Mapping
INFORMATION PLATFORM

Work Instruction
RSC or MOD HQ – Perform
National DFIRM QA

Purpose

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

- Approve or reject the submission
- Enter comments or upload a file, as appropriate
- View DFIRM DB QA Results

This activity occurs twice in the workflow – once after Produce Preliminary Map Products and again after Submit MSC Deliverable.

Prerequisites

- In Preliminary Map Production, the Produce Preliminary Map Products and Validate Content Submission activities are complete

- In Post-Preliminary Processing, the Submit MSC Deliverable and Validate Content Submission activities are complete

Navigation

Via Menu Path	**Log in to the MIP > Workbench > Work Items > and**
	Claim > Perform National DFIRM QA: Preliminary Map

Work Steps

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

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

| | **Perform National DFIRM QA** - This activity is performed by the RSC or MOD HQ after the Validate Content Submission is completed for Preliminary Map Production and Post Preliminary Processing. The purpose of the task is to denote the approval or rejection of the submission.

This activity is also known as QR3 when done for Preliminary Map Production. When data from the Submit MSC Deliverable is validated and approved it is recorded in Perform National DFIRM QA: Final Map, also known as QR7. |
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2. Click on: **Perform National DFIRM QA: Preliminary Map** to enter the Perform National DFIRM QA: Preliminary Map activity

3. If another person(s) actually conducted the review, update the Reviewer Name to the user ID of that person or enter a group, e.g. "RSC 4."

4. Click to enter the Review Start Date

5. Click to enter the Review End Date

	For more information on performing the National DFIRM QA review, refer to the Revised Procedure Memorandum (PM) 42 - Quality Control Requirements in the DFIRM Production Process on www.fema.gov.
	If Reject is selected, Comments are required.

6. Upon completing the review, return to the MIP and click Approve or Reject

7. Use the File Submission section to upload an applicable QA report (.xls format only)

8. Click on: [Continue >] to move to the Review screen

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

Task Information | **Review**

[< Back]   [Save and Close] [Complete Task]

Perform National DFIRM QA : 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.

Project and Task Information
Project Name: Dickson County TN MapMod07
Preliminary Map Production Description:
Preliminary Map Production Completed by: Watershed IV Alliance
Projected Preliminary Date:

QA Status
Reviewer Name: modhqjill
Review Start Date: 07/22/2007
Review End Date: 08/22/2007
Approve or Reject QA: Approve
Comments:

File Submission
QA Submission:

[< 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.

9. Review the information and when satisfied, click [Complete Task]

Results
• Preliminary Map submission passed Quality Assurance. User can complete Produce Preliminary Map Products activity
• Final Map submission passed Quality Assurance. User can complete Produce Final Map Products activity
• Preliminary Map submission failed Quality Assurance. User will be returned to Produce Preliminary Map Products activity
• Final Map submission failed Quality Assurance. User can will be returned to Produce Final Map Products activity

Last updated: March 2009