

# 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.

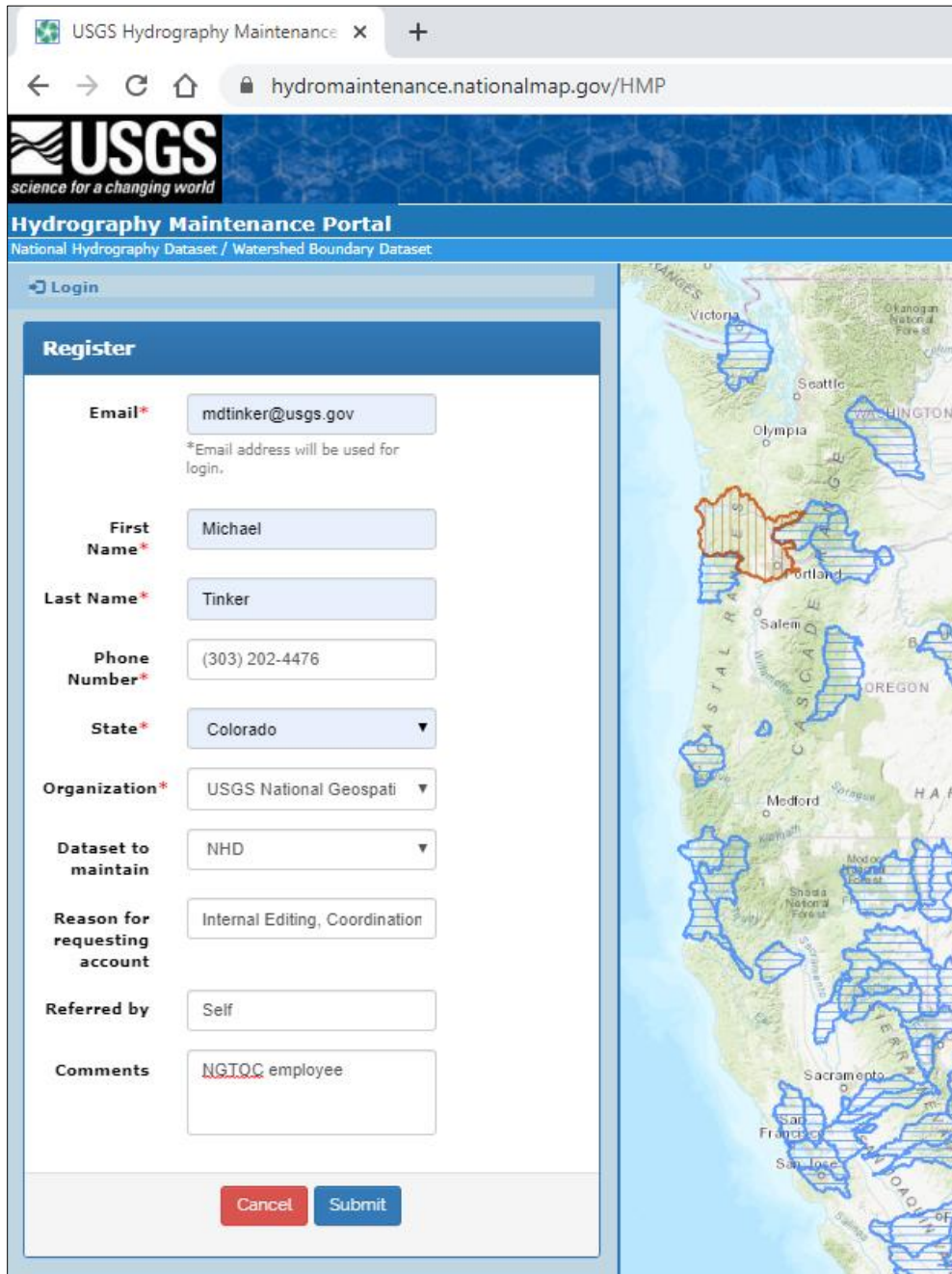
HMP also has reporting functions to generate production statistics. These reports detail active and previous checkout histories within specified date ranges. The business contact information of the users who checked out the data are visible on these reports. Any registered user can generate reports with 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". A "Register" form is displayed on the left, and a map of the western United States is on the right. The form fields are as follows:

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

At the bottom of the form are "Cancel" and "Submit" buttons. The map on the right shows the western US with various watershed boundaries highlighted in blue and orange.

