

Guidance for Flood Risk Analysis and Mapping

Data Capture - General

November 2015



FEMA

Requirements for the Federal Emergency Management Agency (FEMA) Risk Mapping, Assessment, and Planning (Risk MAP) Program are specified separately by statute, regulation, or FEMA policy (primarily the Standards for Flood Risk Analysis and Mapping). This document provides guidance to support the requirements and recommends approaches for effective and efficient implementation. Alternate approaches that comply with all requirements are acceptable.

For more information, please visit the FEMA Guidelines and Standards for Flood Risk Analysis and Mapping webpage (www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping). Copies of the Standards for Flood Risk Analysis and Mapping policy, related guidance, technical references, and other information about the guidelines and standards development process are all available here. You can also search directly by document title at www.fema.gov/library.

Document History

Affected Section or Subsection	Date	Revision Description
First Publication	November 2015	Initial version of new transformed guidance. The content was derived from the <u>Guidelines and Specifications for Flood Hazard Mapping Partners</u> , Procedure Memoranda, and/or Operating Guidance documents. It has been reorganized and is being published separately from the standards.

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1.0 Data Capture Overview

This document provides guidance for submitting the data specified in the [Data Capture Technical Reference](#). Note that the guidance principles provided in this document are designed to help the users upload Data Capture data throughout the Mapping Information Platform (MIP) workflow process such that all study materials are searchable and discoverable via the MIP and/or the Flood Risk Study Engineering Library and that data duplication is minimized. This is an important responsibility for all Mapping Partners and Mapping Partners must certify they have successfully delivered all project documentation.

More specific information about Data Capture submittals pertaining to individual MIP workflow steps can be found in the [Data Capture Guidance – Workflow Details](#) document. This companion document includes information about Discovery, First Order Approximation, Terrain, Survey, Hydrology, Hydraulics, Alluvial Fan, Coastal, Regulatory Products, Post-Preliminary, and Flood Risk Products submittals.

For the purposes of this document, the Technical Study Data Notebook (TSDN) is defined as the complete set of the most up-to-date engineering and mapping data associated with a Flood Risk Project accompanied by the applicable Flood Risk Project administration and/or process documentation (e.g. Project Narratives, project correspondence, Flood Elevation Determination Docket [FEDD] file, TSDN checklist, certification, etc.). These data form the scientific and technical basis for the flood map and are needed in the future to address challenges or changes to the maps. These data are developed throughout the duration of the project and are submitted to the MIP at the appropriate workflow step using the folder structure and guidance contained in the [Data Capture Technical Reference](#) and this guidance document. This definition replaces the previous working definition of the TSDN as a hardcopy notebook that was submitted at the end of each mapping project.

Certain TSDN data may be uploaded at the end of a Flood Risk Project using the Tools and Links/Data Upload/Load Studies Data Artifacts portlet (see section 2.3 below). As noted above, this generally will include the FEDD file, the TSDN checklist, and may include other documents describing the Flood Risk Project that include pointers to the actual data folders on the MIP. The bulk of the TSDN (i.e., the engineering and mapping data and narratives describing them) should have been captured throughout the duration of the Flood Risk Project and do not need to be resubmitted.

Related guidance on data capture and deliverables is provided in the following documents:

- [Data Capture Guidance – Workflow Details](#)
- [MIP Guidance](#)
- [Coastal Data Capture Guidance](#)
- [Preliminary Distribution and Revised Preliminary Guidance](#)
- [Post-Preliminary Deliverables Guidance](#)

2.0 MIP Upload Guidance

There are several methods available for uploading data to the MIP: the MIP Workflow, MIP File Explorer, Data Upload, and on media to the Data Depot. The best method to use will depend

