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1. HydroForms:

Central Region Hydrologic Program Managers (HPM) shall submit all hydrologic reports through the HydroForm interface. HydroForms is an interface on the Central Region Intranet. It allows Hydrology Program Managers to upload Weather Service (WS) Forms E-3: Flood Stage Report, E-5: Monthly Report of Hydrologic Conditions, E19a and E19: Reports on River Gage Station, and the optional Hydrology Activity Reports to a database (up to a 1 MB file size limit for all submissions).

2. Hydrology Information Center notification of E3 or E5 submission:

HydroForms will automatically send an email announcement to the Hydrology Information Center (HIC) at National Weather Service Headquarters upon submission of updated E3 and E5 reports.

3. How to use HydroForms:

To use the HydroForms interface on the Central Region Intranet, go to <http://intra.crh.noaa.gov/crh/hydro> . Use the form interface to type in information about the file, browse or navigate to the folder on your PC containing the report (1 MB file size limit) and click “submit”. NOAA NWS offices may view other office’s reports and save those reports to their computer through this interface. More detailed instructions for submitting and viewing files are available on the HydroForms intranet web page.

4. E19a and E19 update notification:

When submitting E19a or E19 updates, an automatic email will be sent to the Central Region River Forecast Center E-19 focal points. Additional e-mail addresses to back-up offices, River Forecast Centers outside of Central Region, etc., must be added manually. Up to four boxes are included in the interface to accommodate these additional e-mail recipients. Another option for e-mailing groups on a routine basis is to create a personal e-mail list from the users e-mail account.

5. Hydrologic Activities Report:

The Hydrologic Activities Report is a monthly summary describing the HPM’s activities and accomplishments for that month. It is an excellent resource for managers to stay informed of the hydrologic program’s progress on a field office and regional level, as well as document the HPMS’ efforts throughout the year. HPMS are strongly encouraged to create and submit this optional report.