# Check out

Users can check out WBD or NHD data.

The screenshot displays the USGS Hydrography Maintenance Portal interface. The top left features the USGS logo with the tagline "science for a changing world". The main header is "Hydrography Maintenance Portal".

The "Checkout" section on the left contains the following information:

- 8-digit HU:** 02070010 (Middle Potomac-Anacostia-Occoquan)
- Work type:** USGS Hydro-Image Integration
- Planned completion date:** 06/06/2020
- Instructions:** 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:** A list of checkboxes for HUs 0001 through 0011. HU 0010 is checked.
- 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 button:** A blue button with a checkmark icon and the text "Checkout".

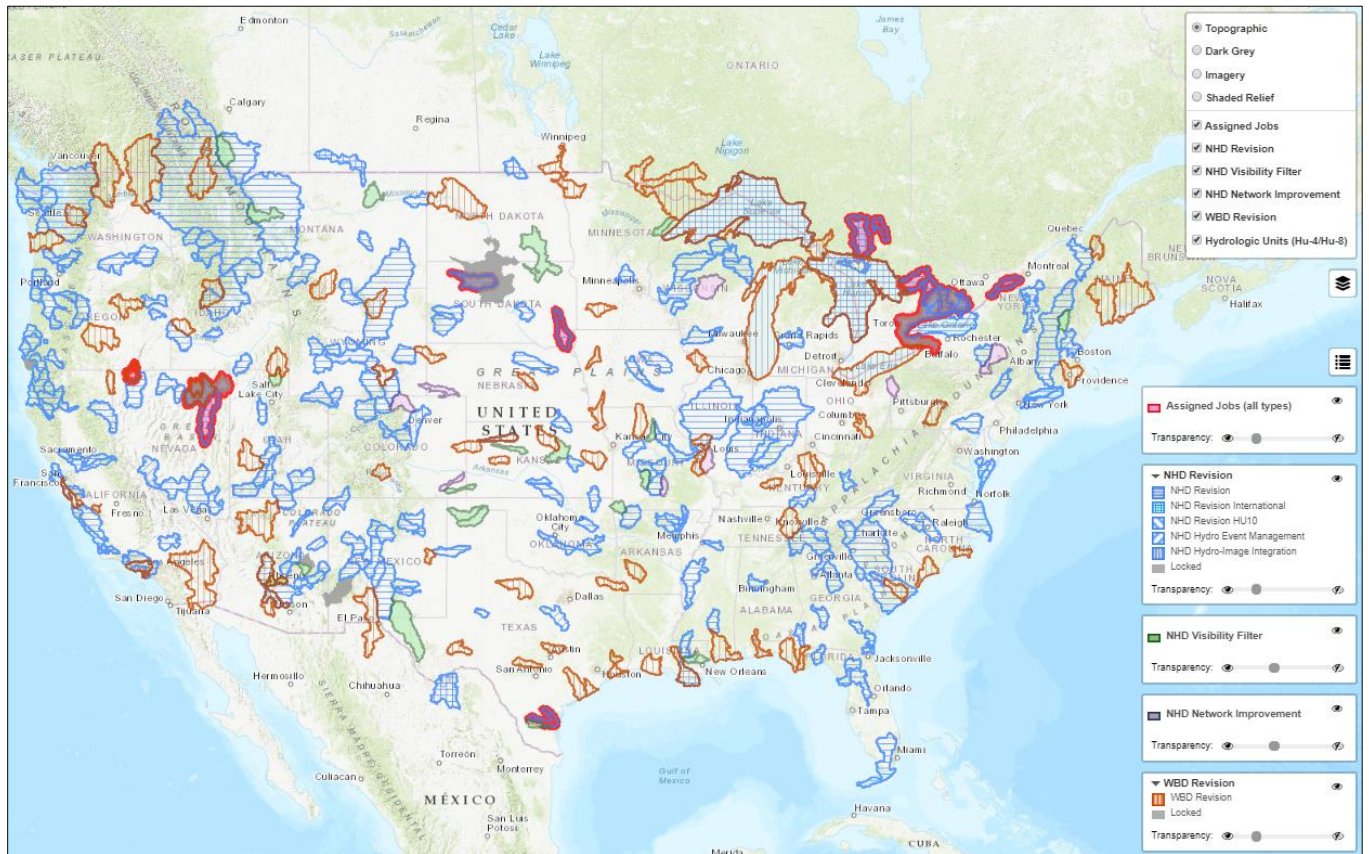
The right side of the screen shows a map of the Middle Potomac-Anacostia-Occoquan watershed area. A pop-up window is overlaid on the map, displaying "HUC 8: 02070010 (Middle Potomac-Anacostia-Occoquan)" and two buttons: "Reports" and "Check Out". The "Check Out" button is highlighted with a red rectangle.