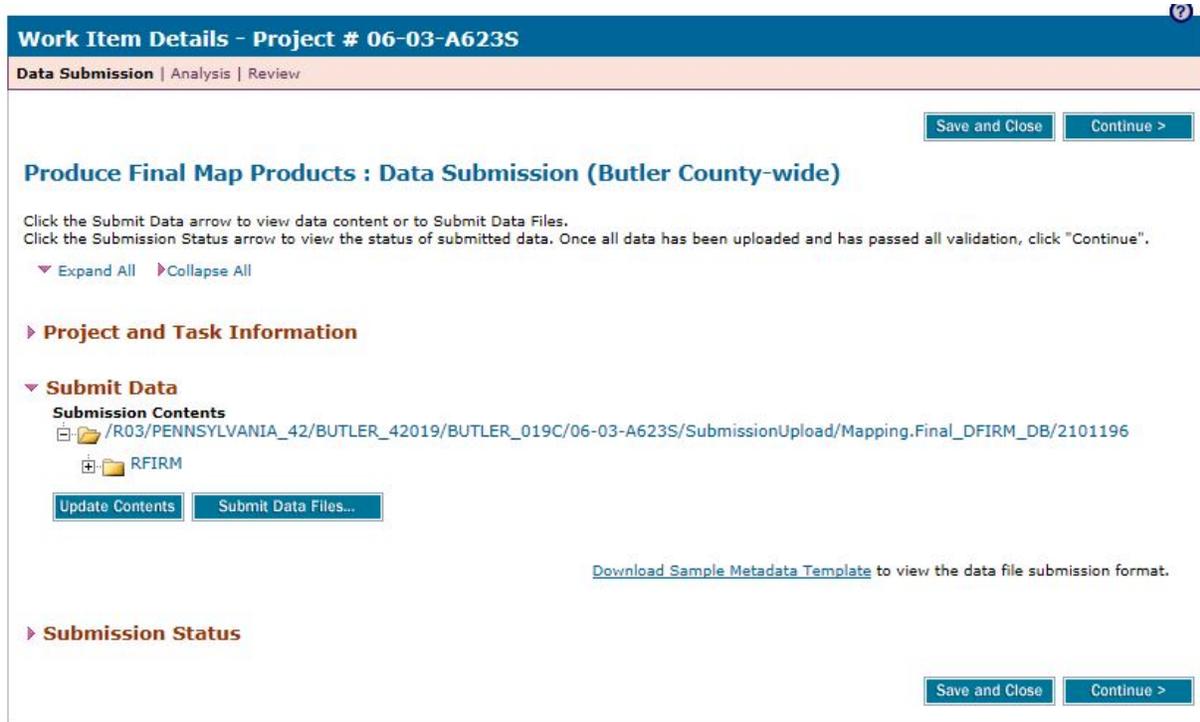
on the MIP workflow step to which the data applies, type of data being submitted, and the size of the dataset(s). These options are described in the following sections. See also the [MIP Guidance](#) document for detailed instructions on the use of the MIP.

2.1. MIP Workflow

MIP task owners can upload data to the MIP using the MIP workflow. This process is applicable when the workflow task is open and if the folder(s) into which the data need to be uploaded already exist. Note that uploads using the MIP Workflow option are limited to approximately 1 Gigabyte (GB) in size (uploads using the MIP File Explorer option discussed below are limited to approximately 2 GB in size).

Figure 1 below shows an example of the user interface for the MIP Workflow upload option.

