# NOAA Response Asset Directory

# *User Guide*

## *Document Purpose*

The NOAA Response Asset Directory (NRAD) is an all-hazards directory that includes searchable information on physical resources and services which could be used or in need of protection during response and recovery from disasters. The expectation is that NOAA can respond to future disasters more efficiently through improved shared access to available resources.

This document is intended for National Oceanic and Atmospheric Administration (NOAA) staff and NOAA partner organizations with appropriate credentials to login to NRAD. It will serve as a quick reference guide to familiarize users with NRAD functionality and common tasks and also includes contact information to assist with trouble-shooting in the course of use.

## Table of Contents

# 1. Site Orientation – Purpose and Origin

## Purpose

NRAD was developed as an all-hazards directory tool to catalog assets (both physical resources and services) that NOAA offices can provide or may be in need of protection during response and recovery from disasters. Through the use of this directory, it is anticipated that NOAA can respond to future disasters more efficiently through improved shared access to available resources.

NRAD is provided as a service to the NOAA community and all asset information is user-generated. It is the responsibility of NRAD users to coordinate directly with asset points of contact to verify an individual asset's description, availability or restrictions/limitations on use.

## Origin and Next Steps

NRAD is a product of NOAA's Gulf of Mexico Disaster Response Center (DRC) based in Mobile, Alabama. The pilot site primarily includes NOAA assets from the Gulf Region including states bordering the Gulf of Mexico (Texas, Louisiana, Mississippi, Alabama, and Florida) and Georgia. The expectation is that the site will expand nationally in a subsequent release.

## Intended Audience

The primary audience for NRAD includes NOAA personnel as well as NOAA partner organizations with appropriate credentials. NRAD is an internal access-controlled database requiring approved login credentials and is not intended for public use.

## Key Functionalities

Key program features within NRAD include:

- Searching for assets.
- Geographically locating and displaying assets on a map.
- Adding, deleting, or editing assets (restricted to Asset Data Managers and Site Administrator).
- Downloading and printing reports.

Additional resources within the site include a Glossary of Terms and an Acronym Listing, which are also included as appendices in this document.

 Help text is also included throughout the site, and corresponds to information outlined in this User Guide.

## Key Utilities

There are three tiers of accessibility within NRAD: General User, Asset Data Manager, and Site Administrator. Only users with Asset Data Manager or Site Administrator privileges can add, delete, or edit assets within the directory.

General User: General Users have the ability to perform searches and can download and print reports of search results.  General Users are not able to add, delete, or edit assets.

Asset Data Manager: Asset Data Managers are users responsible for maintaining asset records. In addition to having all privileges of General Users, Asset Data Managers can add, delete, edit, transfer, and review assets they manage. Note that some Asset Data Manager functions must be approved by the Site Administrator before changes are live in NRAD.

Site Administrator: The Site Administrator has full control of the site, including all privileges of General Users and Asset Data Managers. The Site Administrator has the final authority to delete and approve assets.

# 2. Site Access

## Procedure

NRAD is an internal access-controlled database requiring approved login credentials limited to NOAA staff and partner organizations. NRAD is not intended for public access or use.  For NOAA staff, NRAD may be accessed using a NOAA-issued email address or approved affiliate address and password. Non-NOAA partner organizations may request access by contacting the Site Administrator (orr.nrad.admin @noaa.gov)).

## To Login

1. In your web browser, go to https://ResponseDirectory.orr.noaa.gov.

2. Click the Login button found at the top right of the screen or click "Please log in to access NRAD" hyperlink at the end of the text box.

3. Read the Terms of Use and select the "Accept Terms" button.

4. At the Login screen, enter your NOAA email address and associated password. If you are an external user, enter your registered email and password.

5. Check the box next to "I have read and agree to the NRAD Terms of Use" and click "Login".

## To Recover Your Password

For NOAA users, your account password is the same password used for your NOAA email.  Visit https://ui.nems.noaa.gov/bin/display to reset your password.

For external non-NOAA users, follow the instructions below to reset your NRAD password.

1. In your web browser, go to https://ResponseDirectory.orr.noaa.gov.

2. Click the Login button found at the top right of the screen or click "Please log in to access NRAD" hyperlink at the end of the text box.

3. Read the Terms of Use and select the "Accept Terms" button.

4. At the Login screen, select the "Reset Password" button.

5. Follow the on-screen instructions to have a password reset link sent to your registered email account.

## To Request a Login Account

To request an account, please contact the Site Administrator (orr.nrad.admin@noaa.gov). If approved, the Site Administrator will create an NRAD account and a confirmation notification will be sent to the associated email address with additional instructions.

## To Log Out

1. Click your name in the upper-right corner of the screen.

2. A drop-down menu will appear – choose "Logout".

# 3. Site Structure / Navigating the Site

NRAD is organized in a tabbed format, with each "action" that can be performed within the site listed in the horizontal toolbar as individual tabs. Users can access, search, and edit an asset (if permissible) by clicking the tabs for each section. The User Guide, Glossary of Terms, and Acronym Listing links are found on the right side of the toolbar and can be accessed from any site location.

## Site Sections

The summary table below lists each tab within the horizontal toolbar, its primary purpose, and corresponding user permission level needed to obtain access.

| Tab Name | Purpose | User Permission Type |
|---|---|---|
| Home | Includes a description of the NRAD site and its purpose. | All Users |
| My Assets | Displays assets for which a user is the Asset Data Manager. Allows Asset Data Managers to manage assets, view asset details, and download reports. | Asset Data Managers, Site Administrator |
| Add Asset | Allows Asset Data Managers to add assets to NRAD using prescribed data fields. | Asset Data Managers, Site Administrator |
| Edit Asset | Allows Asset Data Managers to edit information for existing assets. (Only appears after an asset has been selected for editing.) | Asset Data Managers, Site Administrator |
| Search | Allows users to search for assets using prescribed data fields and download reports.  Users can filter asset records, sort and arrange data, and view individual asset summaries. | All Users |
| Spatial Search | Allows users to search for assets spatially or using prescribed data fields. As with the Search tab, users can filter asset records within the table, sort and arrange data, and view individual asset summaries. | All Users |

## User Roles and Permissions

As mentioned under Key Utilities (page 5), there are three tiers of user permissions within NRAD which include General User, Asset Data Manager, and Site Administrator. Only users with Asset Data Manager or Site Administrator privileges can add, delete, or edit assets.

General User: General Users have the ability to perform searches and can download and print reports of search results.  General Users are not able to add, delete, or edit assets.

Asset Data Manager: Asset Data Managers are users responsible for maintaining asset records. In addition to having all privileges of General Users, Asset Data Managers can add, delete, edit, transfer, and review assets they manage. Note that some Asset Data Manager functions must be approved by the Site Administrator before changes are live in NRAD.

Site Administrator: The Site Administrator has full control of the site, including all privileges of General Users and Asset Data Managers. The Site Administrator has the final authority to delete and approve assets.

## 4. Getting Started

### Search for Assets Using the Search Tab

The Search Tab allows users to search for assets, filter asset records, sort and arrange data, view individual asset summaries, and download reports. There are three sections within the Search tab: Search, Selected Asset, and Download which are described below.

