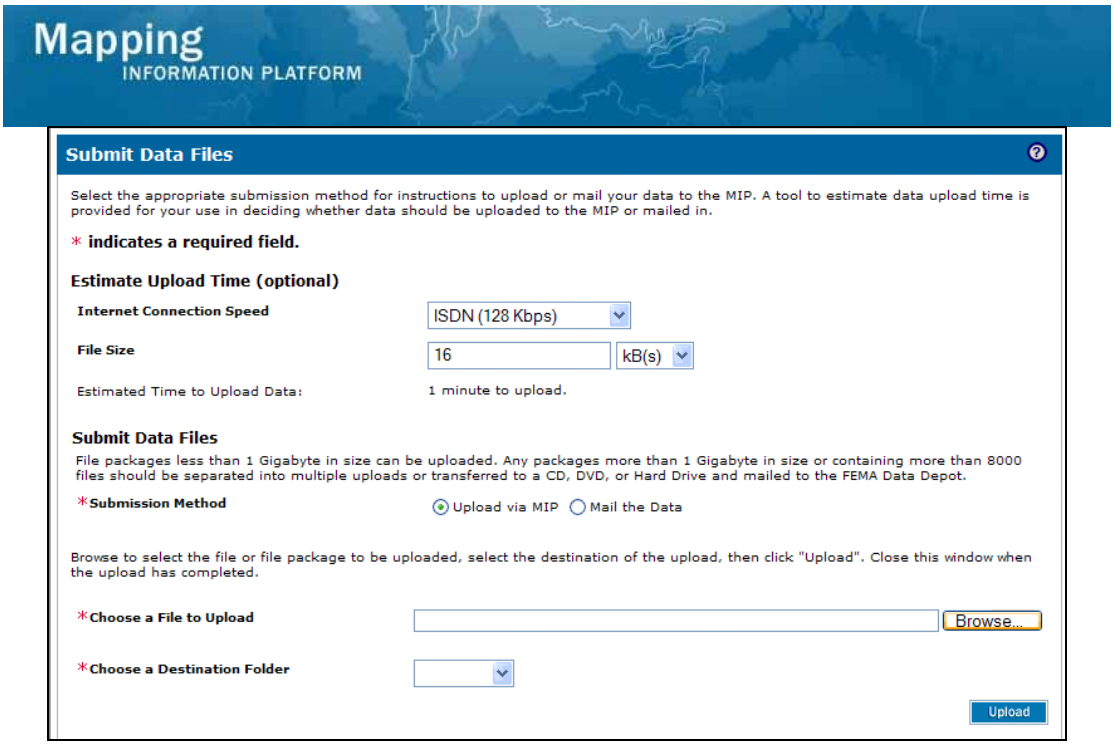
	Selecting CD/DVD displays new fields to complete. Enter the information and click Submit. A MIP Help ticket is automatically generated to track the upload of the data from the CD or DVD. When the data is uploaded, a closed MIP Help ticket is returned to the user. **Note**: it takes approximately 10 business 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.

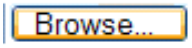
9. Click on: External Hard Drive to send an External Hard Drive

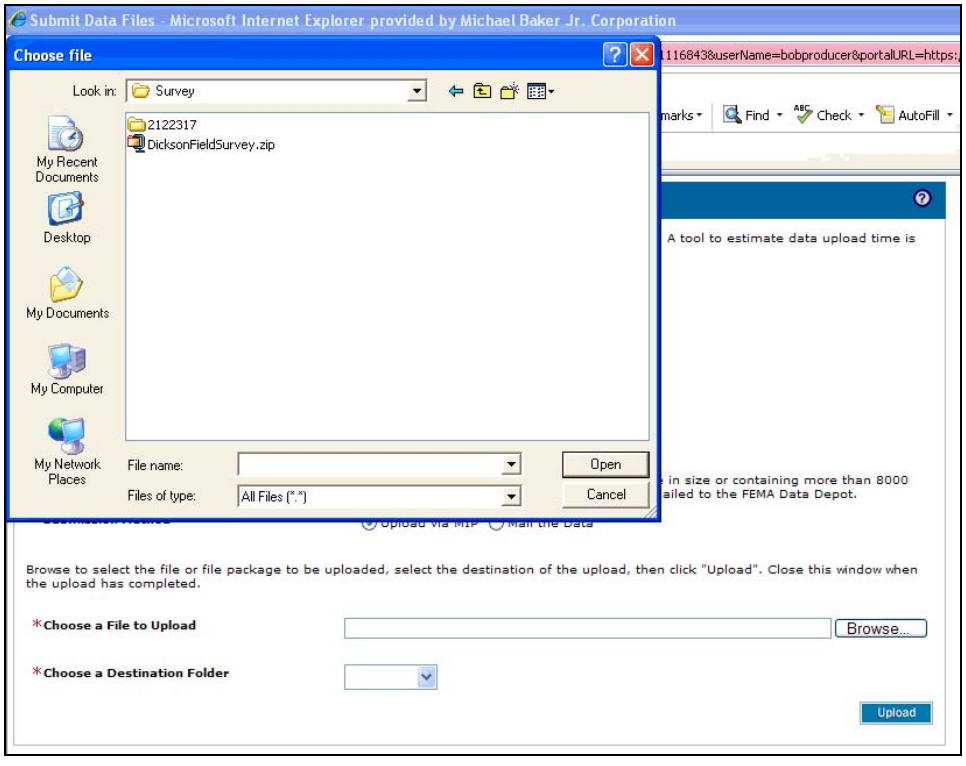


	Selecting External Hard Drive displays new fields to complete. Enter the information and click Submit. A MIP Help ticket is automatically generated to track the upload of the data from the hard drive. When the data is uploaded, a closed MIP Help ticket is returned to the user. Hard drives are returned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

