NHD Edit Submission Guide

Idaho Department of Water Resources

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Thank you for your interest in submitting updates to the National Hydrography Database (NHD). Updates from local land owners and managers are critical, as they provide an improvement over existing NHD data, and contribute to the long term goal of a useful and accurate representation of hydrography within Idaho.

What is the NHD?

The National Hydrography Database (NHD) is a comprehensive set of digital spatial data that contains information about surface water features such as lakes, ponds, streams, rivers, springs and reservoirs. The NHD interconnects and uniquely identifies the stream segments or reaches that make up the nation's surface water drainage system. The NHD is a framework for organizing surface water features and their attributes into a fully connected, flow-directed network. The NHD further serves as the basis for systematically assigning addresses to additional related data known as events that have been linked to segments or reaches within the network. Each reach in this framework is referenced by a permanent and unique feature identifier known as a reach code. The locations of events are specified by linear measures along their respective reaches, much like addresses on streets, so that each event can be related to any other event along a given flow path within the network. Because the NHD provides a nationally consistent framework for addressing and analysis, water-related information linked to reach addresses by one organization (national, state, local) can be shared with other organizations and easily integrated into many different types of applications. At version 2.0 the NHD also contains the Watershed Boundary Dataset (WBD) which is a drainage boundary framework, accounting for all land and surface areas. The delineation of hydrologic boundaries or units (HU) are determined on hydrologic principles and meet 1:24,000 scale topographic base map standards. The WBD is managed by the NRCS and information about WBD may be found at the NRCS website at http://www.ncgc.nrcs.usda.gov/products/datasets/watershed/ . Both the NHD and WBD are nationwide datasets and linework is coordinated with Canada and Mexico.
The NHD is stored at USGS in a geodatabase and is available for download from the USGS/NHD website at nhd.usgs.gov .

NHD Standards and Documentation

The USGS maintains a website that has extensive information on the NHD Data Model. Please visit the following website for more information regarding the NHD:

- http://nhd.usgs.gov/documentation.html
    - NHD Fact Sheet
    - NHD Quickstart
    - Interactive Feature Catalog
        - F-Codes by Layer
        - NHD Data Dictionary
        - NHD Feature Catalog
    - Concepts and Contents
    - NHD Model (v2.0)

NHD Edits

The NHD was created from a variety of sources including cartographic feature files (CFF), digital line graphs (DLG) and other state sources. In many areas the linework will match the information portrayed on USGS 7.5 minute quad maps. In areas that have undergone changes due to agriculture expansion or urbanization, the digital linework may not reflect changes that have occurred since the initial digital data was collected.

The majority of changes that are submitted to the NHD reflect the following types of updates:

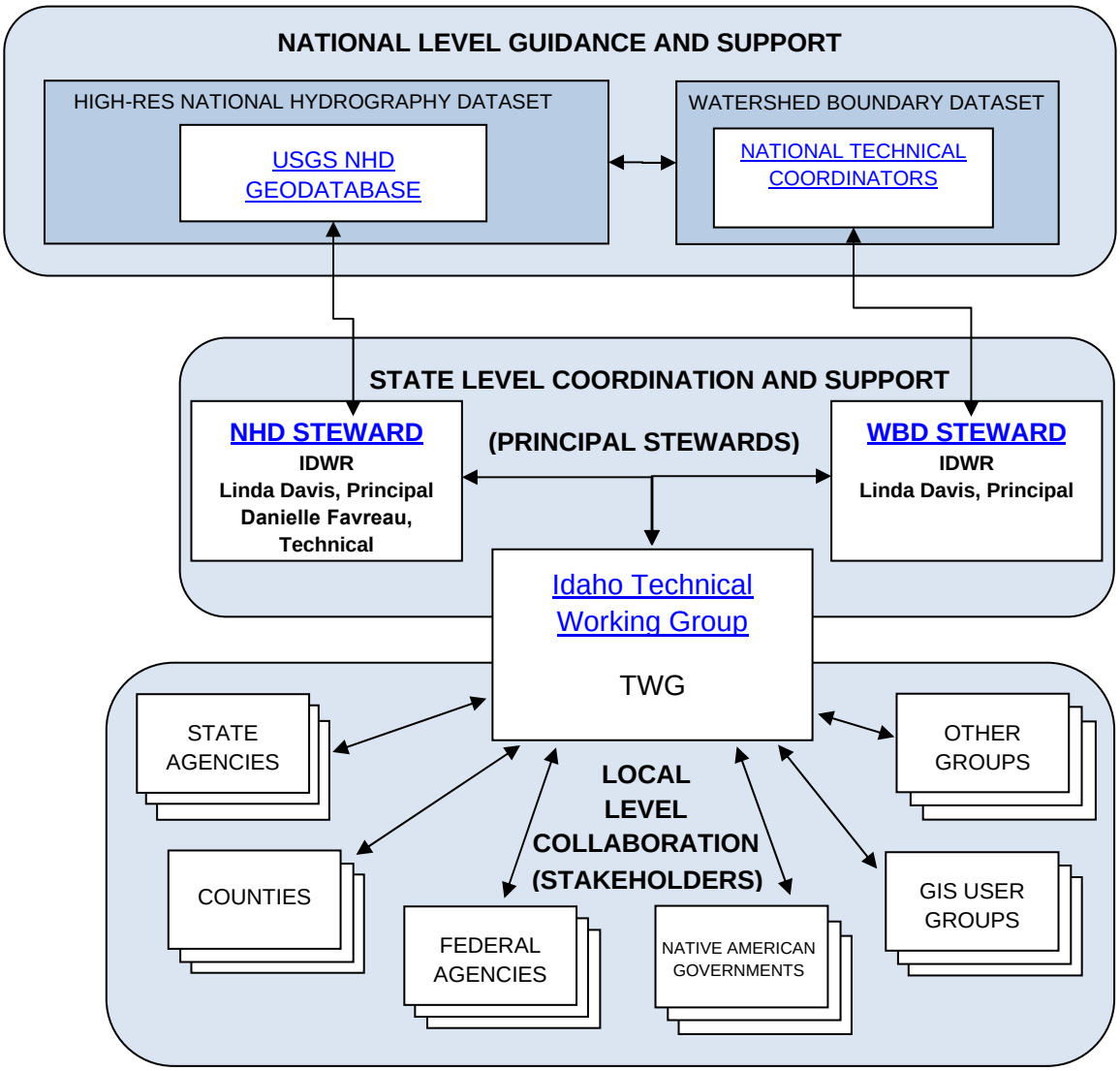
- **Changes in the location of the hydrography.** For example, a canal may have been constructed since the digital hydrography was created and now needs to be added to the NHD. National Agriculture Imagery Program (NAIP) imagery or Light Detection and Ranging (LiDAR) data has been useful in providing base information for submitting an update to the spatial location of a watercourse.
- **Updates of a name in hydrography.** We have many unnamed streams and canals in Idaho. Local land managers may have names that need to be added to NHD linework. Names need to be coordinated with the board of geographic names and need to exist in GNIS. In the editing portion of this document, there is more information on how to coordinate on submission of names.
- **Updates in stream type.** Best available data was used when attributing the stream type in NHD, but some canals are mislabeled as streams, some streams may not be labeled correctly as perennial, intermittent or ephemeral.
- **Stream or canal direction.** When the NHD was created, many of the canals or drains were not assigned a flow direction. Since NHD is a networked dataset, allowing for people to trace up and down waterways, it is essential that we have the correct flow direction assigned to each waterway.

All edits submitted to the Idaho Data Steward must be at least 1:24,000 scale or better to be accepted into the High Resolution NHD national dataset. Edits must be digitized on basemap data that is at least 1:24,000, such as the National Agriculture Imagery Program data (NAIP), Forest Service 24k Cartographic Feature Files (CFF's), USGS 24k DRG quad maps, appropriate LiDAR data, or any other 24k or better basemap data source. The Idaho Data Steward can assist the stakeholders in acquiring the best basemap data for their needs.

Stewardship Process

The stewardship process diagram describes the types of communication that are needed for successful stewardship of the NHD and WBD. The partnership structure within Idaho is comprised of agencies from the local to federal level; representing government, tribal, private sector, and other interested groups or organizations. The Technical Working Group (TWG) is formed from these stakeholders, and provides a mechanism for edit review, conflict resolution, and development of standards for the NHD and WBD. The following schematic (*figure 1*) illustrates the programmatic communication, collaboration, and coordination interaction for Idaho's hydrography stewardship program.

Figure 1 – the Stewardship Process Flow



Editing/Submission Workflow

Once a change has been identified, several steps need to be followed so that all interested cooperators have the opportunity to participate in the review process. The purpose of the following steps below are to lay out the programmatic procedures required for assessing NHD/WBD datasets for edits and/or revisions and the edit and/or revision process in Idaho. All Idaho partners participating in Idaho's stewardship program will follow this workflow process.

How the process works:

1. The need for an edit and/or revision is identified by one of the following three groups
    - Local level stakeholder(s),
    - Principal State level NHD and/or WBD steward,

- National level NHD and/or WBD points of contacts (POCs).

2. If the edit comes from either a local level stakeholder or national level POC, they will send an e-mail to the Idaho NHD Technical Point of Contact notifying them of the proposed change. This e-mail will contain a simple description of the need for the edit with a spatial representation attachment, e.g. shapefile. Please see **Attachment A** – NHD Submission Form for the required information needed to submit edits to the Idaho data stewards. Upon receipt of the e-mail, the NHD Technical Point of Contact (POC) will determine the validity of the proposed change.