Figure 1: MIP Workflow Upload



2.2. File Explorer

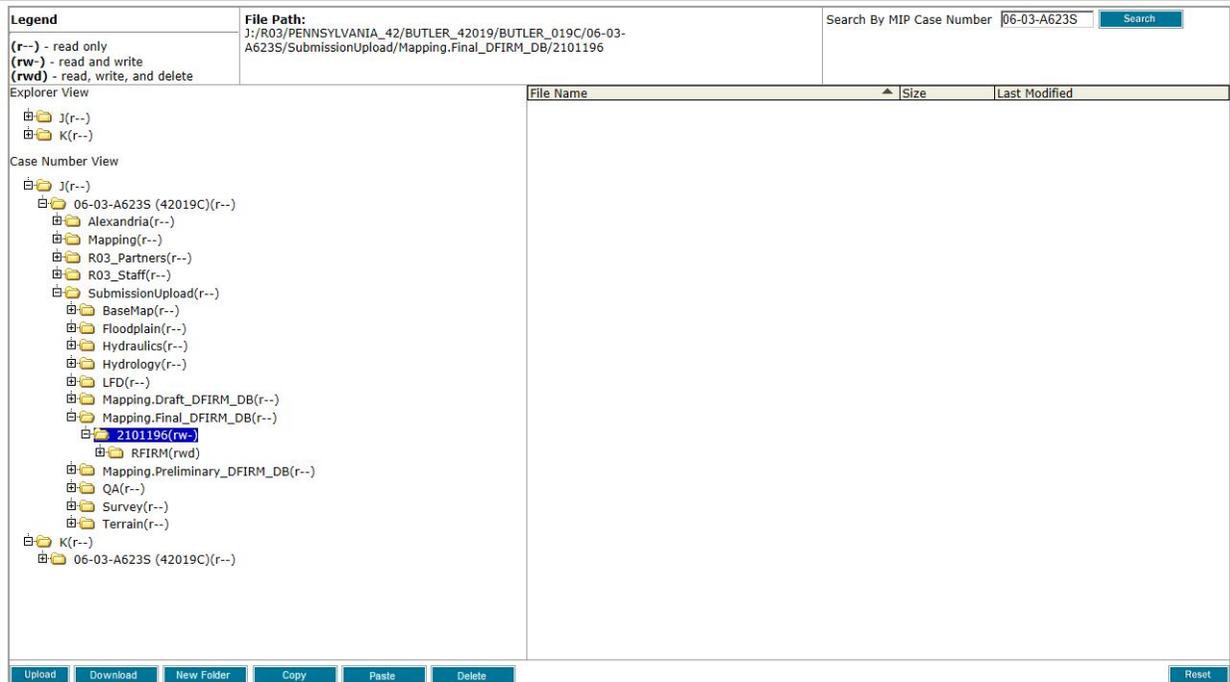
For data intended to apply to an associated claimed activity in the MIP, the simplest option is to use the MIP File Explorer to upload the data into the appropriate J: Drive folder. MIP task owners with write access to folders can upload data to the MIP using the File Explorer. Users can browse to select files to upload or drag and drop files for upload. They can also create new folders and delete files using the File Explorer.

Note that while uploads using the MIP Workflow option discussed above are limited to approximately 1 GB, uploads using the MIP File Explorer option are limited to approximately 2 GB in size. Files larger than this will need to be delivered to the Data Depot on media (see section 2.4). The "Mail the Data" option can be used to progress through the associated

workflow step. Details regarding the files and location should be included in the “Special Instructions” field under the “Mail the Data” option. For submissions requiring Federal Geographic Data Committee (FGDC)-compliant metadata profiles, that Extensible Markup Language (XML) metadata file should be uploaded through the appropriate study workflow activity.

Figure 2 below shows an example of the user interface for the MIP File Explorer upload option.

Figure 2: MIP File Explorer Upload



2.3. Data Upload

The Data Upload option can be used to upload data for which there is not an associated MIP workflow step with upload functionality enabled. The following types of data can be uploaded to the MIP using the Tools and Links/Data Upload/Load Studies Data Artifacts portlet.

- TSDN artifacts (this would be components of the TSDN that are not uploaded elsewhere under the MIP Workflow such as the TSDN checklist or other TSDN documents)
- Appeals data
- Correspondence for studies and appeals
- Preliminary Flood Insurance Study (FIS) Reports
- Discovery (Scoping) data
- Flood Elevation Determination Docket (FEDD) Files
- Floodplain Boundary Standard (FBS) Reports
- Study Artifacts

When using this portlet, an abstract that describes the data deliverables is required. The abstract should clearly describe the deliverable as well as the geographic area it covers. This

should include the county or communities covered by the data being delivered as well as the corresponding Federal Information Processing Standard (FIPS) code or community identification number (CID).