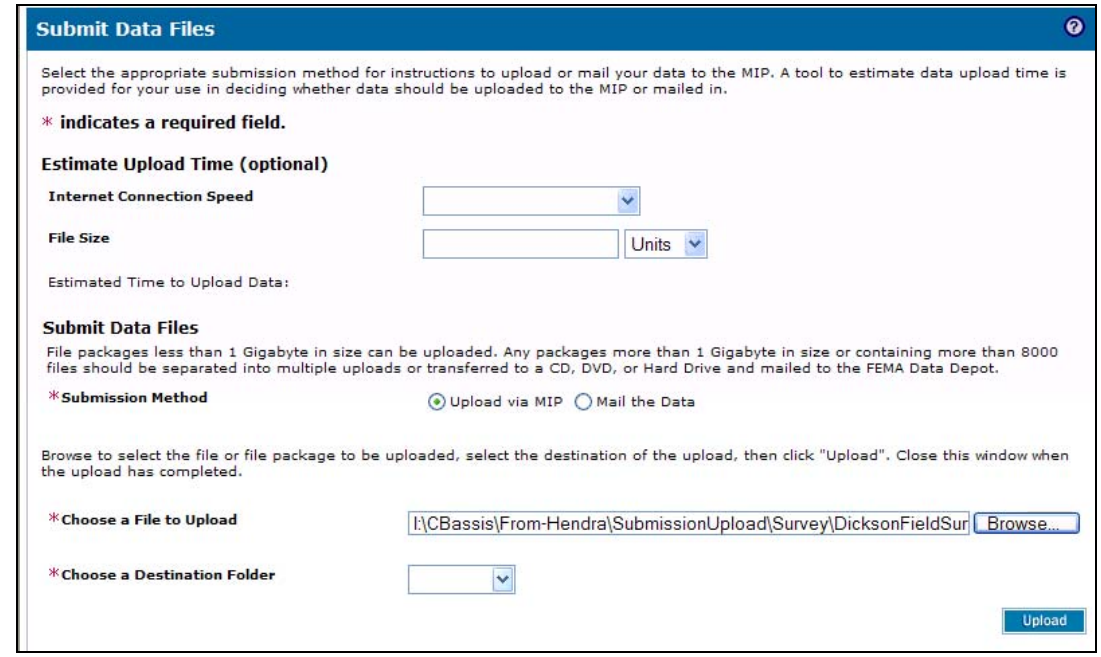


11. Click on:  to locate the file to upload



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

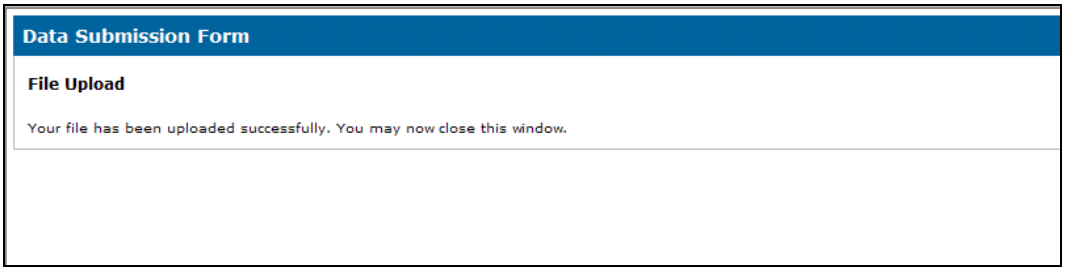
13. Click on: to select file for upload



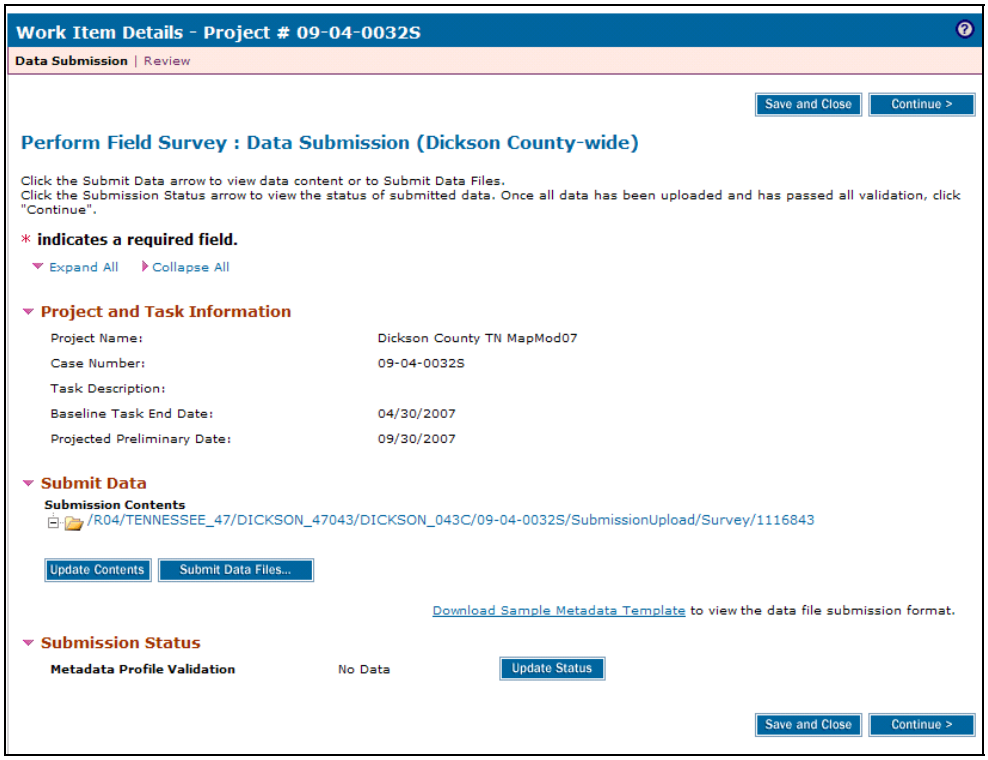
14. Click the Choose a Destination Folder dropdown box and select the folder number

15. Click on: to upload documents

	A notification of overwriting data appears. Click OK to continue. The submission progress bar indicates the percent complete of the upload process.

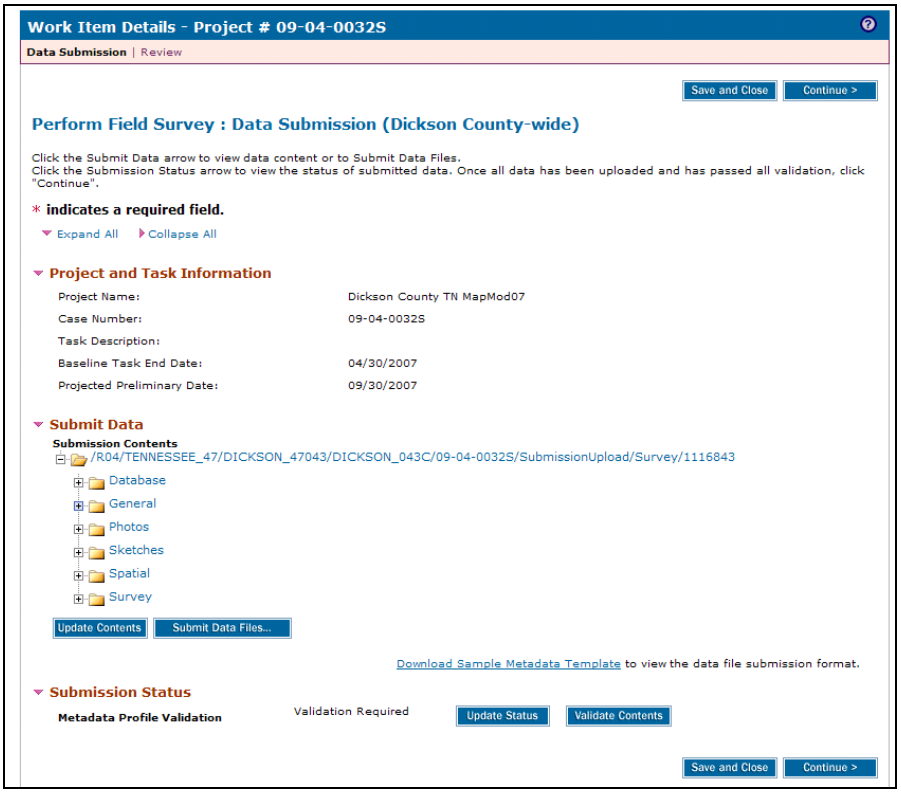


	When files are uploaded successfully, the files are uploaded to the J drive. Upon successful upload of the data, close the Data Submission Form window.



	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

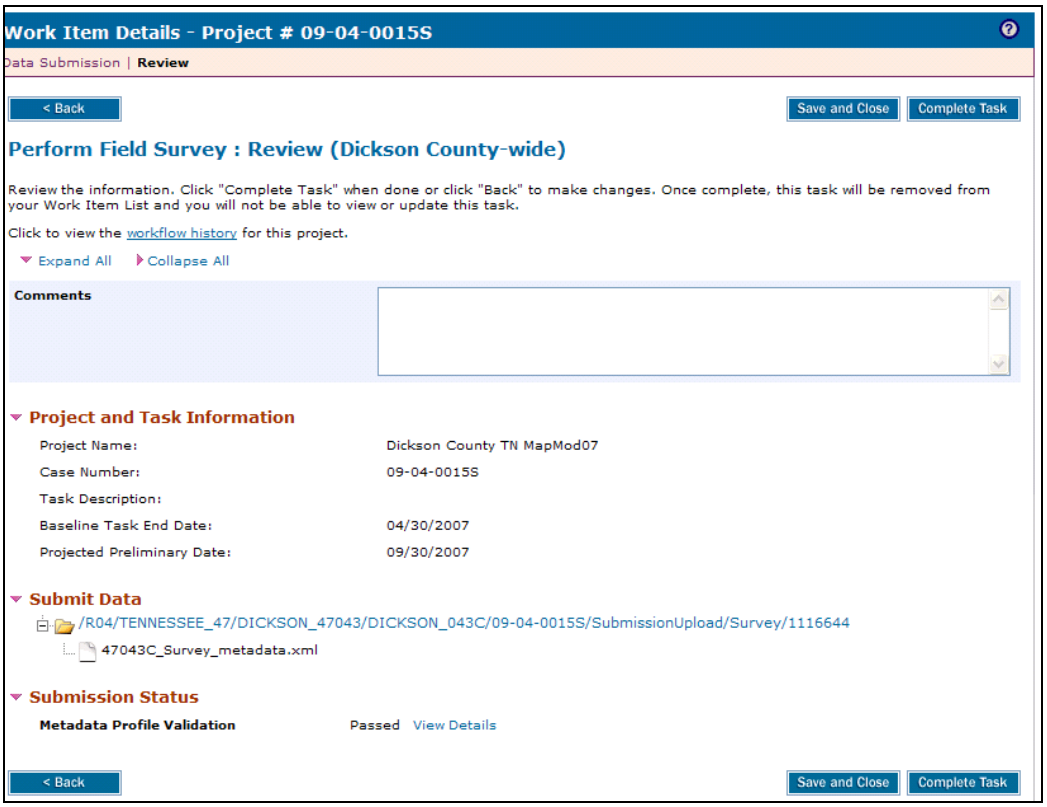


	The files now displays in the Submission Contents folder and the Submission Status changes to Validation Required. Use the + icons to open each folder.