**Search**

The Search table allows users to search for an asset using prescribed data fields. Depending on the field, users can either make a selection from a drop-down menu or enter free-form text in the "Search here" text boxes. Each field column may be sorted in ascending or descending order by clicking the small down arrow to the right of the field name, and columns may be reordered depending on user preferences.

> ➢ **Filtering Asset Records**
> For some fields, filters may be applied using drop-down arrows to select from a list of possible choices. For fields without drop-down arrows, free form text may be entered in the "Search here" text boxes. To remove all filters, select the "Reset Filters" button at the top of the table (which only appears after a filter has been applied).
>
> **Note**: Searching in the "1st Contact" text box returns results from the 1st, 2nd, and 3rd Contact fields.
>
> ➢ **Sorting and Arranging Data**
> Each field column may be sorted in ascending or descending order by clicking the small down arrow to the right of the field name. To change the column order, click and drag the field name

to a new position. To change a column's width, either double click the line between two columns or manually drag the line between two columns to the desired width.

➢ **Viewing Individual Asset Summary**

When an individual asset is selected, scroll down to the "Selected Asset" section to view the asset's complete record.

**Selected Asset**

Displays a complete record of the selected asset that is highlighted in the Search section above.

**Download**

Data made be downloaded from the Search, Spatial Search, and My Assets (for Asset Data Managers only) tabs.  NRAD supports the export of data in any of the following formats: CSV, PDF or Excel (XLS). Users may choose one of these button options to download data and generate reports.

In the Search tab, PDF reports are ordered and filtered to match the criteria specified in the Search table above. NRAD PDF reports are designed to be printable using standard 8.5x11 paper and are pre-formatted for ease of use.

For CSV and XLS formats, all data fields are exported (in a default order) regardless of the column order (or columns displayed) in the Search table.

## Search for Assets Using the Spatial Search Tab

The Spatial Search tab allows users to search for assets spatially or using prescribed data fields. As with the Search tab, users can filter asset records within the table, sort and arrange data, view individual asset summaries, and download reports.  There are four sections within the Spatial Search tab: Spatial Search, Search Results in Current Map Extent, Selected Asset, and Download which are described below.

**Spatial Search**

Spatial Search displays assets geographically based on an asset's permanent Home Base Location. (Note that an asset may not always be at the Home Base Location.)

➢ **Searching for assets within the Spatial Search map**

Zoom in and out of the map to view assets based on Home Base Location. For multiple assets at a single address, double click on the map location to view assets as individual points. Click on individual assets within the map to select an asset and display its Asset Category, Category Detail, and Home Base Location.

To reset the map and view all assets, select the "Full Extent" button at the top of the map.

Results of the spatial search are displayed in the "Search Results in Current Map Extent" table below the map. When an individual asset is selected in the map, its complete record is displayed in the "Selected Asset" section below the table.

**Search Results in Current Map Extent**

Displays results of the spatial search in tabular format.The tabular list of search results is limited to display/filter records so that only assets in the visible map extent are shown in the table.

To see all assets, be sure to click on the "Full Extent" button at the top of the map and the "Reset Filters" button at the top of the Search Results in Current Map Extent table (if filters have been applied).

> **Filtering Asset Records**

For some fields, filters may be applied using drop-down arrows to select from a list of possible choices. For fields without drop-down arrows, free form text may be entered in the "Search here" text boxes. To remove all filters, select the "Reset Filters" button at the top of the table (which only appears after a filter has been applied).

**Note**: Searching in the "1st Contact" text box returns results from the 1st, 2nd, and 3rd Contact fields.

> **Sorting and Arranging Data**

Each field column may be sorted in ascending or descending order by clicking the small down arrow to the right of the field name. To change the column order, click and drag the field name to a new position. To change a column's width, either double click the line between two columns or manually drag the line between two columns to the desired width.

> **Viewing Individual Asset Summary**

When an individual asset is selected, scroll down to the "Selected Asset" section to view the asset's complete record.

**Selected Asset**

Displays a complete record of the selected asset that is selected on the map or highlighted in the Search Results in Current Map Extent table.

**Download**

Data made be downloaded from the Search, Spatial Search, and My Assets (for Asset Data Managers only) tabs.  NRAD supports the export of data in any of the following formats: CSV, PDF or Excel (XLS). Users may choose one of these button options to download data and generate reports.

In the Spatial Search tab, PDF reports are ordered and filtered to match the criteria specified in the Search Results in Current Map Extent table above. NRAD PDF reports are designed to be printable using standard 8.5x11 paper and are pre-formatted for ease of use.

For CSV and XLS formats, all data fields are exported (in a default order) regardless of the column order (or columns displayed) in the Search Results in Current Map Extent table.

## Adding an Asset *(restricted to Asset Data Managers and Site Administrator)*

Asset Data Managers may add an asset to NRAD by completing required data fields within the Add Asset tab. Required fields include Asset Categorization, Asset Ownership Details, Asset Description, Asset Home Base Location, Asset Attributes, and Asset Contacts. Files may also be uploaded and attached to an asset in the Attachments section, although this field is not required. A description of each field is included below.

**Asset Categorization**

*Category*

The Category field is a broad classification for assets. Select the appropriate category for an asset using the drop-down menu options. The table below lists all Category menu options and their corresponding definition.

| Category | Definition |
|---|---|
| Aircraft | A manned or unmanned craft that flies through the air |
| Communication Equipment | A specialized tool or device used to transmit information remotely and which could be used during response operations, including a ham radio station, satellite phone, video teleconferencing equipment, etc. |
| Facility | A structure or location designed for a specific use, including a boat launch, bunking area, laboratory, meeting space, outside staging area, staff workspace, etc. |
| Other Equipment/ Technology | Any non-communicative piece of equipment/instrument/technology that could be used during response and recovery efforts. Examples include unique sampling equipment, emergency generators, specimen freezers, waterway mapping equipment, remotely operated underwater vehicles, etc. |
| Service | An intellectual resource, tool, or specialized capability that could be used during emergency response and recovery operations |

| Category | Definition |
|---|---|
| **Vehicle** | An automobile or un-motorized trailer which could be used during response operations, including a truck, van, all-terrain vehicle, enclosed/cargo trailer etc. |
| **Vessel** | A craft for traveling on water, including a motorized boat, ship, research vessel, etc. |

*Category Detail*

The Category Detail field is a narrower classification for assets. Once a Category is selected, choose the appropriate Category Detail from the filtered drop-down menu. The table below lists all Category Detail options for each Category in the directory. For a definition of each Category Detail, see the Glossary of Terms in Appendix B.