3. If the edit is not determined to be valid then the originator is notified via e-mail by the Idaho NHD Technical POC with an explanation.

4. If the edit is determined to be valid, then all stakeholders with interest in the area will be notified by the Idaho NHD Technical Point of Contact of the proposed edit. Those involved in the review will be:
    a. The originator of the proposal
    b. Stakeholders with responsibilities for lands in or adjacent to the proposed revision
    c. Stakeholders with overlapping responsibilities (e.g. state regulatory agencies).
    d. WBD Stakeholders if the proposed NHD revision affects the WBD and conversely NHD Stakeholders if the WBD revision will affect the NHD. This will also include any interstate stewards or stakeholders as necessary.

The Idaho NHD Technical POC and the originator are responsible for ensuring that the required contacts are made. The NHD and WBD contact list maintained by the Idaho NHD Technical POC is a good source for these contacts. The originator and the Idaho NHD POC will work closely together to ensure that all potential interested parties are notified of the proposed edit, and given the opportunity to participate in the review process.

National Level Consultation:

Consultation with national level NHD or WBD POCs are made if the revision affects a national program or involves international boundaries. Consultation with national level NHD or WBD technical advisors are made if necessary.

Adjacency Issues: Concurrence by adjacent stakeholders is required if any changes are proposed on their lands. Adjacent stakeholders need to be notified if any changes are proposed where they also manage lands. Information exchange via online meetings, phone conversations, emails, sharing of screen shots, may all be useful for this communication.

5. The edit is reviewed and modified as agreed upon by all interested stakeholders. Consultation with national level NHD or WBD technical advisors is made if applicable. All affected stakeholders are involved in this step.

6. The State NHD and WBD stewards, plus the affected stakeholders review the modified edit

proposal. Concurrence by all stewards and stakeholders is required for the decision made in this step. If the decision is made to proceed with the proposed edit then the State NHD and WBD stewards are notified. If the modified edit proposal is rejected, then the proposal is returned to the originator with an explanation.

7. The State NHD and WBD stewards, depending on the complexity of the revision, make arrangements for the NHD or WBD dataset to be revised.

8. Official NHD Edits and revisions in Idaho will be completed by using the NHD GeoEdit Tools, by either the Idaho NHD Technical Point of Contact, or a designated sub-steward or cooperator who has been trained on the use of the tools.

9. When the NHD or the WBD edit or revision has been completed or revised, the organization that did the edit or revision notifies all stakeholders of the completed edits.

10. The State NHD and WBD stewards, and the stakeholder(s) review the completed edit, and if the edit is approved then it is uploaded to the USGS by the Idaho NHD Technical Point of Contact for inclusion into the national dataset.

11. Edits must pass the USGS NHD check-in criteria standards for inclusion into the national dataset. The Idaho NHD Technical Point of Contact will be notified via e-mail if the submission was accepted or rejected.

12. Upon successful submission, the new NHD edits are loaded into the National Hydrography Geodatabase, and made available for download via the National Map at http://viewer.nationalmap.gov/viewer/