17. Click on: Validate Contents 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: Continue > to move to the Review screen

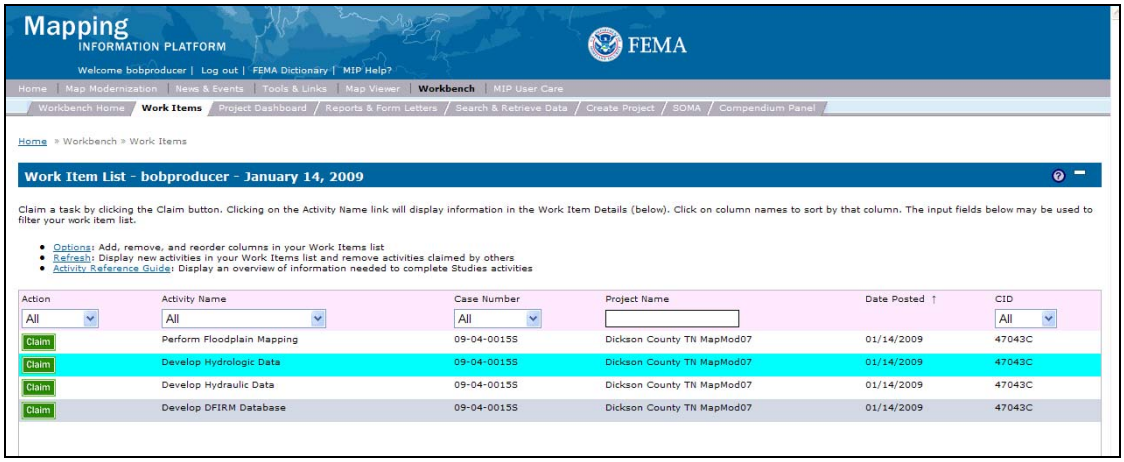


	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J drive to the K drive.

19. Review the information and when satisfied, click

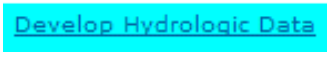
This section of the work instruction outlines the process to complete data development activities that *do* include an Analysis screen.

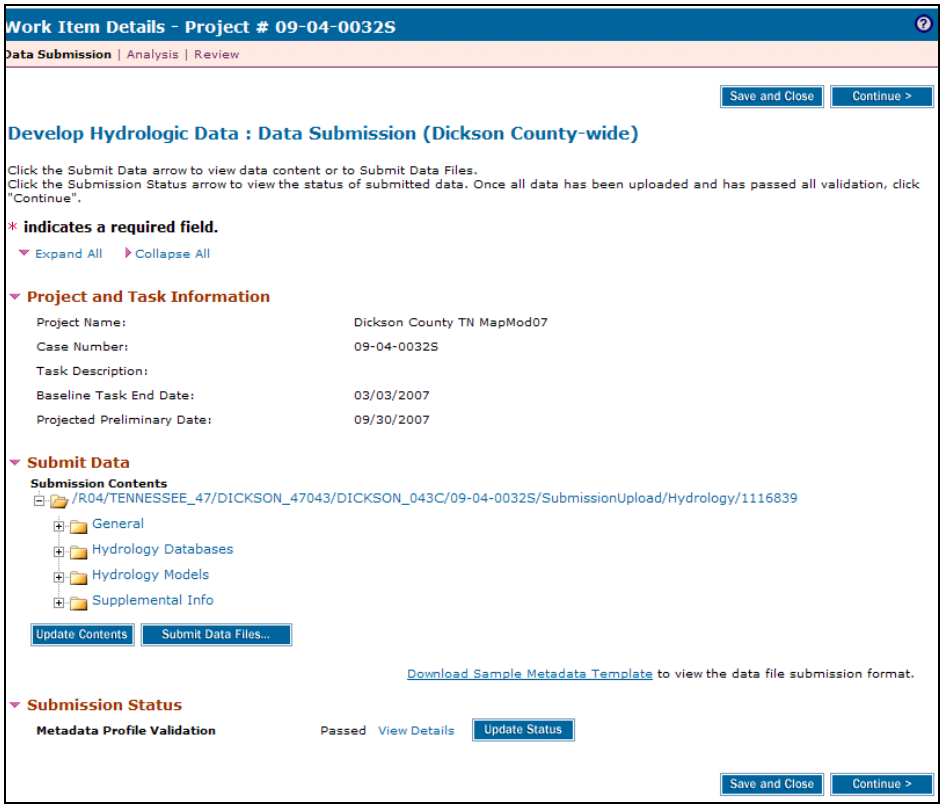
	Develop Hydrologic Data - The Producer performs this activity to upload the hydrology data and associated metadata to the MIP for auto QA. In addition, the number of square miles of drainage area studied and the models or methods used are required. **Develop Hydraulic Data -** The Producer performs this 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. **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. **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. **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.
	The process to upload data in the following activities is the same previously shown steps and should be applied to all data development activities.



	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.

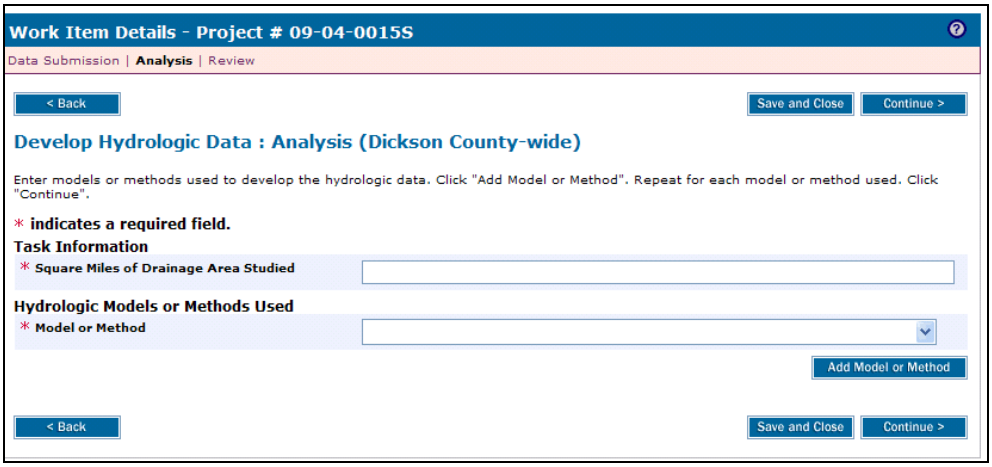
20. Click on: to claim the activity

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



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

22. Click on: Continue > to move to the Analysis screen



23. Click to enter the number of Square Miles of Drainage Area Studied

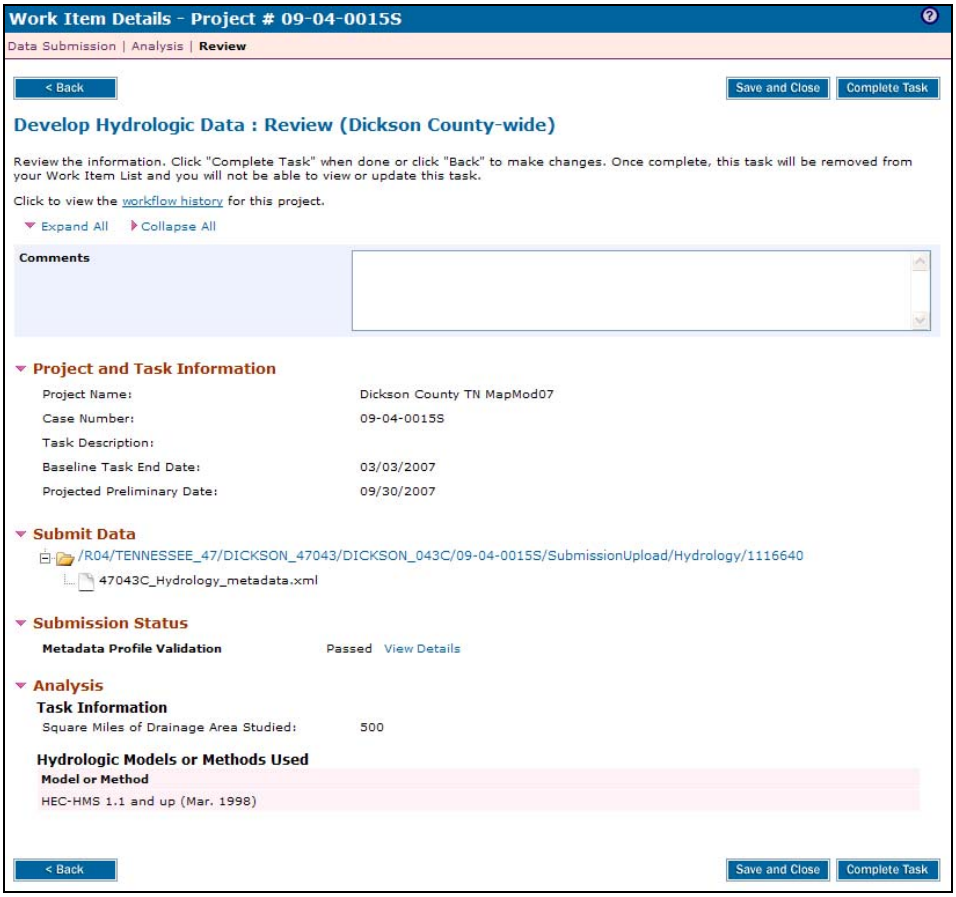
24. Click the Model or Method dropdown box to select the model or method used

