# **Work Instruction**

**Producer – SOMA Tool** 

# Purpose

This work instruction is used to provide an overview of the steps to:

- Navigate the SOMA tool
- Filter LOMCs and other aspects of the tool
- Categorize LOMCs
- Use of the Exclude All feature
- Complete required fields based on the selected SOMA Category

### **Prerequisites**

• LOMCs are entered in the MIP

## **Navigation**

Via Menu Path Log in to the MIP > Workbench > SOMA
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# Work Steps

Mapping INFORMATION PLATFORM Welcome bobbroducer   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 > SOMA
Enter a study case number:
Last Updated: Thursday, 22-January-2009 8:57 AM ET DHS.gov   FEMA.gov   Privacy Policy   Terms of Use   Accessibility   Site Help   Site Map   Contact Us
FEMA 500 C Street, SW Washington, D.C. 20472 Phone: (202) 566-1600

- **1.** Click to enter the project case number
- **2.** Click on:

Mapping INFORMATION PLATFORM Welcome bobproducer   Log out   FEMA Dictionary   MIP Help?	S FEMA
Home   Map Modernization   News & Events   Tools & Links   Map Viewer   Workbe	nch   MIP User Care
Workbench Home / Work Items / Project Dashboard / Reports & Form Letters /	Search & Retrieve Data / Create Project / SOMA / Compendium Panel 📒
Home > Workbench > SOMA	
SOMA	
Enter a study case number: 09-04-0015S OK and select a community:	BURNS, TOWN OF



- **3.** Click to select a community from the dropdown box
- 4. Click on:



This section of the work instruction outlines a series of shortcuts available to filter the table to help you easily find a specific project.

er a study c	ase number: 09 <u>P</u> r	reliminary SOMA	OK and : <u>Final SOMA Re</u>	select a community	Community LOMC List	ок
ategorized	Case Number	LOMC Type	Flood Sources	Map Panels	Determination Type	Determination Date
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	03-04-9446A	LOMA	WILLOW BRANCH	4703350003B	Multiple	
	01-04-133R	CLOMR			Conditional	08/10/2001
to 2 of 2	lumber of LOMCs	completed: 0 T	otal number of LOI	MCst 2		First « 1 » last
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- 5. Use the dropdown boxes to sort for a particular project
- **6.** The links at the top of the screen opens a draft version of the letters. It is not recommended to print final versions of the letters from these links. Letters are printed from the Reports and Form Letters tab.



- 7. If the LOMC Type begins with a C, it does not have to be included in the SOMA.
- **8.** The following determination types do *not* need to be included in the SOMA:

218-65CR, 218-70CR, CR, DEN, DEN-FW, DROP/W, Denial, M-DEN, M-DEN-FW, P-DEN, P-DEN-FW, S-DEN, S-DFN-FW, SUS, SUS-LOW FL, SUSP, Suspended, Withdrawn

EXCLUDE ALL BUTTON	
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Clicking the Exclude All button deletes all previously categorized LOMC information. This button may be helpful on smaller projects with a small number of map panels being revised (PMRs), where the community has a large number of LOMCs.

Once you exclude all, you can then search for the small number of cases by map panel number that need to be added on the SOMA for the PMR and re-classify them. However, be very careful if you click Exclude All, any categorized LOMCs will become uncategorized and LOMCs will not appear on the Final SOMA letter.



The following section of the work instruction provide the possible field options that display based on the SOMA category selected.

**9.** Click Yes to Include Case on SOMA; a new section appears at the bottom of the screen.

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SOMA						
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SOMA Categ	jory:	4 - R	eevaluated 💌			
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Revalidation	Required:		OYes ⊙No			
Reviewer Na	me:		bobproducer	Edit		
Comments:			~ ~		С	ancel Save

