

# Workflow for Hydrography Maintenance Portal

Michael Tinker May 1, 2020

## Introduction

The Hydrography Maintenance Portal (HMP) is a website used by registered users to check out hydrography data from the USGS National Hydrography Dataset (NHD) or Watershed Boundary Dataset (WBD) for editing. Data is checked out by watershed boundary. Data checked out with HMP must be edited with NGP hydrography editing tools, such as the WBD Edit Tool or the NHD Update Tool. The HMP is *not* used to edit or check the data back into the national database. To check in data, partners must use the NGP hydrography editing tools.

Users of HMP will be Federal employees of the USGS National Geospatial Program (NGP) or state partners with which Stewardship Program Memorandums of Understanding (MOU) have been signed.

A potential user of the HMP must take special training from NGP staff before they can register for an account. After training, users register an HMP account with their business contact information including first/last name, business phone, state, and work organization. Registered users are then assigned check out permissions by the HMP administrators. Administrators are a limited group of the USGS NHD/WBD Partner Support Team.

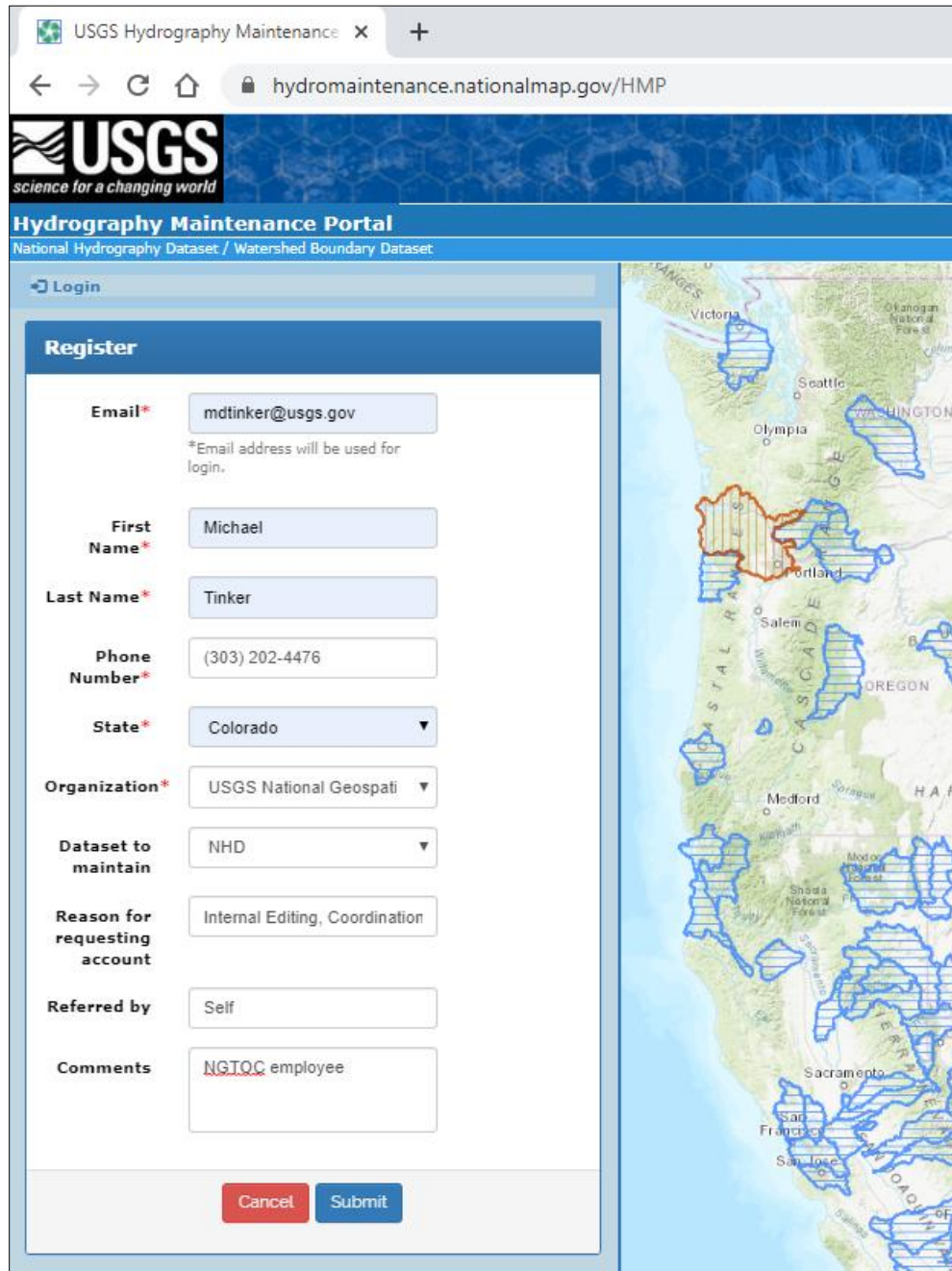
HMP also has reporting functions to generate production statistics. These reports detail active and previous checkout histories within specified date ranges. The business contact information of the users who checked out the data are visible on these reports. Any registered user can generate reports with HMP.