	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: Add Model or Method to Add Model or Method

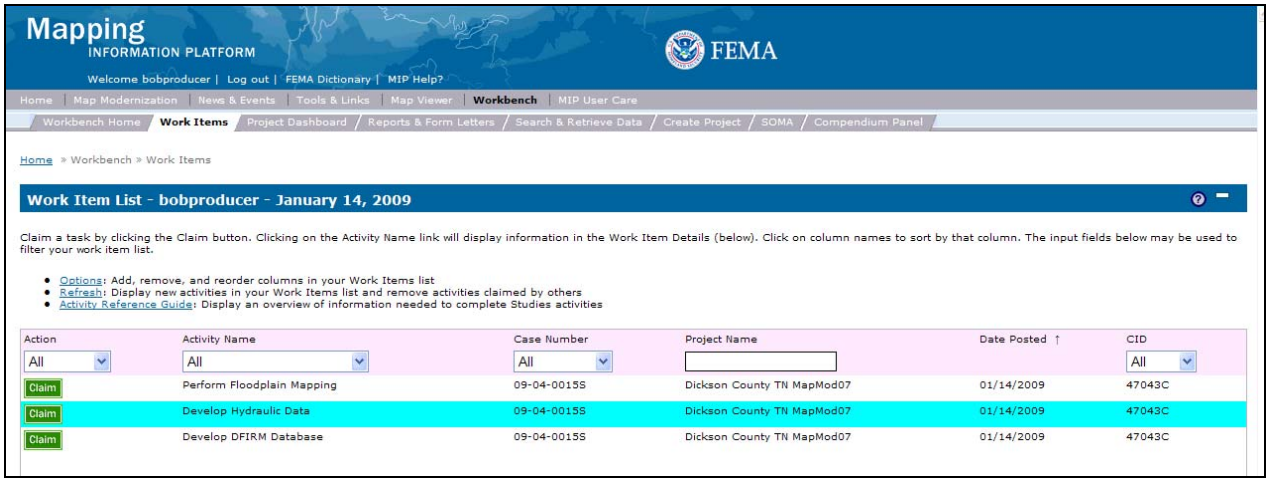
	If applicable, follow the same steps to add additional Models or Methods.

26. 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.

27. Review the information and when satisfied, click



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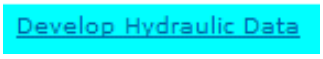
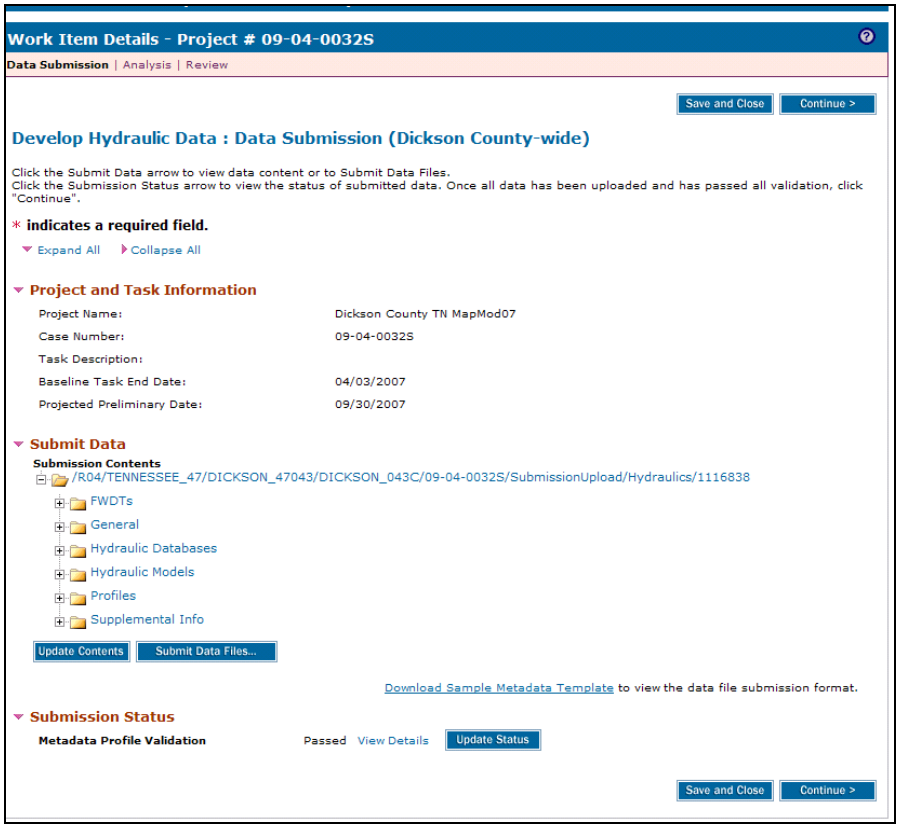
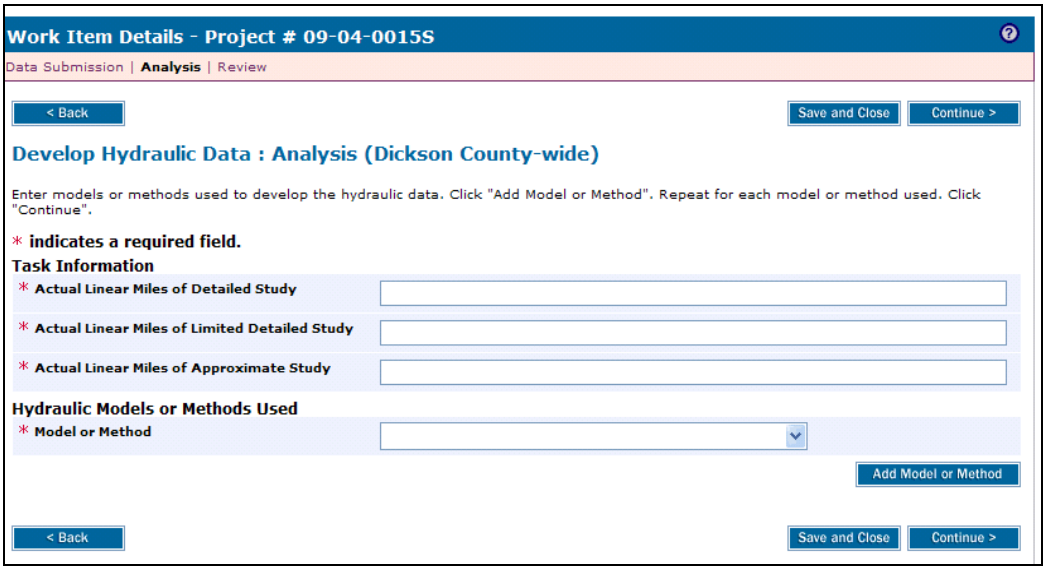
28. Click on: to claim the activity

29. Click on:  to enter Develop Hydraulic Data activity



	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: Continue > 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

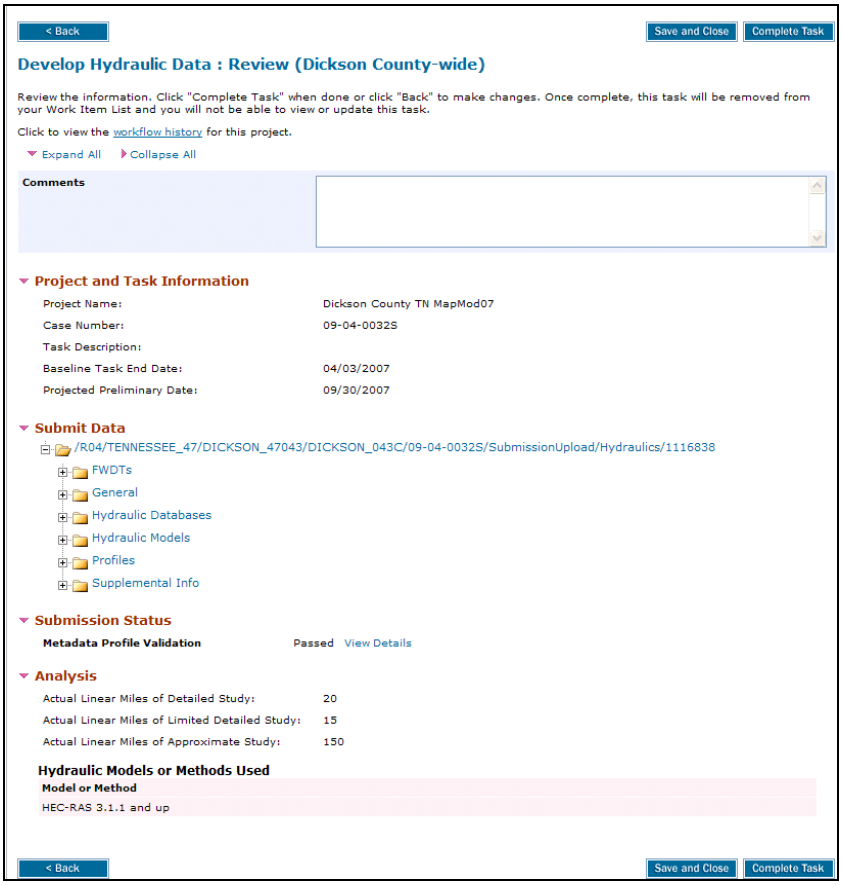
34. Click the Model or Method dropdown box to select the model or method used