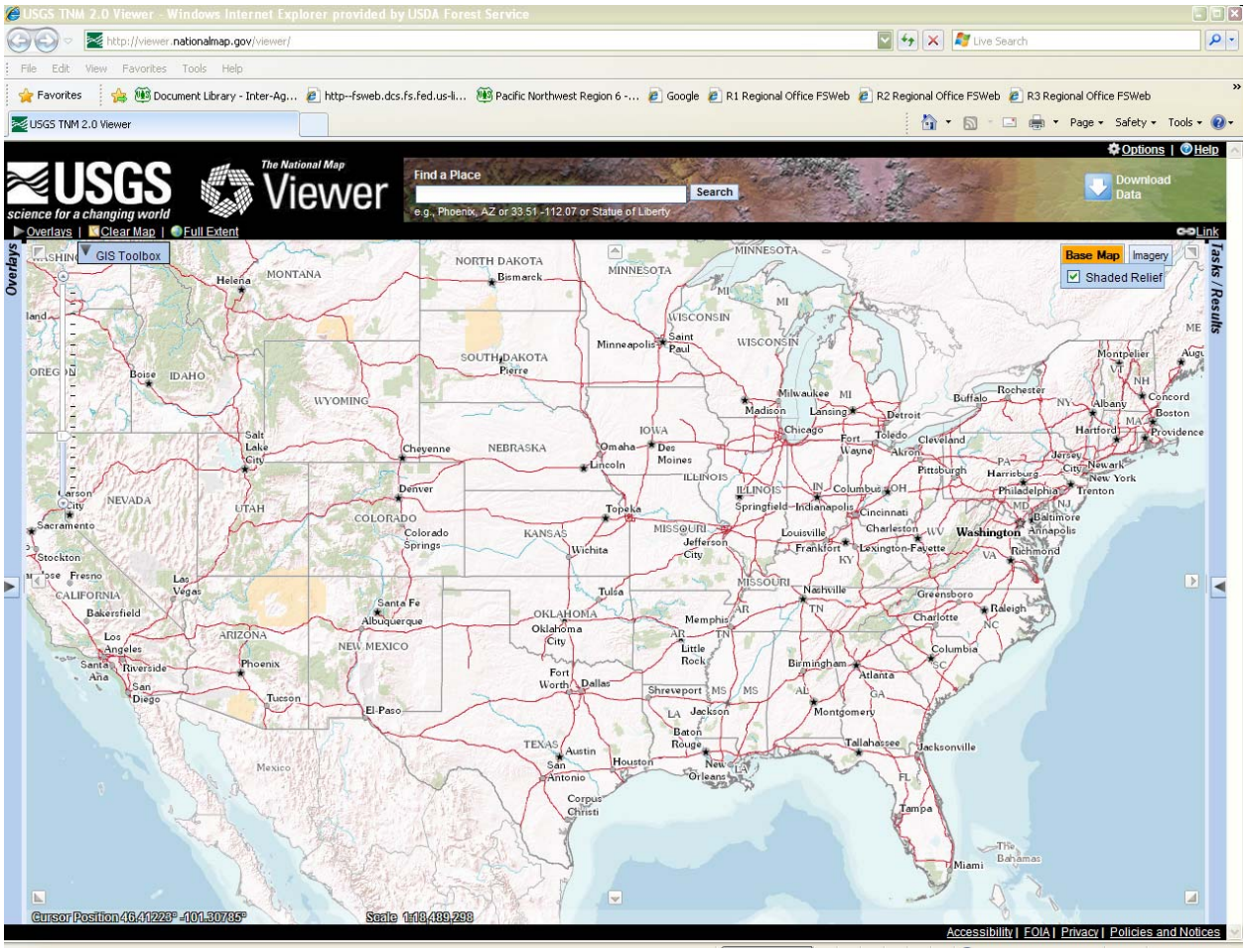
Obtaining the NHD Data

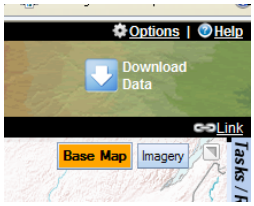
Once user has identified updates, the corresponding NHD data will need to be obtained. How the data is obtained depends on two different scenarios:

- **Option 1: The Sub-steward or cooperator does the official editing and submits the data back to the Idaho Data Steward**
  - *Requires the use of the NHD Edit Tools – Training Required!*
  - A networked, geodatabase is checked out by the Idaho NHD Technical Point of Contact on behalf of the sub-steward or cooperator.
    - A set of tools is necessary to specifically edit NHD data because the NHD structure is somewhat complex. This complexity is a part of the design that makes the NHD so suitable for a stewardship environment. Many components are tracked in tables that trace the legacy of the data. This tool set, known as the NHDGeo Edit Tool, which operates within the ESRI ArcGIS Desktop platform, has been developed by the USGS and will be made available to the partner for use by the Idaho Data Steward.

- Contact the Idaho NHD Technical Point of Contact for the latest copy of the NHD Edit Tools and/or training opportunities that might be available.
- *Note: USGS is currently updating the NHD Edit Tools to simplify the editing process. USGS is currently in the process of Beta-testing the new tools, and the official release is currently scheduled to be distributed in Summer, 2011.*

- **<u>Option 2:</u> The Sub-steward or cooperator identifies the edits needed, and submits those edits via a paper map, shapefile, or other digital data back to the Idaho Data Steward to complete the edits**.
    - The Sub-steward or cooperator can self-download a copy of the most-current NHD dataset by visiting the USGS interactive National Map Viewer, located at http://viewer.nationalmap.gov/viewer/ to assist in identifying what edits need to be done. Data can be downloaded by either subbasin or subregion. The sub-steward or cooperator would then need to use this information to submit edits to the Idaho Data Steward.





Download data by clicking this button located at the top-right corner of the screen. For help with the National Map viewer, go to http://viewer.nationalmap.gov/help/index.html

- Or, the sub steward or cooperator can use the additional editing tools that have been developed by the Idaho Data Stewards to assist cooperators in the editing process. These tools make it easy for local water managers to provide simple data edits to IDWR using ArcMap. The tools are specifically designed to be easy-to-use for people with basic GIS experience. For more information on downloading and using these tools, please visit our website at http://www.idwr.idaho.gov/GeographicInfo/NHD/Projects/customized_tool.htm

Editing the NHD Data

There are many different ways to edit the NHD data, depending on available resources and knowledge of the GIS software and supporting tools. The following are a few of the ways to accomplish this task. For additional help in determining the method that will best fit your needs, please see the flow chart at the end of this section, and contact the Idaho NHD Technical POC.