| Category | Category Detail |
|---|---|
| **Aircraft** | Manned aircraft |
| | Other aircraft |
| | Unmanned aerial vehicle (UAV)/Drone |
| **Communication Equipment** | Ham radio station |
| | Other communication equipment |
| | Satellite phone |
| | Video teleconferencing equipment (VTC) |
| **Facility** | Boat barn/Warehouse/Storage |
| | Boat launch/Pier space |
| | Bunking area |
| | Facility/Site |
| | Laboratory |
| | Meeting/training space |
| | Other facility amenity |
| | Outside staging area |
| | Space suitable for establishing an emergency operations center (EOC) |
| | Staff workspace |
| **Other Equipment/ Technology** | Emergency generator |
| | Evidence locker/Specimen freezer |
| | Other specialized equipment |
| | Remotely operated underwater vehicle (ROV)/Autonomous underwater vehicle (AUV) |
| | Unique sampling equipment |
| | Waterway mapping equipment |
| | Aerial survey and imagery |
| | Compliance expertise |
| | Divers |
| | Flood preparedness |
| | Geographic Information Systems (GIS) mapping |

| Category | Category Detail |
|----------|-----------------|
| **Service** | Harmful algal boom (HAB) forecasting |
| | Hypoxia modeling |
| | Local knowledge |
| | Long-term community resilience and recovery |
| | Marine debris expertise |
| | Marine mammal/Sea turtle stranding response |
| | Navigation response |
| | Oil spill trajectory modeling |
| | On-scene weather and water forecasting services |
| | Other service |
| | Public affairs and/or risk communication expertise |
| | Scientific Support Coordinator |
| | Seafood safety monitoring and closures |
| | Security and law enforcement |
| | Tropical storm/hurricane preparedness |
| | Waterway mapping |
| **Vehicle** | All-terrain vehicle (ATV) |
| | Enclosed/cargo trailer |
| | Other vehicle |
| | Truck |
| | Van |
| **Vessel** | Motorized boat |
| | Other watercraft |
| | Ship/Research vessel (RV) |

## Asset Ownership Details

Select the primary office responsible for the asset or that provides the service using the drop-down menu options.

### Organization

Organization refers to the NOAA Staff Directory Organization Name for the asset or NOAA-partner organization name.

### Organization Code

The Organization Code is the NOAA Staff Directory line office organization for the asset. Once an Organization is selected, choose the appropriate Organization Code from the filtered drop-down menu.

**Asset Description**

Enter a brief description of the asset. Text should be concise but include all pertinent information. Sample Asset Descriptions for each Category Detail option are included in the following tables along with key information that should be included for select Category Details.

*Category: Aircraft*

| Category Detail | Sample Asset Description |
| --- | --- |
| Manned aircraft | Gulfstream-IV equipped with Tail Doppler Radar |
| Other aircraft | *Describe aircraft that does not fit within other Category Detail options* |
| Unmanned aerial vehicle (UAV)/Drone | Quadracopter UAS with video capability |

*Category: Communication Equipment*

| Category Detail | Key Information | Sample Asset Description |
| --- | --- | --- |
| Ham radio station | - | Fully functional HF and VHF Amateur radio station.  Multiple FCC licensed operators on site. |
| Other communication equipment | - | *Describe communication equipment that does not fit within other Category Detail options* |
| Satellite phone | Number of phones | 4 satellite phones |
| Video teleconferencing equipment (VTC) | - | Sandy Spring facility has video conference equipment and capabilities but equipment is not portable and can only be used at facility |

*Category: Facility*

| Category Detail | Key Information | Sample Asset Description |
| --- | --- | --- |
| Boat barn/Warehouse/Storage | Size (in square feet or description, i.e. boat size) | Mount Vernon facility has two covered, locked boat barns that can each accommodate 2 vessels up to 41 feet in length |
| Boat launch/Pier space | Capacity/size (numerical or description) | Mount Vernon facility has water access with four lane boat launch and approximately 500 feet of pier/docking space |
| Bunking area | Capacity and facilities (e.g. number of beds, shower available, etc.) | Sandy Springs facility has bunking area with 12 cots, showers, and wireless internet access |

| Category Detail | Key Information | Sample Asset Description |
|---|---|---|
| Facility/Site | Facility name and general description of use | Mount Vernon facility is approximately 50,000 square feet and used primarily as office space for NOAA staff |
| Laboratory | - | Sandy Springs facility includes a laboratory area with freezers |
| Meeting/training space | Capacity (size, occupancy or description), setup, primary use | Small conference room with conference table that seats 12-15. Room has projector, screen, telephone and wireless connectivity for NOAA staff. |
| Other facility amenity | - | *Describe facility amenities that do not fit within other Category Detail options* |
| Outside staging area | General description, fenced and/or locked | Fenced and locked uncovered area outside Sandy Springs facility approximately 10,000 square feet |
| Space suitable for establishing an emergency operations center (EOC) | Capacity (size, occupancy or description), setup, primary use | Main conference room can accommodate 50 with tables or 100 without tables. Room has internet (wired) for NOAA staff only, screen and projector. |
| Staff workspace | Capacity (size, occupancy or description), setup, primary use | Large open cubicle area with telephones and wired internet connectivity can accommodate an additional 2-3 staff |

*Category: Other Equipment/Technology*

| Category Detail | Key Information | Sample Asset Description |
|---|---|---|
| Emergency generator | Portable or stationary | Two portable emergency generators |
| Evidence locker/Specimen freezer | - | Portable specimen freezer |
| Other specialized equipment | - | *Describe specialized equipment or technology that does not fit within other Category Detail options* |
| Remotely operated underwater vehicle (ROV)/Autonomous underwater vehicle (AUV) | - | Remotely operated underwater vehicle for viewing seafloor to depth of 200 feet |
| Unique sampling equipment | - | Portable hand-held microbial air samplers |

| Category Detail | Key Information | Sample Asset Description |
|---|---|---|
| Waterway mapping equipment | Portable or affixed to vessel | Klein UUV-3500 Sidescan Sonar permanently installed on portable Iver2 Autonomous Underwater Vehicle (AUV) |

*Category: Service*

| Category Detail | Sample Asset Description |
|---|---|
| Aerial survey and imagery | Data sets of aerial imagery and Light Detection and Ranging (LIDAR) for waters adjacent to Sapelo Island |
| Compliance expertise | (1) Conduct Section 7 consultations in Georgia and Florida to evaluate response activities for compliance with the Endangered Species Act (2) Evaluate federal response activities in Alabama and Mississippi for consistency with Magnuson-Stevens Fishery Conservation Management Act |
| Divers | NOAA divers based at the CO-OPS field office at the Disaster Response Center |
| Flood preparedness | (1) Inundation mapping tool to visualize water levels after flood events in Texas and Louisiana (2) Conduct water level forecasting and monitoring for inland rivers in Mississippi |
| Geographic Information Systems (GIS) mapping | Provide GIS mapping support for Gulf of Mexico in the form of REST services and online mapping applications |
| Harmful algal bloom (HAB) forecasting | Provide information and operational forecasts regarding the potential development, intensification, transport, and associated impacts of *Karenia brevis* blooms through the HAB Operational Forecast System (HAB-OFS) in northwest Florida and the Texas Gulf coast |
| Hypoxia modeling | Provide annual predictions of the extent of the hypoxic zone in the northern Gulf of Mexico |
| Local knowledge | Staff on-site has detailed knowledge of waterways and sensitive habitats within the boundary of Weeks Bay Reserve.  Staff on-site has general knowledge of waterways and ecologically sensitive habitats in the Alabama coastal area. |
| Long-term community resilience and recovery | (1) Historic Hurricane track online tool to view hurricane tracks in the Gulf of Mexico and Atlantic Ocean (2) Sea Level Rise and Coastal Flooding Impacts online tool to visualize how sea level rise will impact U.S. coastal states |
| Marine debris expertise | NOAA's Marine Debris Program Regional Coordinators are positioned across the country and serve as experts in marine debris, including marine debris disaster response.  The Southeast Regional Coordinator serves as point of contact for the Atlantic Coast of Florida, Georgia, South Carolina, and North Carolina. |
| Marine mammal/Sea turtle stranding response | Marine mammal/Sea turtle stranding response team responds to the stranding of marine mammals/sea turtles reported on the Atlantic coast of Florida |
| Navigation response | Navigation Response Team responds to threats to navigation following storms off the Gulf coast of Texas and Louisiana |