HMP reports are frequently used to coordinate essential production needs between states, or between USGS staff and state partners. The reports allow USGS staff to contact partners if there is a problem with their data or allow partners to contact partners in other states to confirm if editing work is planned or occurring in an adjacent watershed.

## Registration

To use HMP, users must register and create a user profile with business contact information. This includes first/last name, business phone, state, and work organization. All users must take special GIS training from USGS staff before they can register for an HMP account to check out data, use National Map GIS editing tools, or to check the data back into the NHD or WBD.

User registers a new account with HMP




The screenshot shows a web browser window with the URL `hydromaintenance.nationalmap.gov/HMP`. The page features the USGS logo and the title "Hydrography Maintenance Portal". Below the title, there is a "Login" link and a "Register" section. The registration form includes fields for Email, First Name, Last Name, Phone Number, State, Organization, Dataset to maintain, Reason for requesting account, Referred by, and Comments. The form is filled out with the following information:

- Email: `mdtinker@usgs.gov`
- First Name: Michael
- Last Name: Tinker
- Phone Number: (303) 202-4476
- State: Colorado
- Organization: USGS National Geospatial Information Technology Center
- Dataset to maintain: NHD
- Reason for requesting account: Internal Editing, Coordination
- Referred by: Self
- Comments: NGTOC employee

At the bottom of the form, there are "Cancel" and "Submit" buttons. To the right of the form, there is a map of the United States showing various hydrographic features and boundaries.

## Check out

Users can check out WBD or NHD data.



### Hydrography Maintenance Portal

#### Checkout

**8-digit HU**  
02070010 (Middle Potomac-Anacostia-Occoquan)

**Work type**  
USGS Hydro-Image Integration

**Planned completion date**  
06/06/2020

Select one or more available 8-digit HUs in this 4-digit HU from the list below. The 8-digit HUs grayed out are already checked out.

**Other 8-digit HUs in the same 4-digit HU**

<input type="checkbox"/> 0001	<input type="checkbox"/> 0002	<input type="checkbox"/> 0003	<input type="checkbox"/> 0004	<input type="checkbox"/> 0005	<input type="checkbox"/> 0006
<input type="checkbox"/> 0007	<input type="checkbox"/> 0008	<input type="checkbox"/> 0009	<input checked="" type="checkbox"/> 0010	<input type="checkbox"/> 0011	

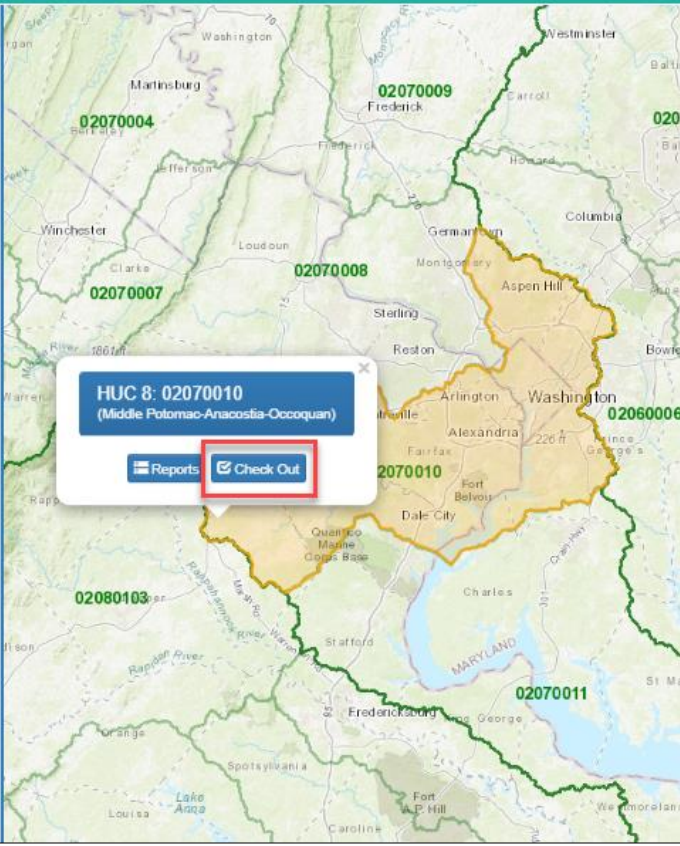
☐ Select all 8-digit HUs available in this 4-digit HU