Use the “Load Studies Data Artifacts” of the “Data Upload” tab under the MIP “Tools & Links.” Choose the applicable Study Data Type from the drop-down menu.

Figure 3: Example Data Upload User Interface

The screenshot displays the MIP Data Upload user interface. At the top, there is a navigation bar with tabs for Home, Risk MAP, News & Events, Tools & Links (selected), Workbench, MIP User Care, Process Admin, and MARS. Below this is a breadcrumb trail: Data Upload > Search Engineering Data > File Explorer > Reports & Form Letters > DFIRM DB QA > Address Book > Meta Data Test Submission > Metaman. The main content area is titled 'Load Studies Data Artifacts' and includes a sub-header 'Load Amendments/Revisions Data Artifacts'. A note states '* indicates a required field.' The form is divided into several sections: 'Case Information' with a required field for 'FEMA Case Number'; 'Submission Details' with a required field for 'Product Type' (set to 'TSDN'), a required field for 'Effective Date' (set to '-- make selection --'), and a required field for 'Abstract' with a dropdown menu listing options: Appeals, Correspondence, Scoping, FEDD File, Supporting Artifacts, and FBS Reports; and 'Submission Method' which includes instructions on file size limits, a 'File Upload' section, and a warning about session timeout. A 'Continue >' button is located at the bottom right.

If the submitted file is a revised file that is intended to replace a file (e.g. the file already submitted is incorrect), and the existing file cannot be overwritten because the original workflow task is completed and not available, MIP Help must be contacted to remove the incorrect file/duplicate entry to avoid confusion in the future. See section 5.2 for additional information about replacing data in the MIP. This procedure is acceptable only for files that are not subject to FEMA’s automated validation/Quality Assurance (QA) checks.

Note that uploads using the MIP Data Upload option are limited to approximately 1 GB in size. There is no “Mail the Data” option within the Data Upload tool, but a similar process may be employed, as described below.

For data that were intended to be uploaded using the Data Upload tool, and thus directly to the K: Drive, it is possible to use the MIP File Explorer to facilitate a workaround. The Mapping Partner may create a subfolder under the “MIP Help Temp” folder on the J: Drive, using their MIP case number as the subfolder name. They may then upload a file under ~2 GB to that

subfolder. The Mapping Partner would then submit a ticket to MIP Help, requesting that the contents of the subfolder be moved over to a specific location on the K: Drive.

In addition to the filepath of the subfolder in the MIP Help Temp J: Drive directory, the ticket must include the filepath of the folder where the file should be placed. If the folder does not yet exist (for instance, if the file is the first upload in the project with the data type of “Supporting Artifacts”), that fact should be indicated, along with the filepath of the location where the folder should be created.

Refer to Figure 1 in the [Data Capture Technical Reference](#) for an example of the MIP subfolders that are created when a study is set up in the MIP. The subfolders that are created are dependent on the tasks that are set up in the MIP for the study. The [Data Capture Technical Reference](#) also provides the required user-created subfolders for each applicable MIP workflow task. See also the [MIP Guidance](#) document for information on auto- and manually created MIP folders.

After MIP Help completes the copy over to K: Drive and the registration of the file(s) with the Flood Risk Study Engineering Library, it will delete the case numbered subfolder from the MIP Help Temp directory on the J: Drive.

Files larger than the 2 GB File Explorer upload limit will need to be delivered to the Data Depot on media. See section 2.4 for details.

2.4. Submit on Media

As noted elsewhere, the MIP data upload limitation is currently 1 GB for files uploaded through the MIP Workflow or Data Upload and 2 GB for File Explorer, or a total of 8,000 files. If the data that needs to be uploaded to a folder are in many files that can be zipped into files that are each less than the file size limit, they can be zipped and uploaded. They can be zipped individually or in logical packages that correspond to the applicable folder structure.