| Category Detail | Sample Asset Description |
|---|---|
| Oil spill trajectory modeling | (1) Modeling tool "General NOAA Operational Modeling Environment (GNOME)" available for download to predict the trajectory pollutants might follow in bodies of water in all of the 50 states (2) Staff provide trajectory modeling support following disaster in Georgia and Florida |
| On-scene weather and water forecasting services | 4 staff meteorologists provide weather and water forecasts at the scene of a disaster |
| Other service | *Describe services that do not fit within other Category Detail options. For example,* HAZWOPER-trained staff. |
| Public affairs and/or risk communication expertise | (1) Staff formally trained in risk communication and can serve as NOAA media spokespeople following disasters in Louisiana and Mississippi (2) Maintain staff of communication specialists who can produce written public outreach materials immediately following a disaster in Galveston, Texas |
| Scientific Support Coordinator | Office of Response and Restoration (ORR) Emergency Response Division's (ERD) Scientific Support Coordinators (SSCs), are located around the country and coordinate application of NOAA assets and services during emergencies to help the Federal On-Scene Coordinator make timely operational decisions.  ORR's SSC based in Miami, FL covers USCG District 7 (Florida, Georgia, South Carolina and the Caribbean) and RRT Region 4 and the Caribbean. |
| Seafood safety monitoring and closures | Conduct shellfish and finfish seafood safety monitoring for Mobile Bay and Mississippi Sound |
| Security and law enforcement | Provides security on emergency basis (i.e. during hurricanes). NOAA's Office of Law Enforcement (OLE) sworn personnel are fully trained federal law enforcement officers and investigators.  They specialize in the enforcement of marine wildlife and habitat laws designed to protect living marine resources.  OLE sworn personnel have participated in non-wildlife enforcement missions, such as Air Marshal and assisting other agencies in investigations. |
| Tropical storm/hurricane preparedness | Monitor and track tropical disturbances using Doppler Rader, satellites, computer models, and buoy data for southwest Florida |
| Waterway mapping | Provide side scan sonar hydrographic services for the northern Gulf of Mexico |

*Category: Vehicle*

| Category Detail | Key Information | Sample Asset Description |
|---|---|---|
| All-terrain vehicle (ATV) | - | Polaris Sportsman 4x4 ATV |
| Enclosed/cargo trailer | - | 20 foot enclosed cargo trailer |
| Other vehicle | - | *Describe vehicles that do not fit within other Category Detail options. For example,* Forklift. |

| Category Detail | Key Information | Sample Asset Description |
|---|---|---|
| Truck | Make/model | Ford F-350, manual transmission, with hitch for towing |
| Van | Make/model | Chevy 8-passenger van |

*Category: Vessel*

| Category Detail | Key Information | Sample Asset Description |
|---|---|---|
| Motorized boat | Size (in length or description) | 29 foot pontoon boat with capacity of 18, 2 x 300hp engine, and specimen freezer |
| Other watercraft | - | *Describe watercraft that do not fit within other Category Detail options. For example,* Kayaks with paddles and life jackets. |
| Ship/Research vessel (RV) | - | NOAA Ship *Thomas Jefferson* collects and processes the data needed to maintain and update the nautical charts along the East Coast of the United States, Gulf of Mexico, Puerto Rico and the U.S. Virgin Islands. *Thomas Jefferson* is 208 feet long with berthing for 38, including a crew of 34. For disaster response in the Gulf Region, *Thomas Jefferson* is equipped with laboratory space, multibeam, and single side scan sonar equipment and provides tropical storm/hurricane preparedness and waterway mapping services. |

**Asset Home Base Location**

Enter the permanent home base location address for the asset. **Note**: The asset may not always be at the home base location.

Latitude and longitude coordinates are also required and will auto-populate only if NRAD is able to locate the address entered. If the fields do not auto-populate, click on the blue "Use map" icon and select the asset's location manually.

**Asset Attributes: Quantity**

Once a Category and Category Detail are selected in the Asset Categorization section, the Asset Attributes section will automatically populate with a quantity of 1. For multiple identical assets, enter the appropriate quantity.

> ➢ **To edit the Quantity of reported assets**:
>   1. Click the blue "Edit attribute" box to the right of the Value column. An Edit Attribute text box will appear.
>
>   2. In the "Choose Attribute" drop-down menu, the only option is Quantity. Below Field Description, enter the appropriate quantity for multiple identical assets.
>
>   3. Click "Update Attribute". The Asset Attributes section will now show the correct quantity for multiple identical assets in the Value column.

**Asset Contacts (in order of priority)**

Asset contacts are persons to be contacted for information regarding the asset. Contacts should be entered in order of priority, with a minimum of one contact for each asset.   An associated contact name must have either a phone number or email address entered to be valid.

> ➢ **To add a contact**:
>   1. Click "Add Contact". A "Create/Add Contact" pop-up window will appear.
>
>   2. Enter the first and last name of the asset contact along with their corresponding email address and/or phone number. Use the drop-down menus to select whether contact information is work, personal, mobile phone, pager, satellite phone, Skype, or Google Talk.
>
>       **Note:** If you begin entering contact information for an individual who is already setup as a contact within NRAD, you will be presented with an email address to select the appropriate contact. Existing contact information cannot be changed, but additional email addresses and phone numbers can be added.
>
>   3. Once all fields are complete, click "Create Contact" (or "Update & Add Contact" if you are updating information for an existing contact).
>
>       To reset the Create/Add Contact box, click "Reset Form".

➢ **To edit an existing contact**:
1. Click the blue "Edit Contact" box to the right of the contact. An Update Existing Contact pop-up window will appear.

2. Existing contact information for an individual cannot be changed, but additional email addresses and phone numbers can be added.

➢ **To delete an existing contact**:
1. Click the red "Remove Contact" box to the right of the contact.

2. The contact will be deleted.

➢ **To re-order contacts**:
1. When multiple contacts are listed for an asset, click the blue up or down arrows to the right of the contacts to re-order contacts. Note that asset contacts should be listed in order of priority.

2. The contacts will be re-ordered.

## Attachments

To attach photographs, specification sheets, etc. for an asset, drag and drop a file into the Attachments section or click "Add File(s)" and select the appropriate attachment. Valid file types include the following: PNG, JPG/JPEG, GIF, and PDF.