At the bottom of the screen, a green notification box states: "Check-out complete. E-mails will be sent to you and to the appropriate POCs and stewards. JobID: 3311879". An "Ok" button is located in the bottom right corner of the notification box.



## 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 screenshot shows the 'Reports' interface. On the left, there is a form with the following fields:

- Report By:** HUC 02070010 (selected), Organization, State, Work Type, All (with 'Get All Reports' button).
- Start Date:** 01/01/2020
- End Date:** 05/01/2020
- Buttons:** 'Jobs Report' (highlighted with a red box) and 'MOU Status/Contacts Report'.

On the right, a map shows the HUC 02070010 (Middle Potomac-Anacostia-Occoquan) highlighted in orange. A tooltip for this HUC is displayed, containing a 'Reports' button (highlighted with a red box) and a 'Check Out' button.

The screenshot shows a browser window displaying a report for HUC02070010. The report content is as follows:

**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: 02070010), 'Organization', 'State', 'Work Type', and 'All' (Get All Reports). Below these are 'Start Date' (01/01/2020) and 'End Date' (05/01/2020). At the bottom, there are two buttons: 'Jobs Report' and 'MOU Status/Contacts Report', with the latter highlighted in red. On the right, a map shows the HUC 8: 02070010 area, with a pop-up window displaying 'HUC 8: 02070010 (Middle Potomac-Anacostia-Occoquan)' and buttons for 'Reports' and 'Check Out'.

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 features a dropdown menu with 'District of Columbia Geospatial Liaison' selected. Below the dropdown is a list of business contacts:

- 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 ▼

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**Role: United States NHD National POC**

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

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**State: United States**

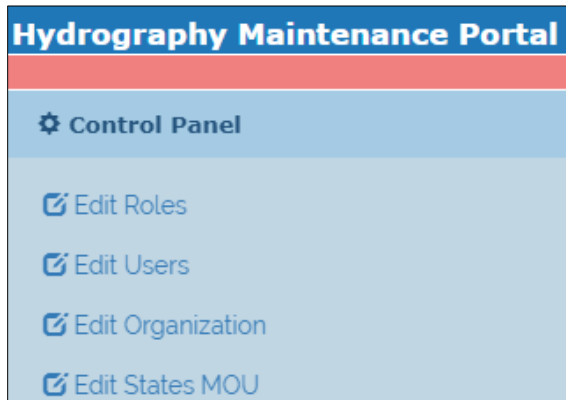
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- **Status:**
- **Location:**

## 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' panel. At the top is a blue header with a gear icon and 'Control Panel'. Below is a dark blue bar with 'Edit Roles'. A search bar contains 'Show users for this role:' followed by a dropdown menu showing 'Geospatial Liaison' and another dropdown showing '-- Select State --'. Below this is a section titled 'Users in role:' containing a table with columns: Role Type, Role Name, User, Email, Active, and Organization. Below the table is a 'Remove selected role' button. At the bottom is a section titled 'Add new user to selected role:' with a form containing a 'User Name' dropdown (showing '-- Select UserName --'), a 'Role name' text input (showing 'Geospatial Liaison'), and an 'Add' button.

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
GI	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:**

<b>Role</b>	<input type="text" value="WBD Internal Editor"/>	<input type="button" value="Add"/>
<b>Role name</b>	<input type="text" value="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

**Organization Code**

**Organization Name**

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
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**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**

<b>MOU Status</b>	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Nothing on File"/>	<input style="width: 80%; background-color: #0070c0; color: white; border: none;" type="button" value="Submit"/>
<b>Agreement Document</b>	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="N/A"/>	