



# Federal Emergency Management Agency

Washington, D.C. 20472

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**MEMORANDUM FOR:** Doug Bellomo, P.E., Project Officer  
Eastern Studies Team

Bill Blanton, Project Officer  
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**FROM:** Mike Grimm, Acting Chief  
Hazards Study Branch  
**(original signed)**

**SUBJECT:** Procedure Memorandum 30 – FEMA Levee Inventory System

**Background:** The construction of levees and similar flood-protection structures, such as dikes and floodwalls, has had a significant effect on floodprone areas throughout the United States. These structures are intended to protect lives and property and are, therefore, of particular importance in identifying flood hazards and reducing flood losses.

In 1984, in response to the growing number of National Flood Insurance Program (NFIP) maps depicting credited flood protection structures, the Federal Emergency Management Agency (FEMA) created the Credited Structures Inventory. FEMA designed the Inventory to identify all structures including levees, dikes, floodwalls, and road and railroad embankments shown as providing protection from the 1-percent-annual-chance (100-year) flood on effective and soon to be effective NFIP maps. The objective of the inventory was to collect information that FEMA needs to determine priorities for future levee investigations and to monitor the operation and maintenance of these structures.

In connection with the Inventory, FEMA developed the Credited Structures Inventory System (CSIS), a computerized database and information retrieval system. The results of the Inventory were entered into the CSIS.

**Issue:** Information about each credited structure within a state is assigned a unique number and is recorded by the appropriate Flood Map Production Coordination Contractor (MCC) on a Levee Inventory Data Entry Form (LIDEF), which was designed to contain information for each structure stored under that structure number. The requirements for preparing LIDEFs and maintaining data in the CSIS are documented in Subsection 3.2.7.3 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

LIDEF records have not been regularly added to the CSIS since the early 1990s. Since that time, technologies have advanced such that the CSIS is no longer cost-effective. Subsequently, FEMA converted the data from the CSIS to Microsoft Access and placed it on a web-based platform. Thus, the requirements documented in Subsection 3.2.7.3 of the *Guidelines* would no longer apply.

**Action Taken:** The purpose of this Procedure Memorandum is to establish a process for maintaining the new FEMA Levee Inventory System (FLIS) and provide a protocol for data entry to electronically store the System data. The process that FEMA and the MCCs must follow to accomplish this is presented below. This new process will be incorporated into the next revision of the *Guidelines*.

**Final Procedure:** Effective January 2, 2003, the FLIS will be maintained by the MCCs as follows:

The system, which is web-based, allows the various FEMA partners access through a FEMA web site (temporarily housed at the web address <http://flis.pbsjdfirm.com>). The MCCs shall provide FEMA updated information, which the assigned MCC shall obtain during the review and processing of FEMA-contracted Flood Map Projects and community-initiated map revisions. When an MCC performs any action on a FIRM panel, all levees on the panel must be inventoried. The MCCs shall perform the inventory by checking and validating existing information in the new FLIS, or by adding a new record if one has not been entered. All identified levees, both credited and non-credited, shall be added to the FLIS. This information should be recorded in the FLIS during the preliminary mapping stage whenever any part of a map panel is updated. Additionally, the information should be checked during subsequent mapping stages to ensure accuracy of the data.

The procedures for obtaining access to and for entering data into the FLIS are documented in a separately published User's Guide available at each MCC. PBS&J will temporarily maintain the FLIS until it is added to a FEMA website. Any questions or problems related to the FLIS should be directed to a System Administrator to be assigned to each MCC. PBS&J will be the host System Administrator and problems or questions about the System should be addressed to PBS&J at [ttvanest@pbsj.com](mailto:ttvanest@pbsj.com). This address is also listed in the User's Guide.

Attachment

cc: See Attached Distribution List

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