Once all fields within the Add Asset tab are completed, click "Create Asset" at the bottom of the page.

To reset all fields in the Add Asset tab, click "Reset". **Note**: If an asset is open for editing, resetting the page will clear all fields and discard any information that has been entered for an asset.

## Managing My Assets *(restricted to Asset Data Managers and Site Administrator)*

Asset Data Managers may manage their assets within the My Assets tab which only displays assets for which a user is the Asset Data Manager. There are four sections within the My Assets tab: Legend, My Assets, Selected Asset, and Download which are described below.

## Legend

Provides a brief description of the color coding used for assets listed in the My Assets tab.

- Assets that are pending Site Administrator approval for deletion are RED.  Assets that are pending deletion still appear in NRAD until removal is approved by the Site Administrator.
- Assets that are pending Site Administrator approval for addition to NRAD are GREEN.  Assets that are pending approval do not appear in NRAD.
- Assets that have been approved by the Site Administrator and appear in NRAD are **BLACK**.

## My Assets

All assets for which a user is the Asset Data Manager appear within this section. The My Assets table allows Asset Data Managers to search for and manage their assets.

*Searching for Assets*

Depending on the field, Asset Data Managers can either make a selection from a drop-down menu or enter free-form text in the "Search here" text boxes. Each field column may be sorted in ascending or descending order by clicking the small down arrow to the right of the field name, and columns may be reordered depending on user preferences.

> **Filtering Asset Records**
> For some fields, filters may be applied using drop-down arrows to select from a list of possible choices. For fields without drop-down arrows, free-form text may be entered in the "Search here" text boxes. To remove all filters, select the "Reset Filters" button at the top of the table (which only appears after a filter has been applied).
>
> **Note:** Searching in the "1st Contact" text box returns results from the 1st, 2nd, and 3rd Contact fields.

> **Sorting and Arranging Data**
> Each field column may be sorted in ascending or descending order by clicking the small down arrow to the right of the field name. To change the column order, click and drag the field name to a new position. To change a column's width, either double-click the line between two columns or manually drag the line between two columns to the desired width.

> **Viewing Individual Asset Summary**
> When an individual asset is selected, scroll down to the "Selected Asset" section to view the asset's complete record.

*Managing Assets*

Asset Data Managers can manage their assets using the function buttons that appear at the top of the table and are described below.  Key functions may be performed on individual assets or multiple assets at a time.

> **Edit Asset:** Select to edit and update an asset record. Clicking the "Edit Asset" button will open the Edit Asset tab.

> **Delete Asset(s):** Select to submit one or more assets for deletion. Clicking the "Delete Asset(s)" button will submit a request to the Site Administrator to remove the asset(s) from NRAD. Asset Data Managers may request that multiple assets be deleted at one time using the "Enable/Disable Batch Mode" function. While the deletion is pending approval, the selected asset(s) will remain visible to NRAD users and will appear in the "My Assets" tab as pending Site Administrator approval for deletion.

> **Reviewed with No Changes:** Select to indicate that an asset has been reviewed, but no changes were required. Selecting this option will update the asset's "Last Reviewed" date. This function may be used during periodic updates to NRAD to verify accuracy of information. Multiple assets may be marked as reviewed at one time using the "Enable/Disable Batch Mode" function.

> **Copy Asset:** Select to duplicate an asset record. Clicking the "Copy Asset" button will open the Add Asset tab with pre-populated information to create a new asset.

> **Transfer Asset(s):** Select to transfer assets to a new Asset Data Manager. If assets are transferred, they will no longer appear in your "My Assets" tab. Multiple assets may be transferred at one time using the "Enable/Disable Batch Mode" function. Note that assets can only be transferred to NRAD users who are already setup as Asset Data Managers. To transfer assets to a user who is not an Asset Data Manager, that user must first email the [NRAD Site Administrator](#) to request this permission level.

> **Enable/Disable Batch Mode:** Select to toggle batch mode. Batch mode allows the Asset Data Manager to modify multiple assets at one time, which includes transferring, marking as reviewed, or submitting for deletion.

## Selected Asset

Displays a complete record of the selected asset that is selected in the My Assets table.

## Download

Data made be downloaded from the Search, Spatial Search, and My Assets (for Asset Data Managers only) tabs.  NRAD supports the export of data in any of the following formats: CSV, PDF or Excel (XLS). Users may choose one of these button options to download data and generate reports.

In the My Assets tab, PDF reports are ordered and filtered to match the criteria specified in the My Assets table above. NRAD PDF reports are designed to be printable using standard 8.5x11 paper and are pre-formatted for ease of use.

For CSV and XLS formats, all data fields are exported (in a default order) regardless of the column order (or columns displayed) in the My Assets table above.

## Editing an Asset *(restricted to Asset Data Managers and Site Administrator)*

Asset Data Managers may edit existing assets which appear in their My Assets tab.  To edit an asset:

1.  Click on the asset you wish to edit in the My Assets section of the My Assets tab.

2.  Select the "Edit Asset" button above the table of assets.

3.  A new Edit Asset tab will appear.

4.  Make desired changes to fields. For a description of each field, see the Adding an Asset section.

5.  Select "Save Asset" to save changes made to the asset.

When in the Edit Asset tab, selecting the "Reset" button will discard all changes that have been made to the asset.

When in the Edit Asset tab, selecting the "Close" button will close the Edit Asset tab and discard all changes that have been made to the asset.

# 5. Common Tasks

## General Users

## Search → Searching for an Asset

➢ **To Search for an Asset:**
   1.  Click the Search tab within the horizontal toolbar near the top of the screen.

2. Within the Search table, choose the fields for which you would like to search on from the drop-down menu options or enter free form text in the "Search here" text boxes. Results will be filtered based on selections/entries.

3. To view additional details for a particular asset, click an asset listed within the Search table.

4. Scroll down to the Selected Asset section to view details for the selected asset.

➢ **Download selected Assets:**
1. Choose an option from the Download section (Download as CSV, Download as PDF, or Download as Excel).

2. Follow the prompts to open your selected document.

3. The report should appear based on the filtered results from the search table.

4. Save, print, or close the report after viewing.

## Spatial Search → Using Spatial Search to Search for an Asset

➢ **To Search for an Asset using Spatial Search:**
1. Click the Spatial Search tab within the horizontal toolbar near the top of the screen.

2. Zoom in and out of the map to view assets based on Home Base Location. (For multiple assets at a single address, double-click on the map location to view assets as individual points. Click on individual assets within the map to select an asset and display its Asset Category, Category Detail, and Home Base Location.)

   To reset the map and view all assets, select the "Full Extent" button at the top of the map.

3. To view additional detail for the assets within the current map extent, scroll down to "Search Results in Current Map Extent" table. Additional filters may be applied using the table.

4. To view an individual asset's detailed information, click on an asset in the Search Results table and scroll to Selected Asset.

➢ **To Download selected Assets using Spatial Search:**
1. Choose an option from the Download section (Download as CSV, Download as PDF, or Download as Excel).

2. Follow the prompts to open your selected document.

3. The report should appear based on the map extent and filtered results from the "Search Results in Current Map Extent" table.