**Description of work to be performed:**

NHD Image integration, general QC and revisions will be performed. If you need this job for any reason, or have any other questions regarding edits, please contact contact Michael Tinker at: [mdtinker@usgs.gov](mailto:mdtinker@usgs.gov).

Characters left: 285

☒ Checkout



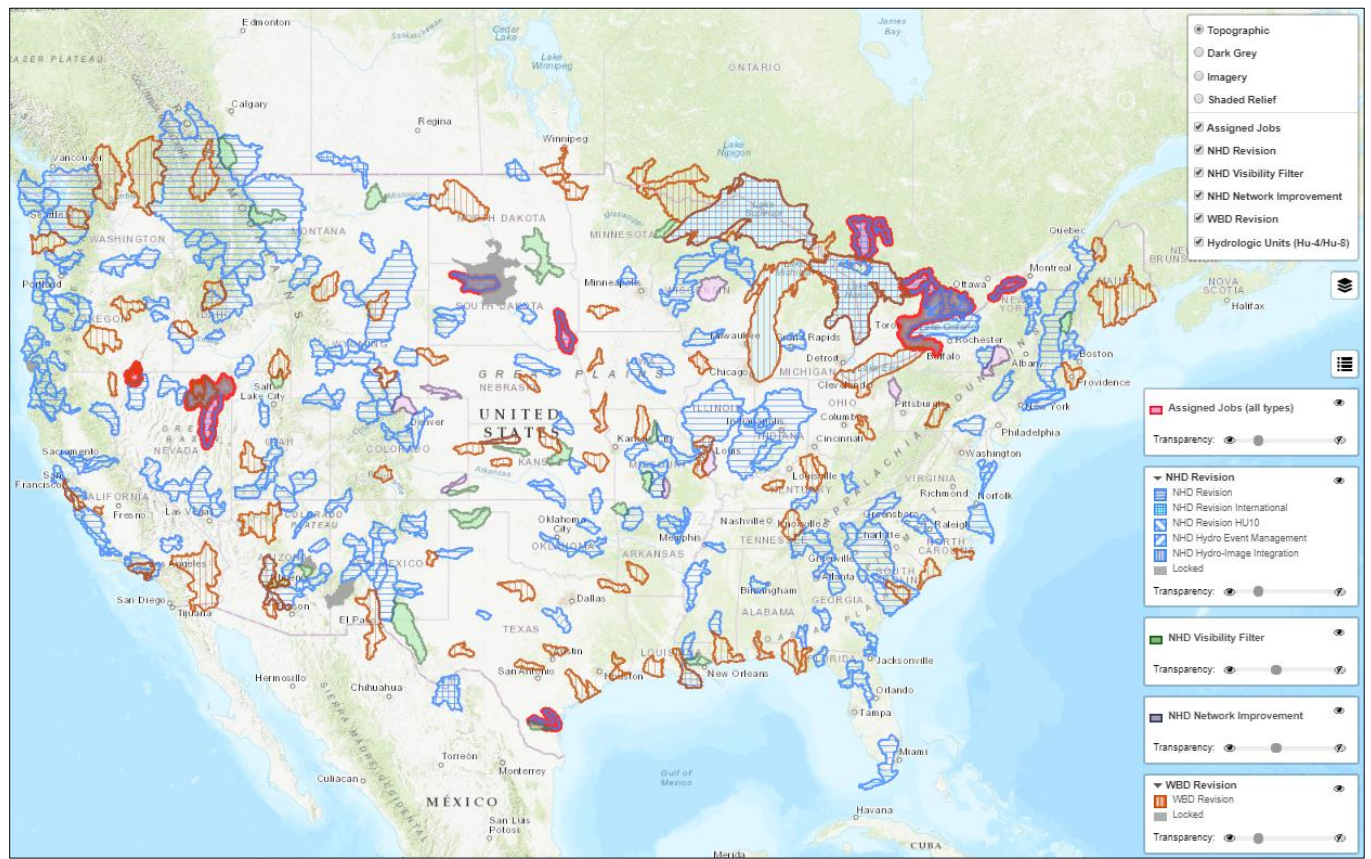
Check-out complete.  
E-mails will be sent to you and to the appropriate POCs and stewards.  
**JobID: 3311879**

Ok



## View other check outs

Users can view other jobs in work, by work type.