	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: Add Model or Method to Add Model or Method

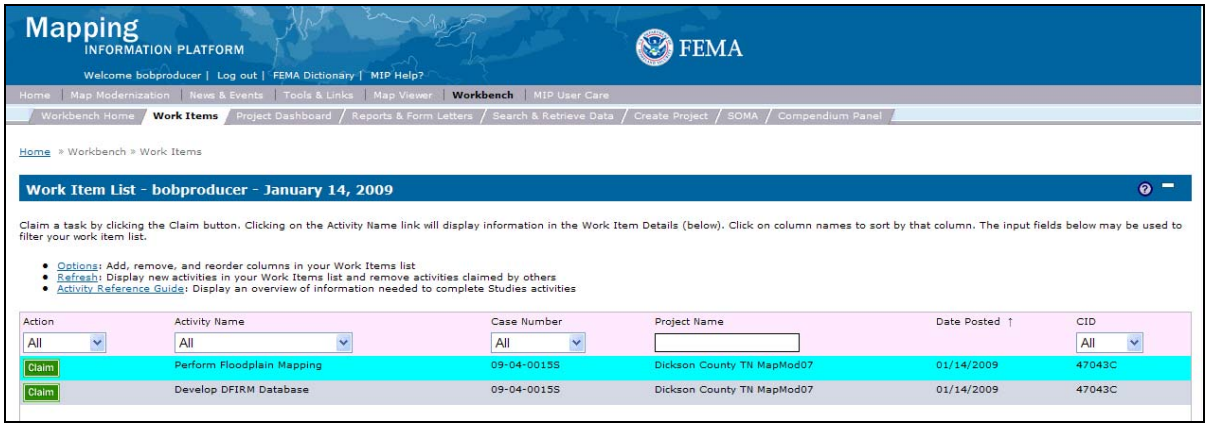
	If applicable, follow the same steps to add additional Models or Methods.

36. Click on: Continue > to move to the Review screen



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

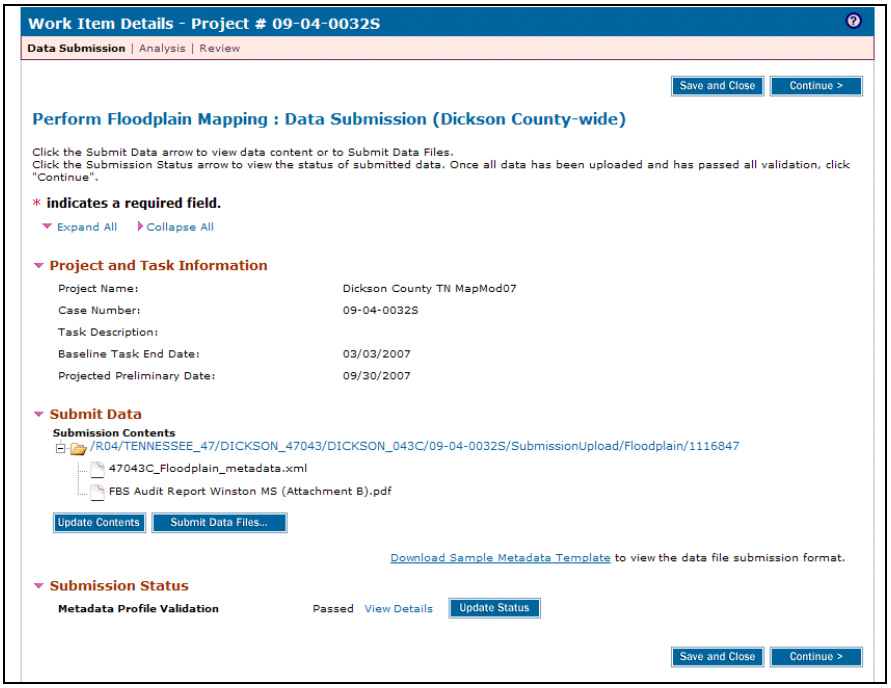
	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J to the K drive.



	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.

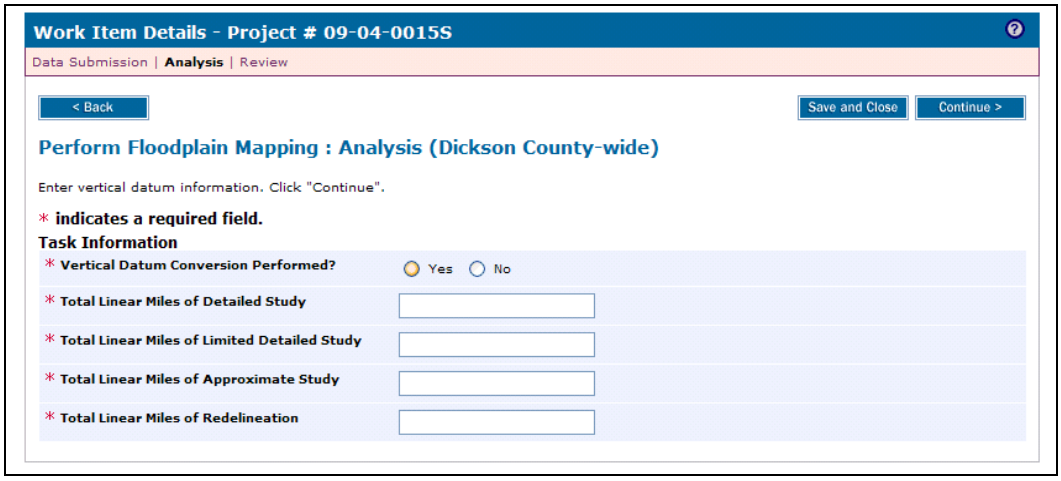
38. Click on: Claim to claim the activity

39. Click on: Perform Floodplain Mapping 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 Continue > to move to the Analysis screen



41. Click on: to denote Vertical Datum Conversion was Performed

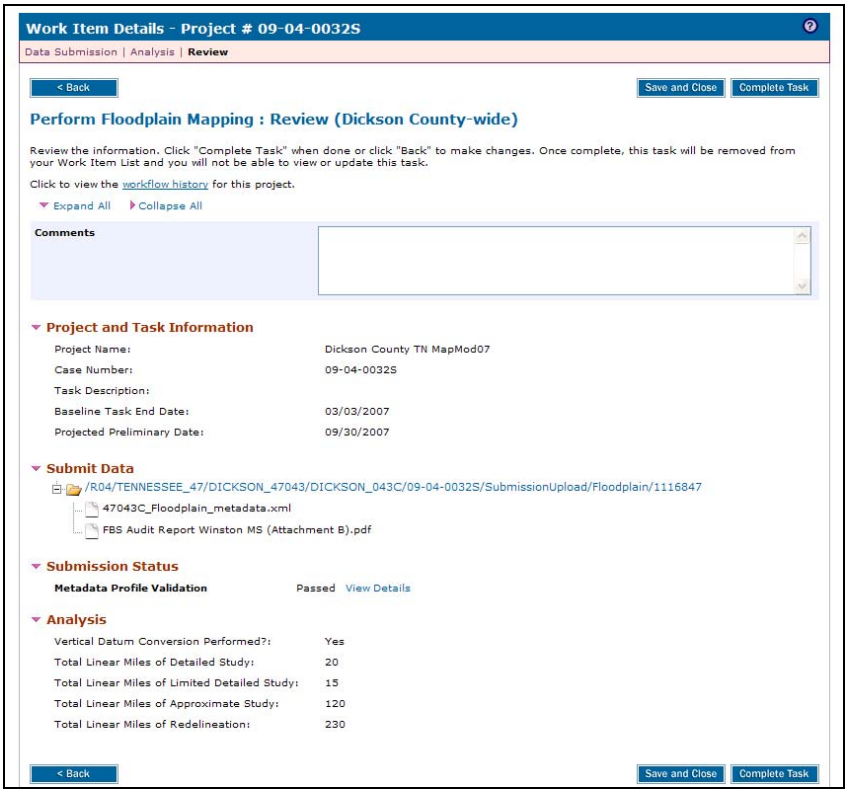
42. Click to enter the Total Linear Miles of Detailed Study

