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AUTHORIZATION FOR NEW OR CHANGES TO HYDROLOGIC SERVICES

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<signed>

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1. **Purpose.** The purpose of this Supplement is to clarify the field procedures for requesting new or expanded hydrologic services, or changes to existing hydrologic services.

2. **Background.** All requests for new or expanded hydrologic services, or changes to present hydrologic forecast services, will be approved in writing by Eastern Region Headquarters (ERH) prior to the commitment of any National Weather Service (NWS) resources and procedural development by the River Forecast Centers (RFCs). This includes all forecast services (stage, flow, volumetric, probability of exceedance, etc.) that are not currently a part of the ongoing NWS Eastern Region Hydrologic Program.

3. **Procedure.** The following procedure will be followed for request and approval of new or expanded hydrologic forecast services:

a. All requests from outside the NWS for new hydrologic services should be made in **writing** to the meteorologist-in-charge/hydrologist-in-charge (MIC)/(HIC) at the appropriate Weather Forecast Office (WFO) or RFC. The office should work with the requester to define requirements.

b. Requests from within the NWS should be coordinated through the MIC/HIC of the requesting office.

c. All requests should be as specific as possible. They should state the type of forecast services requested and the frequency desired.

d. The MIC/HIC should provide a **written** request to the Eastern Region, Hydrologic Services Division (ER HSD) with comments as to their assessment of the need for the service. Requests from other regions should be sent to ER HSD through their regional HSD.

- e. ER HSD will coordinate an evaluation of the request with the offices involved (WFO, RFC, national headquarters, other regional headquarters, etc.). The RFC will provide a technical evaluation of the validity of the request and the resources and time needed to implement the request; e.g., if a new calibration is needed, rating table availability, etc.

- f. For requests involving site-specific stage forecasts, it is necessary that real-time stage readings can be obtained, and it is highly-desirable that the proposed site be rated. If these criteria are not met, the point will be considered for categorical forecast methods.

- g. Requests involving the establishment or expansion of local flood warning systems, which involves a cooperative effort between the community and the NWS, requires a signed Memorandum of Understanding (MOU) between the cooperator(s) and NWS. Only, the Regional Director has the authority to sign these MOUs for the NWS. Appropriate forms can be provided, on request, from ER HSD.

- h. ER HSD will issue a letter of authorization to the appropriate WFO/RFC listing the approved services (those requested or alternative services based on available data and forecast procedures).

- I. For **new** forecast points, the WFO with service responsibility will coordinate with affected hydrologic users (e.g., emergency managers, other hydrologic agencies, media, etc.). The WFO will be responsible for coordinating Flood Stage and issuing a new E-19 prior to the initiation of new forecast services.

- j. For **changes** to flood stages at existing points the WFO will make a request in writing to ER HSD. Upon approval, the WFO will coordinate updated E-19 information to the RFC, the primary and secondary backup forecast offices, and the Hydrologic Information Center. The WFO will be responsible for coordinating the change with affected hydrologic users (e.g., emergency managers, other hydrologic agencies, media, etc.).