## Get Reports

Users can get reports for the checkout history for a Hydrologic Unit Code (HUC), Organization, State, Work Type, or All.

The 'Reports' interface is divided into two main sections. On the left is a filter panel, and on the right is a map of the Washington, D.C. area with various HUCs highlighted in green and orange. A tooltip for HUC 8: 02070010 is visible over the map.

**Report By:**

- ☒ HUC 02070010
- ☐ Organization
- ☐ State
- ☐ Work Type
- ☐ All [Get All Reports](#)

**Start Date:** 01/01/2020

**End Date:** 05/01/2020

[Jobs Report](#) [MOU Status/Contacts Report](#)

**HUC 8: 02070010**  
(Middle Potomac-Anacostia-Occoquan)

[Reports](#) [Check Out](#)

The report for HUC02070010 displays two job entries. Each entry includes a Job ID, HUC number, creator information, job status, workflow step, dates, organization, and description.

**Report for HUC02070010**

**Job ID: 682205**

**Hu8:**02070010  
**Created By:** Tanya Buxton Torres  
**HU10:** null  
**Work Type:** NHD Lock  
**Job Status:** Started  
**Workflow Step:** Locked  
**Date Created:** 03/09/2020  
**Due Date:** 07/01/2020  
**End Date:** null  
**Organization:** USGS National Geospatial Technical Operations Center - Denver  
**Description:** AOI Lock for internal NHDPlus HR data prep

**Job ID: 675805**

**Hu8:**02070010  
**Created By:** Lily Niknami  
**HU10:** null  
**Work Type:** WBD Lock  
**Job Status:** Started  
**Workflow Step:** Locked  
**Date Created:** 02/25/2020  
**Due Date:** 01/01/2020  
**End Date:** null  
**Organization:** USGS National Geospatial Technical Operations Center - Denver  
**Description:** WBDLOCK Testing - Data Management

## View Partner Business Contact

1. Registered Users can also request partner contacts for states.

The screenshot shows the 'Reports' interface. On the left, there are filters for 'Report By' (HUC, Organization, State, Work Type, All), 'Start Date' (01/01/2020), and 'End Date' (05/01/2020). At the bottom, there are buttons for 'Jobs Report' and 'MOU Status/Contacts Report'. On the right, a map shows the Middle Potomac-Anacostia-Occoquan (HUC 8: 02070010) area, with a pop-up window displaying the HUC number and a 'Check Out' button.

2. For example, these are the types of business contacts associated with a hydrologic unit that covers Maryland, Virginia, and the District of Columbia.

The screenshot shows the 'MOU Status/ Contacts Report' interface. It displays a list of business contacts associated with the hydrologic unit. The list includes:

- District of Columbia Geospatial Liaison
- District of Columbia NHD Principal Steward
- District of Columbia NHD Technical POC
- District of Columbia WBD Technical Point of Contact
- Maryland Geospatial Liaison
- Maryland NHD Principal Steward
- Maryland WBD Principal Steward
- Virginia Geospatial Liaison
- Virginia NHD Technical POC
- Virginia WBD Principal Steward
- All States WBD National Point of contact
- All States WBD Principal Steward
- All States WBD Technical POC
- United States NHD National POC

3. This contact report shows the National Technical Point of Contact for the NHD.

 Reports 

MOU Status/ Contacts Report

United States NHD National POC ▼

**Role: United States NHD National POC**

- **Name:** Joel Skalet
- **Email:** jjskalet@usgs.gov
- **Phone:** 608-238-9333 x-152
- **Organization:** USGS National Geospatial Technical Operations Center - Denver

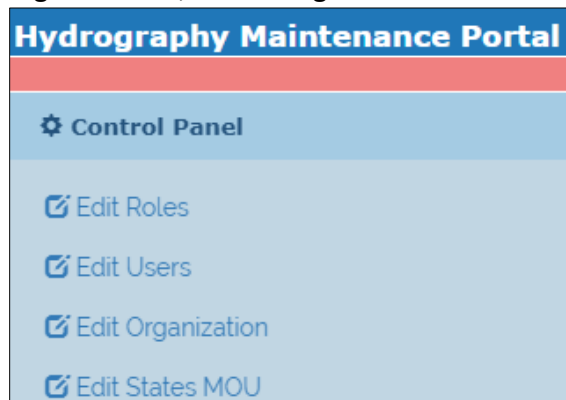
**State: United States**

- **Status:**
- **Location:**

## USGS Administrator Control Panel

Only USGS Administrators have access to the HMP Control Panel.