Any files that cannot be zipped into files that are less than the file size limit will need to be delivered on media (CD/DVD/portable hard drive) to the Data Depot for upload to the MIP via a backend process that will get them loaded onto the working J: Drive or the archival K: Drive. Additionally, per the [MIP Guidance](#) document, all Terrain data should be delivered to the Data Depot on media rather than being uploaded to the MIP.

Files submitted on media should be archived on the media in their final MIP folder structure and should be accompanied by documentation that indicates where on the MIP they should be placed. This documentation can be provided in the transmittal that accompanies the media submittal and/or a MIP Help ticket.

3.0 Special Case Set Up and Data Submittal

This section provides guidance on setting up cases for several types of data that may require special MIP case set up and/or data submittal: First Order Approximation (FOA), Terrain, and Revised Preliminary. See also the [MIP Guidance](#) document for information about setting up watershed, Physical Map Revision (PMR), and FOA cases in the MIP.

3.1. FOA

FOA analyses may be done in conjunction with the Discovery process, as a component of a Coordinated Needs Management Strategy (CNMS) assessment or as a stand-alone activity. Regardless of when FOA is performed, it is usually best to create a separate MIP case for the FOA project with appropriate data development tasks to capture the data and to upload the FOA data to the FOA data development tasks using either the MIP Workflow or File Explorer options. If the FOA data are subsequently refined as part of the MIP workflow (e.g. hydrology or hydraulics), the refined FOA data should be resubmitted under the appropriate MIP workflow task(s) as the Flood Risk Project data. Only the portions of the FOA that are updated and/or used for the regulatory maps need to be resubmitted.

3.2. Terrain

When FEMA purchases LiDAR data, it will generally make sense to create a separate task for the LiDAR production, and then create a separate task for delivering any processed surfaces for modeling. That way the new LiDAR data can be delivered to the FEMA Library as soon as possible so it can be shared with others. See the [Data Capture Guidance – Workflow Details](#) document for additional details on terrain data submittal.

Terrain data gathered for FOA should be submitted as source data under the FOA case number's Develop Topographic Data workflow task. Terrain data gathered during Discovery should be submitted as source data under the Discovery case number's Develop Topographic Data workflow task.

The finished elevation model/surfaces used for modeling and floodplain mapping must be submitted. If purchased or gathered terrain data are used as-is, it is only necessary to upload the data once. If the terrain data are processed for use in the Flood Risk Project (e.g. for Hydrologic and Hydraulic [H&H] modeling), the processed data should be submitted under as final data a Develop Topographic Data workflow task.

3.3. Revised Preliminary

See the [Revised Preliminary Guidance for MIP Products](#) document for a detailed description of setting up Revised Preliminary cases in the MIP and placing notification in the original case folder alerting users that the original data are superseded by a Revised Preliminary.

4.0 MIP Folder Structure Guidance

This section provides guidance related to the content of the MIP folders specified in the [Data Capture Technical Reference](#). See the [MIP Guidance](#) document for additional information regarding MIP functionality, how the MIP is used to manage Flood Risk Projects, the MIP data validation processes, and how to retrieve data from the MIP.

Certain MIP folders are automatically created for the MIP workflow steps included in the mapping activities associated with a specific case number. However, most of the sub-folders specified in the [Data Capture Technical Reference](#) that are below the Task SystemID (SYSID) will need to be created by the user. This can be done using the functionality provided by the MIP Tools and Links/File Explorer data upload portlet. After choosing a case number, users can

create new folders and upload, download, and delete data. Note that if a sub-folder is not applicable to a particular study, it does not need to be created. Only folders that contain data (or “dummy” data if applicable) need to be created.