Option 1: ***The Sub-steward or cooperator does the official editing and submits the data back to the Idaho Data Steward.***

Method A - Using the NHD GeoEdit Tools:

1. The Sub-steward or cooperator identifies which subbasin(s) they will need to check out (**Attachment B**), and notifies the Idaho NHD Technical Point of Contact.

2. The Idaho NHD Technical Point of Contact checks out the required subbasin(s) from the NHD website and forwards the dataset to the sub-steward or cooperator for editing.

3. The Sub-steward or cooperator uses the NHD Editing Toolset to make their changes.

NOTE: Extensive training will be needed to learn the NHD Editing Tools. Simplified tools are currently being developed and tested by USGS; those tools should be released Spring/Summer 2011. For information on the current NHD editing tools, contact the Idaho NHD Technical Point of Contact.

4. The Sub-steward identifies any new or revised hydrologic names via the Geographic Names Information System (GNIS), and forwards them to the Idaho NHD Technical Point of Contact to be submitted to GNIS in the form of a shapefile or geodatabase.

5. The Idaho NHD POC will forward the proposed name updates to the GNIS.

NOTE: This step needs to be done prior to submitting the final geodatabase to USGS. USGS needs to have the GNIS updates

6. After all edits have been completed, the sub-steward or cooperator submits the final geodatabase to the Idaho NHD Technical Point of Contact. The Idaho NHD Technical POC may do the following:

- Contact the person submitting the edit for additional information and clarification.
- Ensure that each stakeholder has been contacted within that region and provide a description of the edit and verify that each stakeholder is aware of, and agrees with, the proposed edit.
- Review any proposed name additions, updates, or changes to the GNIS and, if valid, forward those proposed edits to the GNIS.

7. The Idaho NHD POC will QC the final geodatabase and either
   a. Forward the final geodatabase to NHD for inclusion into the National Database -or-
   b. In the event of questions or errors, the Idaho NHD POC will contact the sub-steward or cooperator for corrections. In that case, steps 3-6 are completed again.

8. The USGS will QC the final geodatabase and either
   a. Incorporate the new edits into the national database
      -or-
   b. Notify the Idaho NHD POC that the geodatabase failed the USGS QC checks and additional work needs to be done so that the geodatabase will pass the final QC. If this happens, Step 6 will be repeated.

9. The USGS incorporates the new geodatabase edits into the national, seamless dataset.

10. The Idaho NHD Technical Point of Contact is notified by the USGS that their edits have been accepted into the USGS National Dataset.

11. The Idaho NHD Technical Point of Contact notifies the sub-steward or cooperator that their edits have been accepted and incorporated into the USGS National Dataset and makes arrangements to forward any final data or maps to them.

***Option 2:* The Sub-steward or cooperator identifies the edits needed, and submits those edits via a paper map, shapefile, or other available media to the Idaho Data Stewards to complete the edits.**

For those cooperators and interested parties with limited GIS resources, there are several different methods available to get the NHD edits into the national database. A few of the most common methods are detailed below, but are not exclusive. For an optimal solution that will work best for you, please contact the Idaho NHD POC to discuss the best workflow process that will meet your needs.

Method B - Using the IDWR Custom Editing Tools: The Idaho Department of Water Resources (IDWR) has developed editing tools that are specifically designed for people with basic GIS experience using ArcMap. These tools are available for download at http://www.idwr.idaho.gov/GeographicInfo/NHD/Projects/nhd_projects.htm#Col and require an ArcView 9.3x software license. This website provides a description of the tool, and user guide to help the cooperator make the edits. The following are the steps required to get the NHD edits into the National Database:

1. The Sub-steward or cooperator identifies which subbasin(s) they will need to work on (**Attachment B**), and notifies the Idaho NHD Technical Point of Contact.

2. The Idaho NHD Technical Point of Contact (POC) will visit with the sub-steward or cooperator and help them obtain all the necessary documentation, software, and dataset required to begin the edit process.

Note: This may require a ½ to 1-day training session, either by online meeting, or in person, to install the required software, and provide training on how to use the tools.

3. The Sub-steward or cooperator uses the IDWR Customized Editing Toolset to make their changes.

4. The Sub-steward identifies any new or revised hydrologic names that may be needed via the Geographic Names Information System (GNIS), and forwards them to the Idaho NHD Technical Point of Contact to be submitted to GNIS in the form of a shapefile or geodatabase. This can be done while the Sub-steward or cooperator is still in the editing process.

4. After the Changes have been made, the sub-steward or cooperator sends the geodatabase back to the Idaho NHD Technical POC.

2. The Idaho NHD Technical Point of Contact reviews these edits, and may do the following:

- Contact the person submitting the edits for additional information and clarification.
- Ensure that each stakeholder has been contacted within that region and provide a description of the edit and verify that each stakeholder is aware of, and agrees with, the proposed edit.
- Review any proposed name additions, updates, or changes to the GNIS and, if valid, forward those proposed edits to the GNIS.