4. Save, print, or close the report after viewing.

## Asset Data Managers

## My Assets → Managing My Assets

➢ **To view current Assets:**
1. Click the My Assets tab within the horizontal toolbar near the top of the screen.

2. Within the My Assets section, you will see all assets for which you are the Asset Data Manager.

3. Click on an asset to view additional information which appears in the Selected Asset section below.

➢ **To edit an Asset:**
1. Select the asset within the table which you would like to edit.

2. Click the "Edit Asset" button.

3. You will be directed to the Edit Asset tab where the asset information is displayed.

4. Make any changes necessary and click "Save Asset" to save the changes.

**Tip**: This function can be performed on assets that are pending approval from the Site Administrator. Once changes are made, the selected asset will still appear GREEN in the My Assets table.

➢ **To copy an Asset:**
1. Select the asset within the table which you would like copied.

2. Click the "Copy Asset" button.

3. You will be directed to the Add Asset tab where a new asset's information is displayed.

4.  Click "Create Asset" to create a new copied asset which will appear within your My Assets table in the My Assets tab. This new asset will appear GREEN until the Site Administrator approves the addition.

**Tip:** For multiple identical assets with the same points of contact, Asset Data Managers may simply update the Quantity field within the Asset Attributes section.

➢  **To transfer an Asset:**
1.  To transfer an asset from one Asset Data Manager to another, select the asset within the table in which you would like transferred.

2.  Click the "Transfer Asset" button.

3.  Enter the contact details of the new Asset Data Manager, including name and email address.

4.  Click "Transfer to Selected Asset Data Manager" to apply changes. A pop-up window will appear stating that the transfer request has been successfully processed.  Click "OK".

**Tip:** Assets can only be transferred to NRAD users who are already setup as Asset Data Managers. To transfer assets to a user who is not an Asset Data Manager, that user must first email the NRAD Site Administrator to request this permission level.

➢  **To request deletion of an Asset:**
1.  Select the asset within the My Assets section you wish to delete followed by the red "Delete Asset(s)" button.

2.  A Confirm Deletion Request pop-up window will appear. Please review carefully. To delete, click "Request Deletion". To cancel the request, click "Cancel".

3.  The asset will turn RED, and is pending approval from the Site Administrator for deletion.

**Tip:** Assets which are pending approval from the Site Administrator for deletion still appear within NRAD.

➢  **To Manage Multiple Assets at One Time:**
Batch mode allows Asset Data Managers to modify multiple assets at one time, which includes transferring, marking as reviewed, or submitting for deletion.

1.  Click "Enable Batch Mode".

2.  Select the assets within the My Assets table you'd like to modify by clicking on each asset once until the row turns blue.

3.  Choose from the following options: Transfer Asset(s), Reviewed with No Changes, or Delete Asset(s).

4.  A pop-up window will appear.

5.  Follow the on-screen instructions.

6.  Click "Disable Batch Mode" when finished to return the My Assets table back to its standard format.

➢ **Download selected Assets:**
1.  Choose an option from the Download section (Download as CSV, Download as PDF, or Download as Excel).

2.  Follow the prompts to open your selected document.

3.  The report should appear based on the filtered results displayed in the table.

4.  Save, print, or close the report after viewing.


➢ **To Review an Asset with No Changes:**
1.  Select the asset for which you would like to indicate that it has been reviewed and verified, but no changes were required.

2.  Click the "Review With No Changes" button.

3.  A pop-up window will appear stating the asset has been successfully reviewed. The asset's "Last Reviewed" date has now been updated.

Tip: This function may be used during periodic updates to NRAD to verify accuracy of information.

Tip: To complete this task for multiple assets at one time, click "Enable Batch Mode", select the assets, click the "Review With No Changes" button, followed by "Disable Batch Mode" to return to the original screen.

## Site Administrator

The NRAD Site Administrator has full control of NRAD and is allotted all privileges of both the General User and Asset Data Manager. For a specific task restricted to the Site Administrator, see the Administrator Functions User Guide.

## 6. Contacts

Site Administrator: orr.nrad.admin@noaa.gov

## 7. Troubleshooting

➢ **Entering required fields**
   1. If a field is outlined in red, you must enter information before a request can be permitted.

# Appendix A: Acronym Listing

| | |
|---|---|
| ACP | Area Contingency Plan |
| A/V | Audio/Visual |
| AOB | Atlantic Operations Branch |
| AOC | Aircraft Operations Center |
| AOML | Atlantic Oceanographic and Meteorological Laboratory |
| APHIS | Animal and Plant Health Inspection Service |
| ARK | Animal Rehabilitation Keep |
| ATL | Atlantic |
| ATV | All-Terrain Vehicle |
| AUV | Autonomous Underwater Vehicle |
| BRD | Bycatch Reduction Devices |
| CAB | Coastal Affairs Branch |
| CCAMLR | Commission for the Conservation of Antarctic Marine Living Resources |
| CGA | Compressed Gas Association |
| CHARM | Community Health and Resource Management |
| C-MAN | Coastal-Marine Automated Network |
| COOP | Continuity of Operation |
| CO-OPS | Center for Operational Oceanographic Products and Services |
| CR | Caribbean |
| CRI | Coastal Resilience Index |
| CZMA | Coastal Zone Management Act |
| DEM | Digital Elevation Models |
| DEP | Department of Environmental Protection |
| DNR | Department of Natural Resources |
| DRC | Disaster Response Center |
| DWH | Deep Water Horizon |
| EDM | Environmental Data Management |
| EEZ | Exclusive Economic Zone |
| EHCFC | Estuarine Habitats and Coastal Fisheries Center |
| ELC | Environmental Learning Center |
| EOC | Emergency Operations Center |
| EPA | United States Environmental Protection Agency |
| ERD | Emergency Response Division |
| ESA | Endangered Species Act |
| ESI | Environmental Sensitivity Index |
| FCC | United States Federal Communications Commission |
| FDA | United States Food and Drug Administration |

| | |
|---|---|
| FDEP | Florida Department of Environmental Protection |
| FEMA | Federal Emergency Management Agency |
| FGBNMS | Flower Garden Banks National Marine Sanctuary |
| FKNMS | Florida Keys National Marine Sanctuary |
| FOD | Facilities Operation Division |
| GB | Gulf Branch |
| GIS | Geographic Information Systems |
| GL | Galveston Laboratory |
| GOM | Gulf of Mexico |
| GOV | Government-owned Vehicle |
| GRP | Geographic Response Plan |
| HAB-OFS | Harmful Algal Bloom - Operational Forecast System |
| HACCP | Hazard Analysis and Critical Control Point |
| HAZWOPER | Hazardous Waste Operations and Emergency Response |
| HCD | Habitat Conservation Division |
| HF | High Frequency |
| HHS | United States Department of Health and Human Services |
| HL | Hydrology Laboratory |
| HP | Horsepower |
| HRD | Habitat Restoration Division |
| ICCAT | International Commission for the Conservation of Atlantic Tunas |
| ICS | Incident Command System |
| JTF | Joint Task Force |
| LE | Law Enforcement |
| LEO | Law Enforcement Officer |
| LIDAR | Light Detection and Ranging |
| LSU | Louisiana State University |
| MAOC | Marine and Aviation Operations Center |
| MDD | Marine Debris Division |
| MMB | Marine Mammal Branch |
| MMHSRP | Marine Mammal Health and Stranding Response Team |
| MMPA | Marine Mammal Protection Act |
| MMSN | Marine Mammal Stranding Network |
| MMSTCD | Marine Mammal and Sea Turtle Conservation Division |
| MSFCMA | Magnuson-Stevens Fishery Conservation and Management Act |
| MSL | Mean Sea Level |
| MSLAB | Mississippi Laboratory |
| MSU | Mississippi State University |
| NAO | NOAA Administrative Order |