Much of the Data Capture submittals should be organized in folders based on Hydrologic Unit Code (HUC)-8 cataloging units for riverine areas or water body name or project name for coastal areas. The standard to be used for the definition of HUC-8 unit folders in the MIP is the Watershed Boundary Dataset (WBD) published by the U.S. Geological Survey and the Natural Resources Conservation Service (NRCS). Because of the dynamic nature of the WBD dataset, the HUC-8 units in effect for the study area at the time of data development should be used. Coastal water body names or project names should identify the name of the mapped water body (e.g. Atlantic Ocean).

Although many of the spatial files submitted under Data Capture and in the Flood Insurance Rate Map (FIRM) Database share the same data structure, the spatial extent of the data required to be submitted under each may be different. For the FIRM Database, the Mapping Partner is generally responsible for submitting data that cover the entire county (or community). For Data Capture submittals, the spatial extent of the data required is determined by the scope for the specific task being performed.

4.1. General Folder

Most of the MIP folders specified in the [Data Capture Technical Reference](#) include a General folder that includes a Project Narrative, Certification form (if applicable), and the Metadata file that is applicable to the MIP workflow task. The General folder may also include additional information such as task specific reports (e.g., the Hydrology Report, QA/Quality Control [QC] reports, etc.) and draft FIS Report sections.

4.1.1. Project Narrative

The project narrative describes the scope of work, direction from FEMA, issues, information for the next Mapping Partner, etc. The narrative should provide the reader with a general idea of what the project included and what problems arose before it was completed. A project narrative is needed for every applicable MIP Data Development workflow step, including Discovery, Base Map, Terrain, Survey, Hydrology, Hydraulics, Alluvial Fan, Coastal, Floodplain Mapping/Redelineation, Post-Preliminary, and Flood Risk Products tasks.

An example outline of a project narrative is provided below for guidance. It lists typical elements that should be included in a project narrative in an annotated outline format. Each item in the outline has a description of the item directly below it.

The project narrative for each task, in general, will be similar in nature. Therefore, the general outline below can be used for any of the MIP Development workflow steps. The outline below is not inclusive of every item all studies should incorporate. Each study will have different aspects, so it is likely the Mapping Partner will have to incorporate and/or delete items from this outline.

- Introduction/Project Overview

Briefly describe the following:

- Objectives of the project;
 - Location of the project (State, county/community, watershed);
 - Land area and population;
 - Miles of study (if applicable to the workflow step);
 - Effective study information (date, panel numbers, study method, etc.); and
 - Source data used.
- Scope of Work

The scope of work should have been defined before any work on the project began. Generally, it is included in the Mapping Activity Statement. The scope included in the narrative should outline all project tasks that the Mapping Partner agreed to complete without including any contractual or cost information.
 - Issues

Describe any technical and non-technical issues encountered and their resolution. Any relevant information about flood control structures such as dams and/or levees would be helpful.

 - Describe all technical and non-technical issues encountered.
 - Explain how issues were resolved. Provide clear description of any FEMA direction to address issues.
 - Were any special problem reports generated?
 - Were there any project modifications?
 - Information for the Next Mapping Partner

Include any important information regarding the project that would benefit the next Mapping Partner who may be tasked to update the entire project or portions of the project area in the future:

 - Study methodology(-ies) used, if methodology is non-standard;
 - Summary of FBS compliance results (summary of audit results and provide any areas that failed FBS requirements);
 - Issues not resolved that are likely to affect the next update;
 - Issues that are likely to occur again and any applicable background data;
 - Suggestions for consideration in the next update.

4.1.2. Certification

As per Standards #82 and #174, certification of completeness and contract or grant compliance of all submitted data for FEMA-funded studies is required. Each Mapping Partner should complete and submit only one product certification when their work on a project is complete. For example, if topographic data development is awarded to Mapping Partner 1 as the only task, that Mapping Partner would upload a completed certification form at the “Develop Topographic Data” workflow step once all the requirements in that contract are fulfilled. On the other hand, if Mapping Partner 2 is assigned (contracted) to produce the preliminary FIRM,

including hydrologic and hydraulic analyses, then Mapping Partner 2 would submit one certification form along with the submittal of the preliminary FIRM.