7. After review, The Idaho NHD Technical POC checks out the required subbasin(s) from the USGS NHD website.

5. The Idaho NHD POC reviews the proposed name updates to the GNIS and forwards those proposed edits to the GNIS.

NOTE: This step needs to be done prior to submitting the final geodatabase to USGS. USGS needs to have the GNIS updates prior to the final submission of the NHD updates to USGS.

5. The Idaho NHD Technical POC will make the required edits on the official checked out copy of the NHD dataset using the USGS NHD GeoEdit Tools.

6. The Idaho NHD POC will QC the final geodatabase and will forward the final geodatabase to the USGS for inclusion into the National

7. The USGS will QC the final geodatabase and either

a. Incorporate the new edits into the national database

-or-

b. Notify the Idaho NHD POC that the geodatabase failed the USGS QC checks and additional work needs to be done so that the geodatabase will pass the final QC. If this happens, Step 5-6 will be repeated.

8. The USGS incorporates the new geodatabase edits into the national, seamless dataset.

9. The Idaho NHD Technical Point of Contact is notified by the USGS that their edits have been accepted into the USGS National Dataset.

10. The Idaho NHD Technical Point of Contact notifies the sub-steward or cooperator that their edits have been accepted and incorporated into the USGS National Dataset and makes arrangements to forward any final data or maps to them.

Method C: Using the IDWR NHD Online Editor: The Idaho Department of Water Resources (IDWR) has developed an online editing application specifically designed for people with limited or no GIS experience or for people without access to GIS software. This application can be accessed at

https://www.idwr.idaho.gov/GeographicInfo/NHDEditor/default.aspx

All first-time users will need to register and create a login and password. The following are the steps required to get the NHD edits into the National Database using this process:

1. The Sub-steward or cooperator uses the IDWR NHD Online Editor, located at https://www.idwr.idaho.gov/GeographicInfo/NHDEditor/default.aspx , and makes their edits.

2. The Idaho NHD Technical Point of Contact is notified that a proposed change has occurred via the website.

3. The Idaho NHD Technical POC will review the proposed edits, and may do the following prior to making the edits:

- Contact the submitter for additional information and clarification.
- Ensure that each stakeholder has been contacted within that region and provide a description of the edit and verify that each stakeholder is aware of, and agrees with, the proposed edit.
- Review any proposed name additions, updates, or changes to the GNIS and, if valid, forward those proposed edits to the GNIS.

NOTE: This step needs to be done prior to submitting the final geodatabase to USGS. USGS needs to have the GNIS updates prior to the final submission of the NHD updates to USGS.

4. Upon approval of the proposed edits by all stakeholders, the Idaho NHD Technical POC will check out an official dataset from the USGS NHD portal.

5. The Idaho NHD Technical POC will make the required edits on the official checked out

copy of the NHD dataset using the USGS NHD GeoEdit Tools.

6. The Idaho NHD POC will QC the final geodatabase and will forward the final geodatabase to the USGS for inclusion into the National dataset.

7. The USGS will QC the final geodatabase and either
   a. Incorporate the new edits into the national database
   -or-
   b. Notify the Idaho NHD POC that the geodatabase failed the USGS QC checks and additional work needs to be done so that the geodatabase will pass the final QC. If this happens, Steps 5-6 will be repeated.

8. After the geodatabase passes all the USGS NHD QC checks, The USGS incorporates the new geodatabase edits into the national, seamless dataset.

9. The Idaho NHD Technical Point of Contact is notified by the USGS that their edits have been accepted into the USGS National Dataset.

10. The Idaho NHD Technical Point of Contact notifies the sub-steward or cooperator that their edits have been accepted and incorporated into the USGS National Dataset and makes arrangements to forward any final data or maps to the Sub-steward or cooperator.

Method D: Paper Maps (or similar media) are submitted to the Idaho NHD Data Steward

In some cases, paper maps, or other media is submitted to the Idaho NHD Technical POC, and the POC does all the editing with input from the cooperator. The following are the steps required to get the NHD edits into the National Database using this process:

1. The Sub-steward or cooperator provides IDWR with paper maps or other media with their edits.

2. The Idaho NHD Technical POC will review the proposed edits, and may do the following prior to making the edits:

- Contact the submitter for additional information and clarification.
- Ensure that each stakeholder has been contacted within that region and provide a description of the edit and verify that each stakeholder is aware of, and agrees with, the proposed edit.
- Review any proposed name additions, updates, or changes to the GNIS and, if valid, forward those proposed edits to the GNIS.

NOTE: This step needs to be done prior to submitting the final geodatabase to USGS. USGS needs to have the GNIS updates prior to the final submission of the NHD updates to USGS.