The Control Panel allows the administrator to assign users to editing roles, to add or remove organizations, or to assign MOU documents to states.



For example, this is the Edit Roles panel, where roles can be assigned to users.

The screenshot shows the 'Edit Roles' page. At the top is a blue header with a gear icon and 'Control Panel'. Below it is a dark blue bar with 'Edit Roles'. The main content area has a light blue background. At the top of this area is a form with 'Show users for this role:' followed by a dropdown menu showing 'Geospatial Liaison' and a '-- Select State --' dropdown. Below this is the section 'Users in role:' followed by a table. The table has six columns: 'Role Type', 'Role Name', 'User', 'Email', 'Active', and 'Organization'. It contains five rows of data. Below the table is a blue button labeled 'Remove selected role'. At the bottom is the section 'Add new user to selected role:' followed by a form with two rows: 'User Name' with a dropdown menu showing '-- Select UserName --' and 'Role name' with a text input field showing 'Geospatial Liaison'. To the right of these fields is a blue button labeled 'Add'.

Role Type	Role Name	User	Email	Active	Organization
GL	Alabama Geospatial Liaison	Heleine, George	gheleine@usgs.gov	Yes	USGS Geospatial Liaisons
GL	Alaska Geospatial Liaison	Fuller, Tracy	tfuller@usgs.gov	Yes	USGS National Geospatial Technical Operations Center - Denver
GL	Alaska Geospatial Liaison	Wright, Brian	bwright@usgs.gov	Yes	USGS Geospatial Liaisons
GL	Alaska Geospatial Liaison	Wright, Brian	bwright@usgs.gov	Yes	USGS Geospatial Liaisons
GL	American Samoa Geospatial Liaison	Decker	ddecker@usgs.gov	Yes	USGS Geospatial Liaisons



This is the Edit Users Panel, where users can be assigned to roles

Control Panel

Edit Users

Select user:

Tinker, Michael (mdtinker@usgs.gov)

User Name: mdtinker@usgs.gov

Organization: USGS National Geospatial Technical Operations Center - Denver

Active?: Yes

Roles:



Role Type	Role Name
NHDCPA	NHD Control Panel Administrator
NHDHEMEDITORADMIN	NHD HEM Editor Admin
NHDIEDITOR	NHD Internal Editor
NHDJTXADMIN	NHD JTX Admin
NHDVISFLTR	NHD Visibility Filter
WBDIEDITOR	WBD Internal Editor
WBDJTXADMIN	WBD JTX Administrator

Remove selected role

Add new role to selected user:

Role	<div>WBD Internal Editor</div>	Add
Role name	WBD Internal Editor	

This is the Organization Panel, where organizations can up added, maintained, or deleted.

 Control Panel 

**Edit Organizations**

Search Organizations :

Code	Organization Name
AKGDC	Alaska Geographic Data Committee
AKHTWG	Alaska Hydrography Technical Working Group
ALDECA	Alabama Department of Economic and Community Affairs
ARADEQ	Arkansas Department of Environmental Quality
ARBC	Benton County, Arkansas
ARCAST	Arkansas Center for Advanced Spatial Technologies
ASDC	American Samoa Department of Commerce
CACCWQCB	California - Central Coast Reg Wtr Quality Cntrl Board

Add new org

Edit selected org



Delete selected org

**Organization Code**

**Organization Name**

Submit

This is the Stewardship status by state, or Edit MOU Panel, where Memorandums of Understanding can be assigned to states. Non-USGS staff can NOT upload MOU documents at this panel. The MOU documents must be added to the site by USGS staff.

 Control Panel

### Stewardship status by state

Search States :

State/Territory	MOU Status	Agreement document	Region POC	Geospatial Liaison	NHD Principal Steward
Alabama	Signed	<a href="#">USGS NHD-WBD MOU for Alabama.pdf</a>		George Heleine	Nancy Lawrence
Alaska	Draft	<a href="#">Alaska_USGS_NHD_ MOU_v1.pdf</a>		Brian Wright	Mike Plivelich
<b>American Samoa</b>	<b>Nothing on File</b>	<b>N/A</b>		<b>Drew Decker</b>	
Arizona	Nothing on File	N/A		Drew Decker	

### Edit American Samoa's MOU Status or Document

MOU Status	<div>Nothing on File</div>	<div>Submit</div>
Agreement Document	<div>N/A</div>	