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



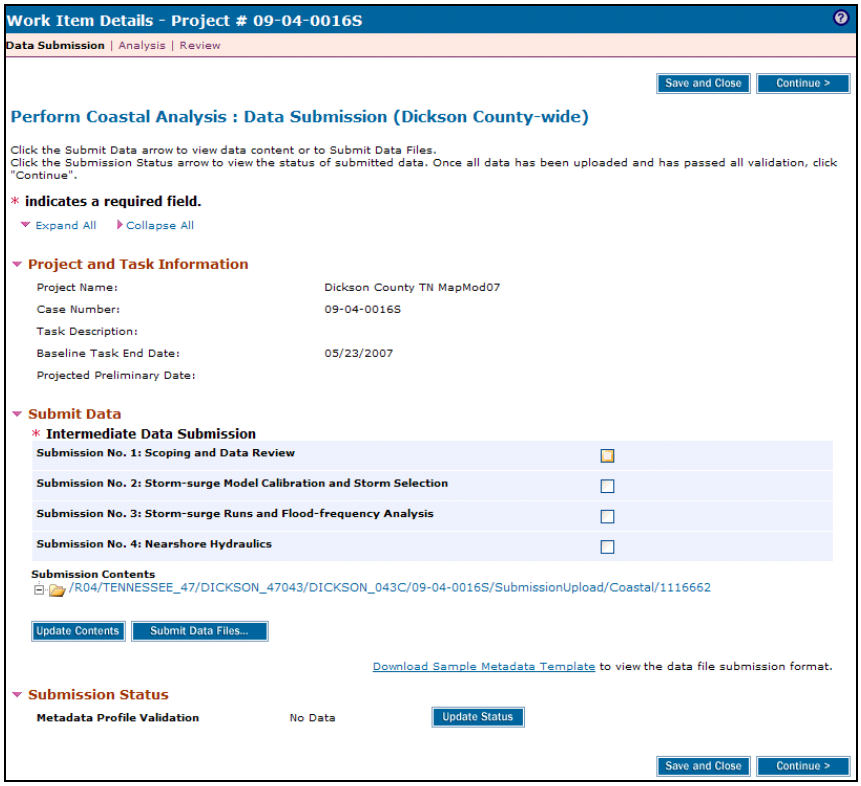
	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
	Completing this task copies the uploaded files from the J to the K drive.

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

	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.

48. Click on: Claim to claim the activity

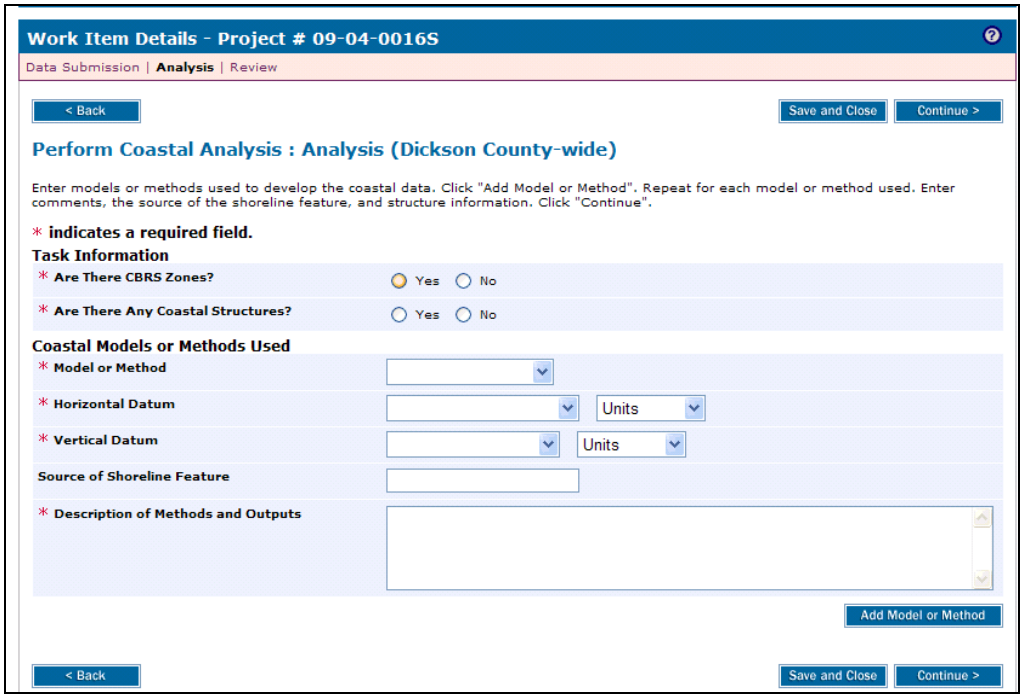
49. Click on: Perform Coastal Analysis to enter the Perform Coastal Analysis activity



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



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

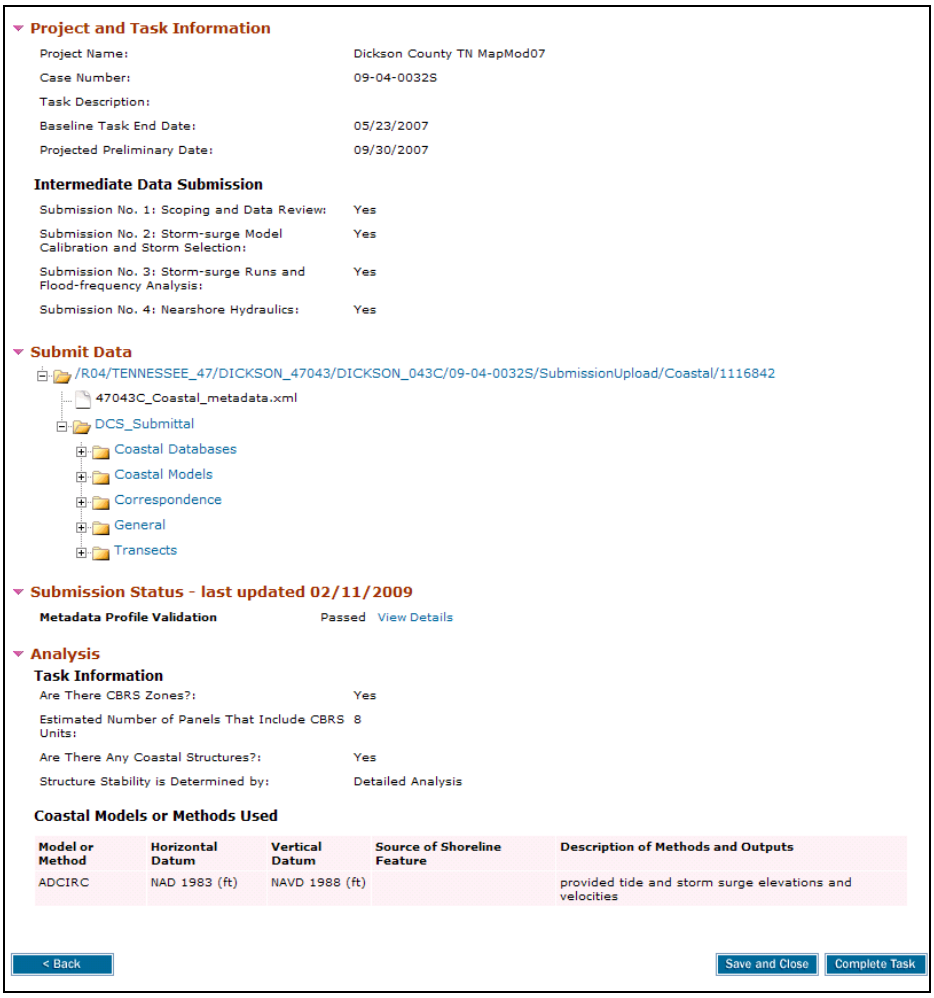
61. Enter the Description of Methods and Outputs

	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: Add Model or Method to Add the Model or Method used

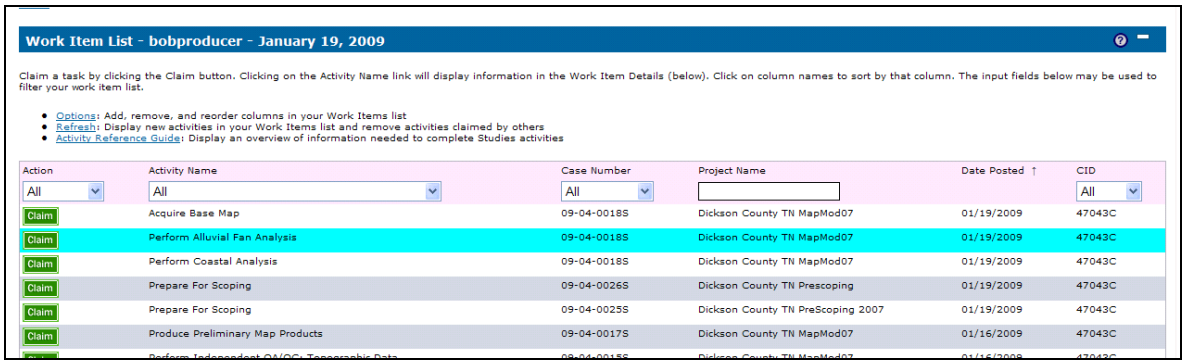
	Follow the same steps to add models or methods as appropriate and click Add Model or Method to add each to the table.