3. Upon approval of the proposed edits by all stakeholders, the Idaho NHD Technical POC will check out an official dataset from the USGS NHD portal.

4. The Idaho NHD Technical POC will make the required edits on the official checked out copy of the NHD dataset using the USGS NHD GeoEdit Tools.

5. The Idaho NHD POC will QC the final geodatabase and will forward the final geodatabase to the USGS for inclusion into the National dataset.

6. The USGS will QC the final geodatabase and either

a. Incorporate the new edits into the national database

-or-

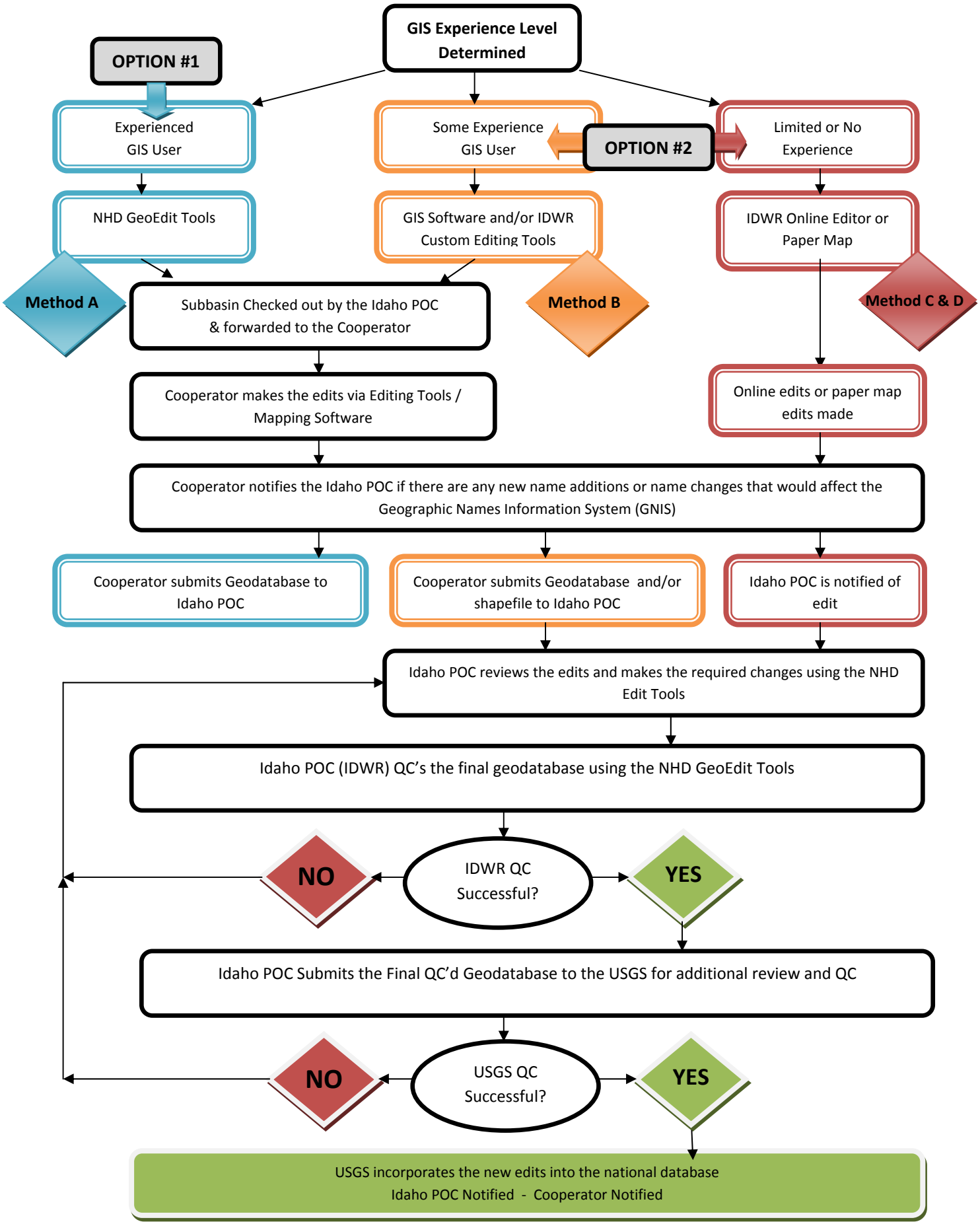
b. Notify the Idaho NHD POC that the geodatabase failed the USGS QC checks and additional work needs to be done so that the geodatabase will pass the final QC. If this happens, Steps 5-6 will be repeated.

7. After the geodatabase passes all the USGS NHD QC checks, The USGS incorporates the new geodatabase edits into the national, seamless dataset.

8. The Idaho NHD Technical Point of Contact is notified by the USGS that their edits have been accepted into the USGS National Dataset.

