US. Department of Homeland Security
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Washington, DC 20472

FEMA

APR 2 7 2010

MEMORANDUM FOR: Mitigation Division Directors
Regions I - X

FROM: Douglas A. Bellomo, P.E.
Director, Risk Analysis Division

SUBJECT: Procedure Memorandum No. 54 – Revised Requirements for the MSC Deliverables Package

EFFECTIVE DATE: Immediately upon issuance

Background: Beginning October 1, 2009, FEMA discontinued providing its stakeholders, contractors, and the general public with pre-printed copies of effective Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) reports. Notification of this action was published in the Federal Register, Volume 73, Number 206, Page 63184, issued on October 23, 2008, entitled *Availability of Flood Hazard Maps and Data* (http://edocket.access.gpo.gov/2008/pdf/E8-25269.pdf).

Issue: With the elimination of providing pre-printed maps to customers, the requirement for FEMA's Mapping Contractors to provide map negatives, paper proof copies of FIS reports, and other materials previously required for printing FIRMs and FIS Reports to the Map Service Center (MSC) is discontinued. Therefore, FEMA is issuing revised requirements for the MSC Deliverables Package.

Action Taken: Effective for all FIRMs and FIS Reports with an effective date of April 1, 2010 and later:

1) The requirements outlined in Volume 1, Section 1.5.2.8 of the *Guidelines and Specifications for Flood Hazard Mapping Partners* (April 2003), paragraph Final Deliverable Materials are hereby superseded; and
2) All Mapping Contractors must provide the following items to the MSC in electronic format to fulfill the requirements of the MSC Deliverables Package:

   - Transmittal Form (MS Word) – A listing of items from the Mapping Contractor detailing the items being submitted to the MSC.

All policy and standards in this document have been superseded by the FEMA Policy for Flood Risk Analysis and Mapping.
However, the document contains useful guidance to support implementation of the new standards.

- DFIRM Database – Must conform to the requirements of Appendix L of the *Guidelines and Specifications for Flood Hazard Mapping Partners* (April 2003 and as amended).

- Orthophotos (if existing or required) – Must conform to the requirements of Appendix L of the *Guidelines and Specifications for Flood Hazard Mapping Partners* (April 2003 and as amended).

- FIRM Scans (PNG or TIF format) – Must conform to the requirements of Appendix L of the *Guidelines and Specifications for Flood Hazard Mapping Partners* (April 2003 and as amended).

- World Files (PGW or TFW format) – Must conform to the requirements of Appendix L of the *Guidelines and Specifications for Flood Hazard Mapping Partners* (April 2003 and as amended).

- Digital Copy of the FIS Report (PDF format) – Must conform to the requirements of Appendix J of the *Guidelines and Specifications for Flood Hazard Mapping Partners* (April 2003 and as amended).

- Transmittal to Community CEO (MS Word) – One letter must accompany the material for each community. For FIRMs prepared in the Countywide Format, one letter shall be prepared for each community. The transmittal letters must conform to the requirements of Appendix A of the FEMA Document Control Procedures Manual (Sept. 2006 or as amended).

- Community Map Action List (CMAL)(MS Excel) – One copy of the CMAL shall accompany each submission to the MSC; however, several communities may be shown on one CMAL, provided that the FIRMs have the same effective date.

- Inventory Worksheet (formally known as Print Processing Worksheet) for each community in the mapping (see Attachment 1)(MS Excel) – One worksheet shall be prepared for each community (including FIRMs prepared in Countywide Format).

The above items are to be submitted to the MSC in electronic format. The Mapping Contractor can provide the items via File Transfer Protocol site or on CD/DVD. Any items that are submitted incomplete or with errors will be returned to the Mapping Contractor for correction and an entry will be made in the *Study Open Issues Log* or other quality management log to document the issue.

Additional guidance for providing the above materials is described in the *MSC Deliverables Package Guide*, which is accessible via the Documents, Publications & Forms section of the MSC website (http://msc.fema.gov). Mapping Contractors may also

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contact the MSC's Product Management Group at 800-358-9618 should they have any technical questions in relation to the required items.

cc: See Distribution List

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Attachment 1 – Sample Inventory Worksheet

INVENTORY WORKSHEET	
TWO COLOR? YES: NO: ✓	PTS: STARR
EFFECTIVE DATE: 11/18/2009	PROGRAM STATUS: R
COMMUNITY NUMBER: 470267	MAPPING PARTNER: AMEC
STATE AND COUNTY NUMBER (FIPS): 47145	COUNTY CODE: 145
COMMUNITY NAME: Roane County*	STATE/REGION: TN/04
COUNTY NAME: Roane County	**MSC USE ONLY** DATE DIGITAL RECEIVED:
PRINT TYPE NEW: REV: ✓	

NEW/REVISED FIRMS		STUDY/ FLOODWAYS		OBSOLETE
PANEL & SUFFIX	QTY TO TRANSFER	PANEL & SUFFIX	QTY TO TRANSFER	PANEL & SUFFIX
47145CIND0B		47145CV000B		47145CIND0A
47145C0093G				47145C0093F
47145C0094G				47145C0094F
47145C0113G				47145C0113F
47145C0140G				47145C0140F
47145C0145G				47145C0145F
47145C0160G				47145C0160F
47145C0170G				47145C0170F
47145C0180G				47145C0180F
47145C0185G				47145C0185F
47145C0190G				47145C0190F
47145C0195G				47145C0195F
47145C0205G				47145C0205F
47145C0206G				47145C0206F
47145C0207G				47145C0207F
47145C0210G				47145C0210F
47145C0215G				47145C0215F
47145C0220G				47145C0220F
47145C0226G				47145C0226F

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