63. Click on: 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.

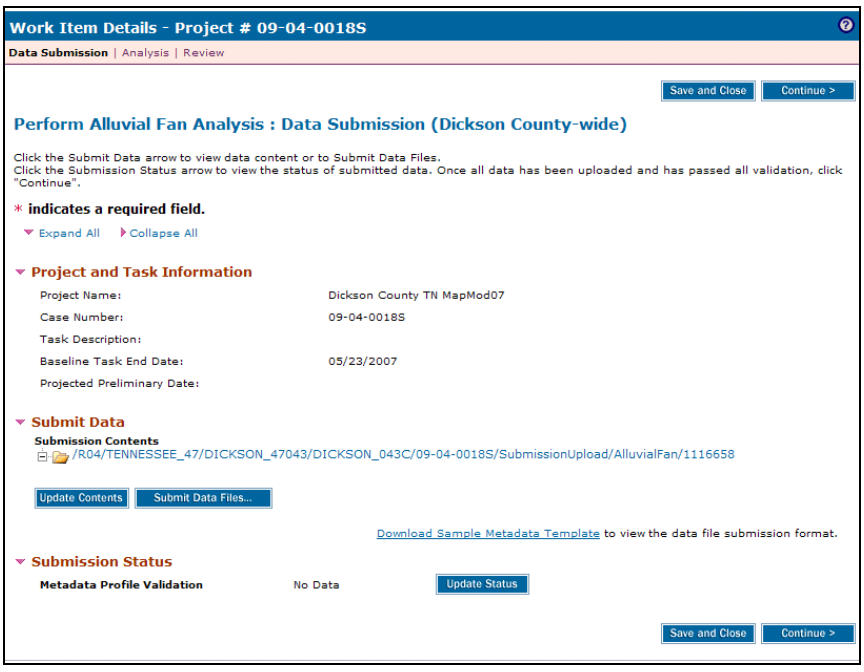
64. Review the information and when satisfied, click Complete Task



	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.

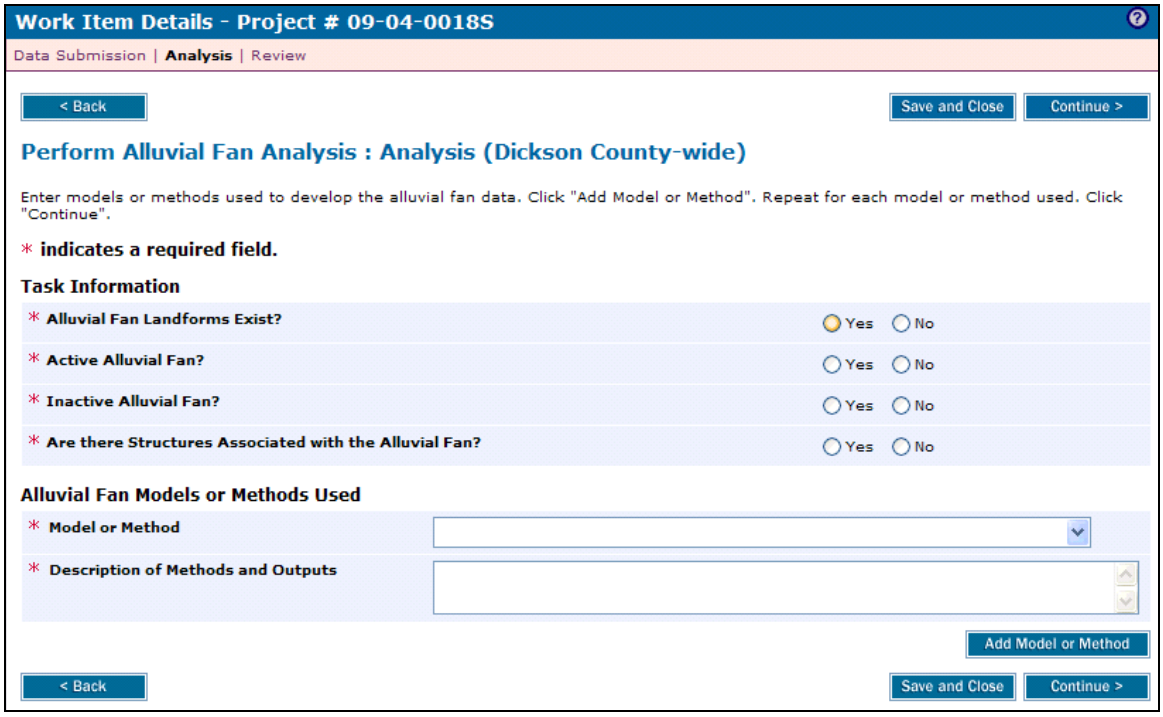
65. Click on: to claim the activity

66. Click on: to enter the Perform Alluvial Fan Analysis activity



	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 Continue > 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

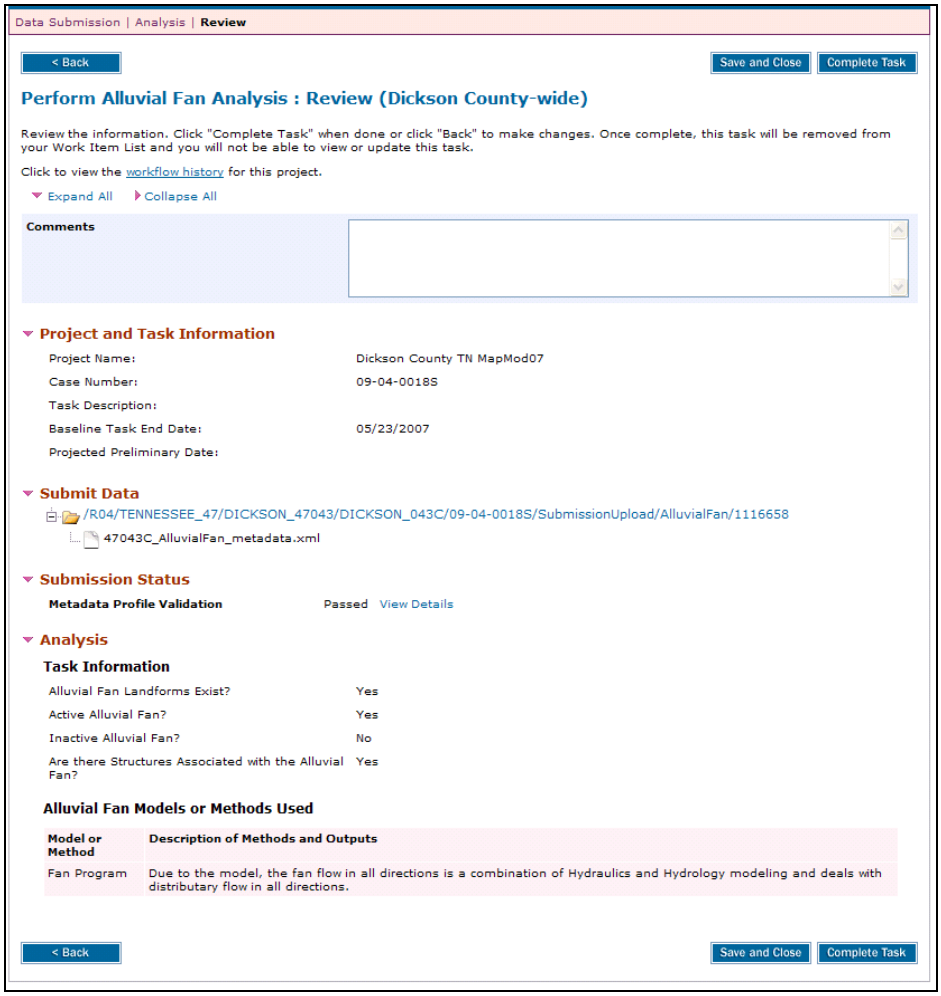
72. Click to enter a Description of Methods and Outputs

	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: Add Model or Method 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.