- **10.** Click the SOMA Category dropdown box
- **11.** Perform one of the following:

lf	Then
<b>Incorporated</b> - the map is updated based on the changes.	<ul> <li>When you select Incorporated, New Panel Number(s) and Revalidation Required are required fields.</li> </ul>

lf	Then
Not incorporated - the changes are noted but will not be incorporated in the map; revalidation is required.	<ul> <li>When you select Not incorporated, a New Zone field is required in addition to the New Panel Number and Revalidation Required fields. As a general rule of thumb, if the SOMA category is 2 - Not Incorporated, then revalidation is required.</li> </ul>
	<ul> <li>If Category 2 - Not incorporated is selected, Revalidation Required should be checked Yes</li> </ul>
<b>Superseded</b> - the LOMC is overridden and a new map panel is not needed.	<ul> <li>When you select Superseded, the Reason to Supersede and New Zone are required fields.</li> </ul>
<b>Reevaluated</b> - there is a plan to re-evaluate the LOMC before the new map is made. This category should be used sparingly and only if another category does not apply.	<ul> <li>When you select Reevaluated, the New Panel Number and Revalidation Required fields are required.</li> </ul>

	New Zone Definitions
	<b>A</b> - Area of special flood hazard <i>without</i> water surface elevations determined
	<b>A99</b> - Area of special flood hazard where enough progress has been made on a protective system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes
	AE - Area of special flood hazard with water surface elevations determined
<b>(i)</b>	<b>AH</b> - Areas of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) feet, and with water surface elevations determined
~	<b>A0</b> - Area of special flood hazards having shallow water depths and/or predictable flow paths between (1) and (3) ft.
	<b>D</b> - Area of undetermined but possible, flood hazards
	<b>V</b> - Area of special flood hazards <i>without</i> water surface elevations determined, and with velocity, that is inundated by tidal floods (coastal high hazard area)
	<b>VE</b> - Area of special flood hazards, <i>with</i> water surface elevations determined and with velocity, that is inundated by tidal floods (coastal high hazard area)
	X - Area of minimal hazards

#### The next section of the simulation categorizes the LOMCs for this project.



If a case number ends in C or R, then you do not include on the SOMA.



## To NOT include a LOMC on the SOMA:

- **12.** Click to highlight a case to complete
- 13. Click No to indicate the LOMC will not be included on the SOMA
- 14. Click on: Save



## To include a LOMC on the SOMA:

nter a study c	ase number: 0	9-04-0015S	OK and	select a community	DICKSON, CITY OF	ок
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- **15.** Click to highlight a case to complete
- **16.** Click on: Yes to indicate the LOMC will be included on the SOMA

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- **17.** Click on: If not large enough to map
- **18.** Click the SOMA Category dropdown box



**19.** Select the right categorization

Mapping

- **20.** If applicable, click to add the New Panel Number
- 21. Click on: Add Map Panel to add affected map panels
- **22.** Select whether Revalidation Required.
- 23. Click on: Save to save the data
- 24. Complete the categorization for all LOMCs for each community in the dropdown box

Ome       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       SOI         toms       > Workbench Home       Work Items       Project Dashboard       Reports & Form Letters       Search & Retrieve Data       Create Project       SOI         toms       > Workbench > SOMA         SOMA         Preliminary SOMA         Preliminary SOMA         Categorized         Case Number       LOMC Type       Flood Sources       Map Panels       Determination Type       Determination Date         Image: Colspan="2">Image: Case Number       LOMA       GARNER CREEK       4700460125B       S-OAS         Colspan="2">OII-04-2814A       LOMA       GARNER CREEK       4700460125B       S-OAS         Colspan="2">OII-04-2814A       LOMA       GARNER CREEK       4700460125B       S-OAS         Colspan="2">OII-04-2814A       LOMR       WILLOW BRANCH       4700460107B       Conditional       08/10/2001         Colspan="2">OII-04-337R       CLOMR       Cloma       Conditional       09/17/2002 </th <th></th> <th></th> <th></th> <th></th> <th>Welland L</th> <th></th> <th>Sema (1997) Fema</th>					Welland L		Sema (1997) Fema
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**25.** Confirm all LOMCs are categorized by making sure the first column has a C or X to indicate whether the LOMC is included in the SOMA.

 Results

 All LOMCs have been completed for this study case. Preliminary SOMA letters must now be sent to each community with LOMCs.

Last updated: March 2009