

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



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SOMA

Enter a study case number:

Last Updated: Thursday, 22-January-2009 8:57 AM ET

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1. Click to enter the project case number

2. Click on:



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SOMA

Enter a study case number: and select a community:

 You must check each community for LOMCs.

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.

SOMA

Enter a study case number: and select a community:

[Preliminary SOMA](#) [Final SOMA](#) [Revalidation Letter](#) [Community LOMC List](#)

Categorized	Case Number	LOMC Type	Flood Sources	Map Panels	Determination Type	Determination Date
▼	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	▼	<input type="text"/> to <input type="text"/>
	03-04-9446A	LOMA	WILLOW BRANCH	4703350003B	Multiple	
	01-04-133R	CLOMR			Conditional	08/10/2001

1 to 2 of 2 Number of LOMCs completed: 0 Total number of LOMCs: 2 First < 1 > Last

Categorized Legend

C = categorized (included in SOMA)

X = not included in SOMA

(blank) = incomplete LOMC

Click the "Exclude ALL" button if you do not want to include any LOMCs in the SOMA. This will change any LOMCs that have been previously categorized to be not included in the SOMA.

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.

	<p>For a list and definitions of the LOMC Determination Types, refer to the Document Control Procedures Manual (Appendix B and C) on the FEMA website.</p>
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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

	<p>EXCLUDE ALL BUTTON</p> <p>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.</p> <p>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.</p>
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The following section of the work instruction provide the possible field options that display based on the SOMA category selected.

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

SOMA

Enter a study case number: and select a community:

[Preliminary SOMA](#) [Final SOMA](#) [Revalidation Letter](#) [Community LOMC List](#)

Categorized	Case Number	LOMC Type	Flood Sources	Map Panels	Determination Type	Determination Date
<input type="text" value="C"/>	<input type="text" value="03-04-9446A"/>	<input type="text" value="LOMA"/>	<input type="text" value="WILLOW BRANCH"/>	<input type="text" value="4703350003B"/>	<input type="text" value="Multiple"/>	<input type="text" value=""/>
<input type="text" value="X"/>	<input type="text" value="01-04-133R"/>	<input type="text" value="CLOMR"/>			<input type="text" value="Conditional"/>	<input type="text" value="08/10/2001"/>

1 to 2 of 2 Number of LOMCs completed: 1 Total number of LOMCs: 2 First < 1 > Last

Categorized Legend
 C = categorized (included in SOMA)
 X = not included in SOMA
 (blank) = incomplete LOMC

Click the "Exclude ALL" button if you do not want to include any LOMCs in the SOMA. This will change any LOMCs that have been previously categorized to be not included in the SOMA.

Include Case on SOMA: Yes No

Large Enough to Map: Yes No

SOMA Category:

New Panel Number:

Revalidation Required: Yes No

Reviewer Name:

Comments:

- Click the SOMA Category dropdown box

- Perform one of the following:

If...	Then...
Incorporated - the map is updated based on the changes.	<ul style="list-style-type: none"> When you select Incorporated, New Panel Number(s) and Revalidation Required are required fields.

If...	Then...
<p>Not incorporated - the changes are noted but will not be incorporated in the map; revalidation is required.</p>	<ul style="list-style-type: none"> • 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. • If Category 2 - Not incorporated is selected, Revalidation Required should be checked Yes
<p>Superseded - the LOMC is overridden and a new map panel is not needed.</p>	<ul style="list-style-type: none"> • When you select Superseded, the Reason to Supersede and New Zone are required fields.
<p>Reevaluated - 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.</p>	<ul style="list-style-type: none"> • When you select Reevaluated, the New Panel Number and Revalidation Required fields are required.