Through certification, the Mapping Partner is attesting that the work performed was completed in accordance with the contract and all amendments thereto and direction from the FEMA Project Officer and/or their representative and with sound and accepted engineering practices and that the work is compliant with all relevant standards or has a formal exception that was granted by the FEMA Project Officer.

In addition, each Mapping Partner is certifying that the files uploaded to the MIP represent the complete and final documentation of the work performed on the Flood Risk Project. If any of the data in these files are modified during the mapping process, it is the responsibility of the Mapping Partner that made the modifications to the files to upload the revised files to the MIP using the upload process(es) described in the previous sections for the specific deliverable.

4.1.3. Draft FIS Report Sections

Many of the MIP workflow steps include submittal of draft FIS Report sections. When these are required, they should include the non-boilerplate content including descriptions of methodology, applicable tables, any applicable graphics, and profiles. All FIS components should be submitted as editable documents (e.g., Microsoft® Word, Excel [XLS], etc.) or editable drawings (e.g., FEMA RASLOT, AutoCAD® Drawing Exchange Format [DXF] or Drawing [DWG]) in addition to Portable Document Format (PDF). Per Standard #185, all submitted PDF documents must have extractable text.

4.2. Correspondence Folder

A file that compiles general correspondence is included in the MIP folder structure for each MIP workflow step. General correspondence is the written correspondence generated or received by the Mapping Partner assigned to fulfill the requirements of the workflow step. It should include any documentation generated during the task, such as letters, transmittals, memoranda, general status reports and queries, Special Problem Reports (SPRs), technical issues that need to be documented, and direction given by the FEMA. Sensitive contractual documents with cost or other such information should not be submitted as a part of General Correspondence.

4.3. Spatial_Files

A folder for spatial files is included in the MIP folder structure for each MIP workflow step. This folder is where the FIRM Database files that are applicable to the MIP workflow step should be placed. Table 2 in the [FIRM Database Technical Reference](#) provides a crosswalk of the FIRM Database tables that are applicable to each workflow step. The [FIRM Database Technical Reference](#) also provides a complete data dictionary for the FIRM Database tables.

5.0 Revised Data Submittal Guidance

This section addresses revised data submittals that may be required due to several factors including revised preliminaries that are issued following preliminary issuance or as a result of an appeal, or in the case of a need to upload additional or corrected data after a workflow step has been completed and closed.

5.1. Revised Preliminary Data Submittal Guidance

Typically a revised preliminary will result in revisions to Flood Risk Study deliverables such as the hydrologic or hydraulic modeling, FIS Report, one or more FIRM panels, and the FIRM Database. Introduction of new base map imagery or terrain data may also result in changes to the Base Map or Terrain data deliverables. There may also be revisions to the non-regulatory Flood Risk Products. Ultimately the revised preliminary data will be incorporated into the final effective deliverables including the FIS Report, FIRM panels, and the FIRM Database.

Additional information about revised preliminary scenarios, setting up the revised preliminary project in the MIP, metadata requirements, issuing revised preliminary products, and closing revised preliminary projects in the MIP can be found in the [Revised Preliminary Guidance for MIP Products](#).

5.2. Appeals Data Submittal Guidance

A new revised preliminary case number should be set up in the MIP for appeals that will result in revised data. All updated data (floodplain mapping, hydraulic, hydrology, coastal analysis, etc.) should be submitted within the appropriate Revised Preliminary Project's data development tasks.

The data submitted by the appellant should be stored under the original project case number using the Tools and Links/Data Upload/Load Studies Data Artifacts portlet. Select the "Appeals" product type for the upload. This would also include submitted appeals data that do not result in revised data.

Any correspondence related to the appeal should be uploaded under the original project case number using the Tools and Links/Data Upload/Load Studies Data Artifacts portlet. Select the "Correspondence" product type for the upload.