| NASA | National Aeronautics and Space Administration |
|------|-----------------------------------------------|
| NCDDC | National Coastal Data Development Center |
| NCEI | National Centers for Environmental Information |
| NDBC | National Data Buoy Center |
| NERR | National Estuarine Research Reserve |
| NESDIS | National Environmental Satellite, Data, and Information Service |
| NGI | Northern Gulf Institute |
| NHC | National Hurricane Center |
| NHPA | National Historic Preservation Act |
| NIH | National Institutes of Health |
| NMFS | National Marine Fisheries Service |
| NMS | National Marine Sanctuary |
| NMSA | National Marine Sanctuaries Act |
| NOAA | National Oceanic and Atmospheric Administration |
| NODC | National Oceanographic Data Center |
| NOS | National Ocean Service |
| NRDA | Natural Resource Damage Assessment |
| NRT | Navigation Response Team |
| NSD | Navigation Services Division |
| NSGCP | National Sea Grant College Program |
| NSIL | National Seafood Inspection Laboratory |
| NWS | National Weather Service |
| OAA | Office of Administrative Appeals |
| OAR | Oceanic and Atmospheric Research |
| OCM | Office for Coastal Management |
| OCS | Office of Coast Survey |
| OD | Oceanographic Division |
| OGSSD | Oceanographic and Geophysical Science and Services Division |
| OHC | Office of Habitat Conservation |
| OHD | Office of Hydrologic Development |
| OLE | Office of Law Enforcement |
| OMAO | Office of Marine and Aviation Operations |
| OMID | Operations, Management, and Information Division |
| ONMS | Office of National Marine Sanctuaries |
| OOS | Office of Operational Systems |
| OPA | Oil Pollution Act |
| OPR | Office of Protected Resources |
| ORR | Office of Response and Restoration |
| OS | Operations Section |

| | |
|---|---|
| OSF | Office of Sustainable Fisheries |
| PMAB | Planning, Monitoring, and Analysis Branch |
| POC | Point of Contact |
| PORTS | Physical Oceanographic Real Time System |
| PRBD | Protected Resources and Biodiversity Division |
| PSI | Pounds per Square Inch |
| RBNERR | Rookery Bay National Estuarine Research Reserve |
| RC | Restoration Center |
| REST | Representational State Transfer |
| RFO | River Forecast Office |
| RhiB | Rigid-Hulled Inflatable Boat |
| ROB | Regional Operations Branch |
| ROC | Regional Operations Center |
| ROV | Remotely Operated Underwater Vehicle |
| RRT | Regional Response Team |
| RTK | Real Time Kinematic |
| RV | Research Vessel |
| SAV | Submerged Aquatic Vegetation |
| SE | Southeast |
| SEAMAP | Southeast Area Monitoring and Assessment Program |
| SEED | Southeast Enforcement Division |
| SEFSC | Southeast Fisheries Science Center |
| SER | Southeast Region |
| SERO | Southeast Regional Office |
| SFD | Sustainable Fisheries Division |
| SHPO | State Historic Preservation Office |
| SIP | Salmonella Initiative Program |
| SIR | Shell Island Road |
| SLR | Sea Level Rise |
| SR | Southern Region |
| SSC | Scientific Support Coordinator |
| STSSN | Sea Turtle Stranding and Salvage Network |
| SVC | Services |
| TAMU | Texas A&M University |
| TED | Turtle Excluder Devices |
| TMMSN | Texas Marine Mammal Stranding Network |
| UAV | Unmanned Aerial Vehicle |
| UNCW | University of North Carolina - Wilmington |
| USCG | United States Coast Guard |

| | |
|---|---|
| USDA | United States Department of Agriculture |
| USFWS | United States Fish and Wildlife Services |
| UTV | Utility Vehicle |
| UUV | Unmanned Underwater Vehicle |
| VHF | Very High Frequency |
| VOIP | Voice Over Internet Protocol |
| VTC | Video Teleconferencing |
| WFO | Weather Forecast Office |

# Appendix B: Glossary of Terms

| | |
|---|---|
| **Aerial survey and imagery** | A service in which images of Earth are collected from an elevated position, usually from aircraft |
| **Asset Contacts** | Person(s) to be contacted for information regarding an asset |
| **Asset Data Manager** | Users responsible for maintaining asset records. In addition to having all privileges of General Users, Asset Data Managers can add, delete, edit, transfer, and review assets they manage. Note that some Asset Data Manager functions must be approved by the Site Administrator before changes are live in the directory. |
| **Asset Home Base Location** | The permanent home base location for an asset. Note that an asset may not always be at the home base location. |
| **Aircraft** | A manned or unmanned craft that flies through the air |
| **All-terrain vehicle (ATV)** | A small, open-motor vehicle with one or two seats and three or more wheels fitted to large tires, designed for use on rough ground or in locations where roads may be impassable |
| **Amateur radio** | A type of communication equipment (also called a ham radio) in which licensed operators operate portable (via vehicle) or stationary radio transmitters and receivers using designated radio frequency spectra for emergency communication |
| **Area Contingency Plan (ACP)** | A reference document prepared for the use of all agencies involved in responding to environmental emergencies within a defined geographic area |
| **Autonomous Underwater Vehicle (AUV)** | An unmanned, programmable vehicular unit capable of being submerged within deep waters for hydrographic survey missions without operator intervention and returns to a pre-programmed location for data download and processing |
| **Bathymetry** | The measurement of water depth |
| **Boat barn/Warehouse/Storage** | A large enclosed space capable of storing equipment, supplies, or vessels |
| **Boat launch/Pier space** | A location on a body of water that is designated for the purpose of launching or docking vessels |

| | |
|---|---|
| **Bunking area** | A space designed to house staff overnight and includes beds or cots, showers, and a lavatory |
| **Coastal-Marine Automated Network (C-MAN) station** | A meteorological observation network of stations maintained by NOAA's National Data Buoy Center and located near lighthouses, offshore platforms, or shore islands that record weather observations such as atmospheric pressure, air temperature, wind speed, and direction in hourly increments |
| **Category** | A broad classification for assets |
| **Coastal Zone Management Act (CZMA)** | Passed in 1972 and administered by NOAA, CZMA provides for the management of the nation's coastal resources to "preserve, protect, develop, and where possible, to restore or enhance the resources of the nation's coastal zone" |
| **Communication Equipment** | A specialized tool or device used to transmit information remotely and which could be used during response operations, including a ham radio station, satellite phone, video teleconferencing equipment, etc. |
| **Community Health and Resource Management (CHARM)** | A mapping application that enables local officials, stakeholders, and citizens to explore large and small development scenarios that reveal impacts, instantaneously, to the environment by the development, as well as impacts to the development |
| **Community Resiliency Index (CRI)** | A tool that allows community leaders and officials to self-asses their community's preparedness for storms and storm recovery |
| **Compliance expertise** | A service in which personnel have expertise in evaluating compliance with regulations and laws specific to their office, such as the Endangered Species Act, Marine Mammal Protection Act, etc. |
| **Date Last Revised** | The most recent date on which an asset and corresponding information has been updated and/or approved |
| **Detail** | A narrow classification for assets |
| **Digital Elevation Models (DEMs)** | A three-dimensional (3-D) representation of a terrain's surface |
| **Displacement hull** | A type of hull that is supported exclusively by the pressure of water removed, such as that of canoes and sail boats |
| **Divers** | A service in which personnel are trained and certified to dive and perform a variety of tasks underwater |