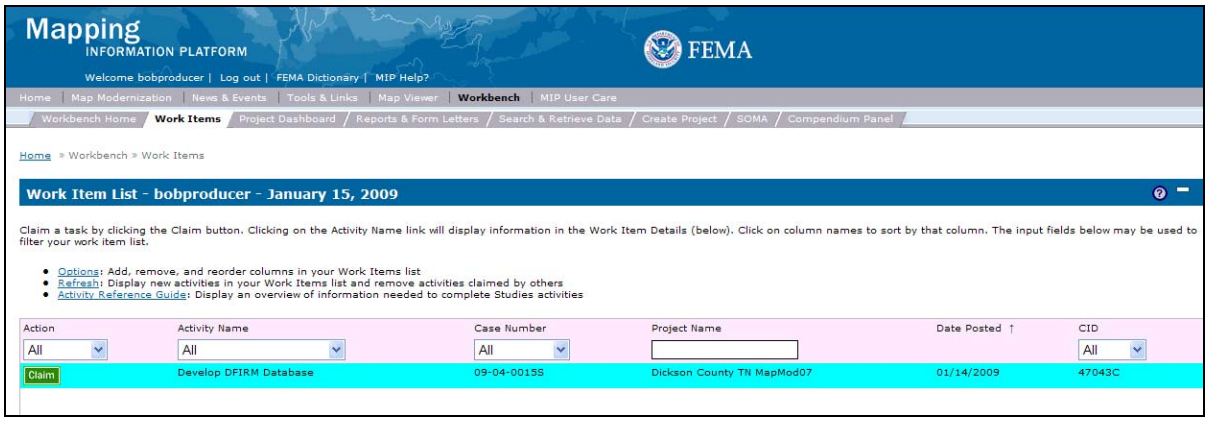
74. Click on: Continue > to move to the Review screen



	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.

75. Review the information and when satisfied, click

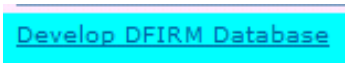
This section of the work instruction outlines the process to complete the Develop DFIRM Database activity.

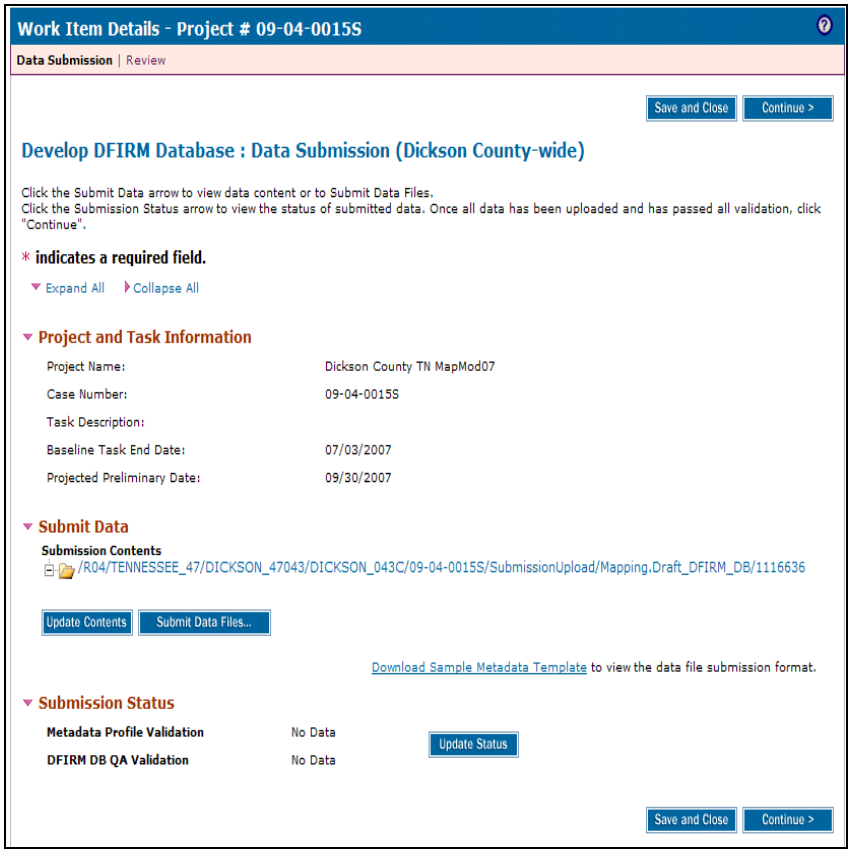


	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

76. Click on: to claim the activity

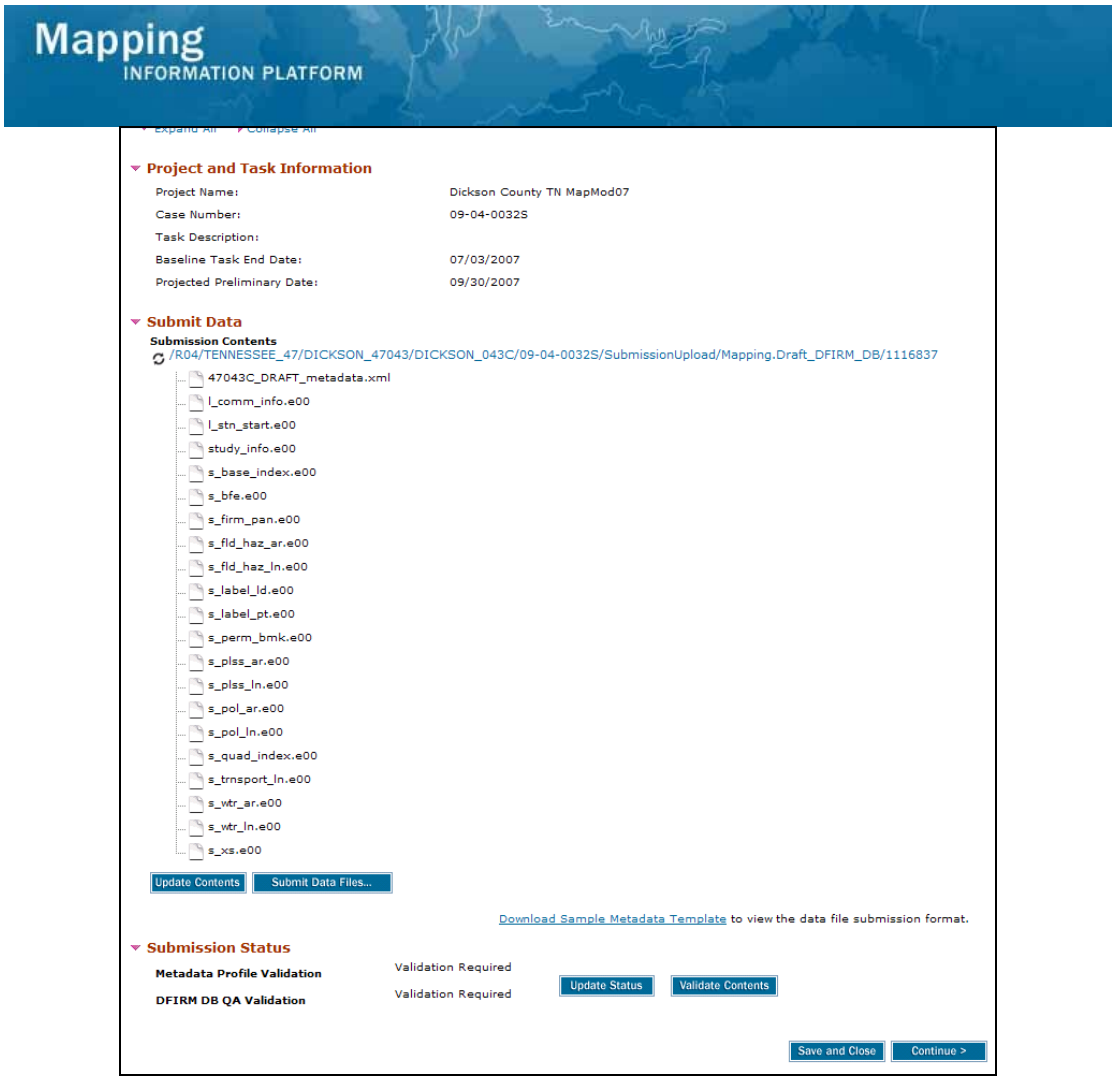
	Develop DFIRM Database - The Producer performs this activity to upload the DFIRM database and associated metadata to the MIP for auto QA (also known as QR1).

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



	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: to confirm the files were uploaded



	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

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