9. The Idaho NHD Technical Point of Contact notifies the sub-steward or cooperator that their edits have been accepted and incorporated into the USGS National Dataset and makes arrangements to forward any final data or maps to the Sub-steward or cooperator.

If additional questions arise, please contact the Idaho NHD Technical Point of Contact or the Idaho Principal Data Steward – we will be happy to assist you with any of the methods described above, or any additional questions that you may have!!


GIS Experience Level Determined
OPTION #1
OPTION #2
Experienced GIS User
Some Experience GIS User
Limited or No Experience
NHD GeoEdit Tools
GIS Software and/or IDWR Custom Editing Tools
IDWR Online Editor or Paper Map
Method A
Method B
Method C & D
Subbasin Checked out by the Idaho POC & forwarded to the Cooperator
Cooperator makes the edits via Editing Tools / Mapping Software
Online edits or paper map edits made
Cooperator notifies the Idaho POC if there are any new name additions or name changes that would affect the Geographic Names Information System (GNIS)
Cooperator submits Geodatabase to Idaho POC
Cooperator submits Geodatabase and/or shapefile to Idaho POC
Idaho POC is notified of edit
Idaho POC reviews the edits and makes the required changes using the NHD Edit Tools
Idaho POC (IDWR) QC's the final geodatabase using the NHD GeoEdit Tools
IDWR QC Successful?
NO
YES
Idaho POC Submits the Final QC'd Geodatabase to the USGS for additional review and QC
USGS QC Successful?
NO
YES
USGS incorporates the new edits into the national database
Idaho POC Notified - Cooperator Notified

What is the The Geographic Names Information System?

The Geographic Names Information System (GNIS), developed by the U.S. Geological Survey in cooperation with the U.S. Board on Geographic Names, contains information about physical and cultural geographic features in the United States and associated areas, both current and historical (not including roads and highways). The database holds the Federally recognized name of each feature and defines the location of the feature by state, county, USGS topographic map, and geographic coordinates.

Other feature attributes include names or spellings other than the official name, feature designations, feature class, historical and descriptive information. The database assigns a unique feature identifier, a random number, which is a key for accessing, integrating, or reconciling GNIS data with other datasets. The GNIS is our Nation's official repository of domestic geographic feature names information. The GNIS website is located at http://geonames.usgs.gov .

GNIS and the NHD

The GNIS is closely integrated with the National Hydrography Dataset. The hydrographic feature names contained in and displayed by the NHD are from the GNIS. When partners submit new data to NHD, feature names are validated against the GNIS (See NHD Data Maintenance). To meet legal and policy requirements of the Board on Geographic Names, the NHD will display a hydrographic feature name only if the feature is entered into GNIS with an assigned Feature ID.

Checking Names

To verify that a feature name is in the GNIS database, go to the Geographic Names Information System web site, select "Query U.S. and territories", and enter the feature data. Alternately, you may verify a name through *The National Map* viewer. Click on Find Place, Geographic Name search, and enter the feature data.

In addition to the official feature name, the GNIS contains names that are not official, called variants, that may be historical, other names used locally, or alternate spellings of the official name. The NHD will accept and display only official names. However, variants are accepted for the GNIS from any valid documented source, current or historical. The GNIS public web site queries variant names as well as official names.

Submitting New Names or Name Updates

- New names or updates to existing names must go through the Idaho NHD Technical Point of Contact. The following steps are required to submit names to the GNIS:

  1. The Sub-steward or cooperator identifies a potential new name or an update to an existing named hydrologic feature in the NHD. The name needs to meet the legal and policy requirements of the GNIS and may be subject to state or jurisdictional requirements.

2. The Sub-steward or cooperator verifies that the name does not already exist, or that a variant name hasn't already been identified by going to the GNIS website at http://geonames.usgs.gov/ .

- Click on "Domestic Names"
- Click on "Search"
- Enter the feature name, or a portion of
- Enter the feature ID (if known)
- Check either box "Exact Match" or "Exclude Variants"
- Click on the pull-down menu and choose Idaho (or other state)
- Click on the pull-down menu and choose the county (if known)
- Click on "Send Query"

Feature results will populate. Check and make sure the new name is not already listed. If not, proceed to step 3.

3. Notify the Idaho NHD Technical Point of Contact of the new or revised names. The Idaho POC will submit those names to the GNIS.

4. GNIS will review the new submissions or revisions and make a determination. The Idaho NHD POC will be notified and will, in turn, notify the Sub-steward or cooperator.

IMPORTANT: If it is determined that new names or updates to existing names are needed to be incorporated into the NHD dataset, this process needs to be done BEFORE the final geodatabase is submitted to USGS for QC. If the GNIS names are not added and updated by the NHD prior to submission, the new names will be omitted during the NHD check-in process!

If you should have any questions, please contact the Idaho NHD Data Stewards for further information.