

# Technical Study Data Notebook (TSDN) Inventory Checklist

**Community name:**

**Community number (CID):**

**MIP/FEMA Case Number(s):**

**Effective Date:**

**Submitted by (Company Name) and Date:**

**Company Contact Name, Phone Number, & E-mail:**

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For Reference Only.**

There are two ways of submitting data to FEMA:

- **MIP – data is uploaded to the MIP through workflow steps where data upload is required. If this data is revised throughout the study process, the revised data is also submitted to the MIP either to replace the original file or to supplement it. Remaining study data, for which there are no defined submittal points in the workflow, are submitted to the MIP via Tools & Links at the end of the project.**
- **FEMA Engineering Library – data is uploaded to the MIP through workflow steps where data upload is required and a complete TSDN is submitted (to the library) at the end of the project, including data already submitted to the MIP.**

# Technical Study Data Notebook (TSDN) Inventory Checklist

## CERTIFICATION

I HEREBY CERTIFY THAT ALL FINAL VERSIONS OF DATA GENERATED FOR THIS STUDY ARE SUBMITTED TO FEMA AS INDICATED IN THE ATTACHED CHECKLIST.

NAME/COMPANY OR AGENCY:

SIGNATURE:

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DATA TYPE	Is data Required?	Was data submitted?
	YES/NO	Submittal Date
Special Problem Reports Index		
Special Problem Reports		
Contact Reports Index		
Contact Reports		
Meeting Minutes/Reports Index		
Meeting Minutes/Reports		
Correspondence with/from FEMA, such as SOMAs, Revalidation letters etc.		
Correspondence with/from Contractor		
Correspondence with/from Community(ies)		
Flood Elevation Determination Docket (FEED) as described in 44CFR		
Other General Correspondence, such as BFO notices, Affidavits etc.		
Scoping Assessment Documents		
Project Scoping Initiation Documents		
Scoping Meeting Documents		
Post-Scoping Documents		
<b>Hydrologic Analyses</b>		
Hydrologic Analyses Index		
Summary Report of Hydrologic Analyses		
Computer Models, Calculations, and Execution		
Summary Report for Independent QA/QC		
<b>Hydraulic Analyses</b>		
Hydraulic Analyses Index		
Cross Section Information		
Cross-Section Plots		
Floodway Analyses		

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DATA TYPE	Is data Required?	Was data submitted?
	YES/NO	Submittal Date
Levee Analyses		
Key to Cross-Section Labeling		
Computer Models, Calculations, and Execution		
Summary Report for Independent QA/QC		
<b>Shallow Flooding</b>		
Models, Calculations and Summary Report for Independent QA/QC		
<b>Ice-Jam Flooding</b>		
Models, Calculations and Summary Report for Independent QA/QC		
<b>Under Stage 1:</b>		
Geologic maps		
Field Reconnaissance reports		
Topographic maps		
Aerial photos used to identify the landform		
<b>Under Stage 2:</b>		
Historic Records of flooding		
Photographs		
Time-Sequence Aerial photography		
<b>Geomorphic information</b>		
<b>Under Stage 3:</b>		
Model input and output		
Floodplain mapping		
Georeferenced stream channel network used for floodplain mapping		
Georeferenced line dataset		
<b>Technical report that includes description of active and inactive alluvial fans</b>		

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DATA TYPE	Is data Required?	Was data submitted?
	YES/NO	Submittal Date
<b>Narrative</b>		
<b>Atlantic and Gulf Coast Studies (Do not include Draft Intermediate Submittals)</b>		
Final Approved Intermediate Submission No. 1 – Scoping and Data Review		
Final Approved Intermediate Submission No. 2 – Storm Surge Model Calibration and Storm Selection		
Final Approved Intermediate Submission No. 3 – Storm Surge Runs and Flood-Frequency Analysis		
Final Approved Intermediate Submission No. 4 – Nearshore Hydraulics		
Final Approved Intermediate Submission No. 5 – Draft Flood Hazard Mapping		
<b>Pacific Coast Studies (Do not include Draft Intermediate Submittals)</b>		
Final Approved Intermediate Submission No. 1 – Scoping and Data Review		
Final Approved Intermediate Submission No. 2 – Offshore Water Levels and Waves		
Final Approved Intermediate Submission No. 3 – Nearshore Hydraulics		
Final Approved Intermediate Submission No. 4 – Draft Flood Hazard Mapping		
<b>All Studies (Do not resubmit data already included in Intermediate Submissions)</b>		
Key To Transect Labeling		
Transect and Surge Data		
Wave Height Information		
<b>Computer Models, Calculations, and Execution</b>		
Summary Report for Independent QA/QC		
Storm Climatology and Meteorological event selection		
Stillwater Elevations		
Offshore Wave Characteristics		

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	YES/NO	Submittal Date
Nearshore Hydraulics		
<b>Spatial Files</b>		
<b>Narrative</b>		
FIS Report Narrative (Complete)		
FIS Report Narrative (Revisions Summary)		
Summary of Discharges Table		
Floodway Data Table		
Summary of Elevations Table (for Lacustrine, Riverine, and Coastal Flooding)		
Transect Locations Table		
Transect Data Table		
Surge Elevations Table		
Flood Profiles		
Floodplain Boundary Standards self-certification documentation		
<b>Certification of Compliance for Work</b>		
<b>Other Relevant Data</b>		
Mapping Information Index		
Topographic Mapping (Hardcopy Version)		
Topographic Mapping (Digital Version)		
Summary Report for Independent QA/QC		
Work Maps (Hardcopy Version)		
Work Maps (Digital Version)		
Work Map Delineation Summary		
<b>Preliminary DFIRM (Hardcopy Version)</b>		
CD-ROM With DFIRM Data		
Digital Orthophotos		

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DATA TYPE	Is data Required?	Was data submitted?
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Soil and Vegetation Maps		
USGS Topographic Quadrangle Maps		
Flood Hazard Boundary Maps		
Redelineation files		
Digital Conversion Files		
Community Maps		
All Other Maps		
DFIRM Database Data (Standard)		
DFIRM Database Data (Enhanced)		
Digital Data Submission Checklist		
Photogrammetric Survey Documentation		
Road and Railroad Centerline data		
Political Boundaries		
GPS Survey Documentation		
LiDAR data (two files: Bare earth and one for all returns)		
Bathymetry		
Digital Elevation Model (DEMs)		
<b>Hydro-corrected DEMs</b>		
<b>Triangulated Irregular Networks (TINs)</b>		
Hydro-corrected TINs		
<b>Narrative</b>		
Field Survey Notes/Notebook		
Digital Photographs		
Digital Sketches		
Narrative of Survey Data		

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DATA TYPE	Is data Required?	Was data submitted?
	YES/NO	Submittal Date
SCS/NRCS Flood Hazard Analyses Report(s)		
USGS Floodplain Information Report(s)		
USACE Feasibility Study Report(s)		
Watershed Studies		
Site Visit Photographs		
Community Population and Demographic		
<b>Tax Base Reports</b>		
<b>Legal references</b>		

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