5.3. Replacement and Supersession of Data in the MIP

One of the most significant challenges to flood mapping data quality and integrity stems from the replacement and supersession of previously submitted data. This happens when it becomes necessary to replace or submit updated versions of engineering models, or other data, that have already been stored on the K: Drive and registered with the Flood Risk Study Engineering Library. Proper care needs to be taken to ensure that the best available data are made available to the public, while invalid or outdated information is either removed or properly annotated so that it is not misconstrued or misused.

The MIP Help team's intervention will be required to add and register the new data, as well as make any necessary changes to the old data. The MIP Help ticket must contain the following information:

- Location - The location (whether it is being shipped physically or is being temporarily stored on the J: Drive) and contents of the new data. The Mapping Partner may create a subfolder under the "MIP Help Temp" folder on the J: Drive, using the MIP case number as the subfolder name, and use this subfolder as the location to which the data are uploaded.

- Data Type - The data type with which the submission should be tagged (e.g., Modeling Hydraulics, Base Map, Coastal Analysis, Appeals, TSDN, etc.) and entries for any MIP fields that normally accompany the upload of that data type. This ensures that all of the MIP metadata normally associated with a type of upload is also available for the new replacement data. Depictions of all the various MIP screens can be found in the MIP User Care section of the MIP web site.

In addition, submissions for which the MIP normally requires FGDC-compliant metadata (i.e., the Data Development activities) *must* be accompanied by an updated metadata XML file that conforms to the [Metadata Profiles Technical Reference](#).

Please note: the data type determines what public access rules will apply to that data in the Flood Risk Study Engineering Library. For a listing of public access rules by data type, please see the [MIP Guidance](#) document. Additional restrictions may be placed on data using the 'ACCCONST' field in FGDC-compliant metadata files or the three Access Restriction questions on the MIP data upload screen. Mapping Partners should include appropriate access control attributes in the metadata information provided for the new data.

- Filepath - The intended filepath on the K: Drive where the data should be placed.
- Disposition of Original Files - What should be done with the original files already on the K: Drive. The options are described below.
 - Substituted: If the number of files being replaced is limited *and the filenames are identical*, it is possible to replace the original files with the new ones without altering the existing registration in the Flood Risk Study Engineering Library. A registration can be thought of as a “data package” of one or more files; registrations are what make up the search results in the Flood Risk Study Engineering Library. Generally, each distinct upload into the MIP constitutes a separate registration (files uploaded together within a zip file are thus packaged together in a single registration).
 - Deleted: If there is a significant number of files being replaced, or the original files have different filenames than the new files, then the originals will need to be deleted, and their associated registrations will need to be modified. Identify what files should be deleted.
 - Superseded: If the original files should be retained for archival, documentary, or other purposes, please indicate what should be done with the superseded files. One option is to re-register the old files as “Supporting Artifacts” – in the case of Data Development engineering data (e.g., Mapping Hydraulics, Base Map, Coastal Analysis, etc.). This will remove the data from being publicly downloadable. A second option is to re-register the old files separately, under their original data type. In either instance, a readme file should be submitted for inclusion with the files, explaining that the data have been superseded and pointing users to the updated/corrected data.

- Included Parties - The Regional MIP Champion, Black Belt, and/or Regional Program Management Lead (RPML) *must* be copied on the ticket.

MIP Help will not process requests to add new data to the K: Drive and register it with the Flood Risk Study Engineering Library, or to delete and unregister previously submitted data, without authorization from a Regional Champion, Black Belt, or RPML. This requirement is in place to ensure that updated submissions have been accounted for and approved by the project's leadership, as well as to maintain traceability and version control.

Once the authorizing party has replied to the ticket (and once the data have been received, if it is being delivered to Customer and Data Services physically), MIP Help will process the request. The original submitter is responsible for validating that the request has been completed as requested and that the data appear properly in the Flood Risk Study Engineering Library.