	<p>New Zone Definitions</p> <p>A - Area of special flood hazard <i>without</i> water surface elevations determined</p> <p>A99 - 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</p> <p>AE - Area of special flood hazard <i>with</i> water surface elevations determined</p> <p>AH - 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</p> <p>A0 - Area of special flood hazards having shallow water depths and/or predictable flow paths between (1) and (3) ft.</p> <p>D - Area of undetermined but possible, flood hazards</p> <p>V - 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)</p> <p>VE - 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)</p> <p>X - Area of minimal hazards</p>
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The next section of the simulation categorizes the LOMCs for this project.

	<p>If a case number ends in C or R, then you do not include on the SOMA.</p>
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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: 

To include a LOMC on the SOMA:

SOMA

Enter a study case number: and select a community:

[Preliminary SOMA](#) [Final SOMA](#) [Revalidation Letter](#) [Community LOMC List](#)

Categorized	Case Number	LOMC Type	Flood Sources	Map Panels	Determination Type	Determination Date
C	03-04-9446A	LOMA	WILLOW BRANCH	4703350003B	Multiple	
X	01-04-133R	CLOMR			Conditional	08/10/2001

1 to 2 of 2 Number of LOMCs completed: 1 Total number of LOMCs: 2 [First](#) < **1** > [Last](#)

Categorized Legend
 C = categorized (included in SOMA)
 X = not included in SOMA
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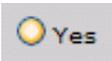
Click the "Exclude ALL" button if you do not want to include any LOMCs in the SOMA. This will change any LOMCs that have been previously categorized to be not included in the SOMA.

Include Case on SOMA: Yes No You must select either yes or no.

Reviewer Name: bobproducer

Comments:

15. Click to highlight a case to complete

16. Click on:  to indicate the LOMC will be included on the SOMA

SOMA

Enter a study case number: and select a community:

[Preliminary SOMA](#) [Final SOMA](#) [Revalidation Letter](#) [Community LOMC List](#)

Categorized	Case Number	LOMC Type	Flood Sources	Map Panels	Determination Type	Determination Date
<input type="text"/> to <input type="text"/>						
	03-04-9446A	LOMA	WILLOW BRANCH	4703350003B	Multiple	
X	01-04-133R	CLOMR			Conditional	08/10/2001

1 to 2 of 2 Number of LOMCs completed: 1 Total number of LOMCs: 2 First < 1 > Last

Categorized Legend
 C = categorized (included in SOMA)
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Click the "Exclude ALL" button if you do not want to include any LOMCs in the SOMA. This will change any LOMCs that have been previously categorized to be not included in the SOMA.

Include Case on SOMA: Yes No

Large Enough to Map: Yes No You must select either yes or no.

SOMA Category: You must select a value.

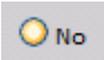
New Panel Number: You must add at least one map panel

New Zone: You must select a value.

Revalidation Required: Yes No You must select either yes or no.

Reviewer Name: bobproducer

Comments:

17. Click on:  if not large enough to map

18. Click the SOMA Category dropdown box



If No is selected for Large Enough to Map, category 1 - Incorporated is not available to choose.

19. Select the right categorization

20. If applicable, click to add the New Panel Number

21. Click on:  to add affected map panels

22. Select whether Revalidation Required.

23. Click on:  to save the data

24. Complete the categorization for all LOMCs for each community in the dropdown box

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SOMA

Enter a study case number: and select a community:

[Preliminary SOMA](#) [Final SOMA](#) [Revalidation Letter](#) [Community LOMC List](#)

Categorized	Case Number	LOMC Type	Flood Sources	Map Panels	Determination Type	Determination Date
<input type="text" value="C"/>	01-04-2814A	LOMA	GARNER CREEK	4700460125B	S-OAS	
X	01-04-133R	CLOMR	WILLOW BRANCH	4700460107B	Conditional	08/10/2001
X	02-04-377R	CLOMR			Conditional	09/17/2002

1 to 3 of 3 Number of LOMCs completed: 1 Total number of LOMCs: 3 First < 1 > Last

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Click the "Exclude ALL" button if you do not want to include any LOMCs in the SOMA. This will change any LOMCs that have been previously categorized to be not included in the SOMA.

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