**Emergency generator**          A portable or stationary machine capable of generating electricity in the event of an electrical outage

**Emergency Operations Center (EOC)**          A location which serves as a central command and control location during emergency response operations.  An EOC is typically a large open space which can accommodate a large staff and could be set up to accommodate multiple telephone land-lines and internet access for many computers.

**Enclosed/cargo trailer**          A non-motorized vehicle used to transport goods and normally towed by a motored vehicle via a trailer hitch

**Endangered Species Act (ESA)**          Federal legislation that aims to preserve and protect endangered and threatened species and their habitats

**Environmental Sensitivity Index (ESI)**          Maps produced by NOAA that are a compilation of information about coastal shoreline sensitivity, biological resources, and human use resources.  This information is used in planning to create cleanup strategies before an accident occurs so that authorities are prepared to take action in the event of such a spill.

**Evidence locker/specimen freezer**          A refrigerated compartment for preserving evidence, samples, specimens, etc. at very low temperatures

**Facility/Site**          An organizational office or building used as a place of employment or to serve a specific function

**Facility**          A structure or location designed for a specific use, including a boat launch, bunking area, laboratory, meeting space, outside staging area, staff workspace, etc.

**Fish and Wildlife Coordination Act**          Act which aims to protect fish and wildlife resources when federal actions result in the control or alteration of a natural stream or body of water

**Flood preparedness**          A service or tool which provides information related to flood risk, flood-control measures, tidal-surge data, storm surge in coastal areas, and pre-event preparedness

**Florida Keys National Marine Sanctuary and Protection Act**          An act that establishes the boundary of the Florida Keys National Marine Sanctuary, requires NOAA to develop a comprehensive management plan with implementing regulations to govern the overall management and protection of the sanctuary, prohibits oil drilling and exploration within the sanctuary, and requires the development and implementation of a water quality protection program by the United States Environmental Protection Agency and the State of Florida, in conjunction with NOAA

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|---|---|
| **General User** | A user with ability to perform searches and can download and print reports of search results.  General Users are not able to add, delete, or edit assets. |
| **Geographic Information Systems (GIS) mapping** | A service or tool in which a computer system is used to store, analyze, and retrieve spatially referenced data |
| **Geographic Response Plan (GRP)** | Geographic maps which are part of the Area Contingency Plans for oil spills to water.  They include response strategies tailored to a specific beach, shore, or waterway and are designed to minimize impacts on sensitive resources threatened by a spill.  GRPs are intended to direct local responders during the first 24-48 hours of a major coastal oil spill until additional resources can arrive. |
| **Ham radio station** | A type of communication equipment (also called amateur radio) in which licensed operators operate portable (via vehicle) or stationary radio transmitters and receivers using designated radio frequency spectra for emergency communication |
| **Harmful Algal Bloom (HAB) forecasting** | A service or tool which provides early warning of development, intensification, transport and associated impacts of HABs, a toxic algae *K. brevis* commonly referred to as "red tide" |
| **Hazardous (HAZWOPER)** | Hazardous Waste Operation and Emergency Response; a set of guidelines enforced by the Occupational Safety and Health Administration (OSHA) that regulates hazardous waste operations and emergency services conducted around the United States and its territories |
| **Hypoxia modeling** | A service or tool which uses data and map products to model and predict the extent of the hypoxic zone (dead zone) in the Northern Gulf of Mexico.  Hypoxia refers to waters where dissolved oxygen levels are so low that most aquatic life cannot survive. |
| **Incident Command System (ICS)** | A standardized, on-scene, all-hazards incident management approach that allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure among various public and private jurisdictions and establishes common processes for planning and managing resources |
| **Joint Task Force (JTF)** | A combination of mixed resources with common communications operating under the direct supervision of a Leader |
| **Laboratory** | A room or building equipped for scientific experiments or research |

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|---|---|
| **Light Detection and Ranging (LIDAR)** | A remote sensing method that uses light to measure distance by illuminating a target with a laser and analyzing the reflected light |
| **Local knowledge** | A service in which personnel have expertise and institutional knowledge specific to a particular area or region.  This may include knowledge of local waterways, critical habitat locations, endangered species of concern, community and local contacts, etc. |
| **Long-term community resilience and recovery** | A service or tool which provides information related to long-term flood risk, sea level rise, climate change, etc. |
| **Magnuson-Stevens Fishery Conservation and Management Act (MSFCMA)** | The primary law governing the management of marine fisheries throughout the federal waters of the United States |
| **Manned aircraft** | A craft that flies through the air carrying and operated by one or more persons |
| **Marine debris expertise** | A service in which personnel have expertise related to marine and waterway debris, including impacts and response |
| **Marine Mammal Protection Act (MMPA)** | Act that protects against the harassment, hunt, capture, kill (or attempt to kill) of marine mammals in federal waters by United States citizens as well as the introduction of marine mammals and products into the United States |
| **Marine mammal/Sea turtle stranding response** | A service in which personnel have expertise in response to marine mammal and/or sea turtle stranding, which includes responding to sick, injured, or entangled animals |
| **Meeting/training space** | An area suitable for holding meetings, trainings, or media briefings. Meeting/training space has seating for multiple individuals and may include conference rooms, classrooms, training rooms, auditoriums, media rooms, etc. |
| **Metadata** | Within the context of Geographic Information Systems (GIS), information that describes the characteristics of other data, including the content, quality, condition, or origin |
| **Motorized boat** | A smaller vessel powered by a motor, such as a skiff |
| **NAO 212-15** | A NOAA administrative order that establishes the Environmental Data Management Policy, which provides the guidance to how the policy is implemented |

**National Historic Preservation Act (NHPA)**    Act intended to preserve historical and archaeological sites in the United States

**National Marine Sanctuaries Act (NMSA)**    Authorizes the Secretary of Commerce to designate and protect areas of the marine environment with special national significance as national marine sanctuaries due to their conservation, recreational, ecological, historical, scientific, cultural, archeological, educational, or esthetic qualities

**Natural Resource Damage Assessment (NRDA)**    A process performed by government officials to identify, plan, and restore natural resources that were damaged by contaminant releases

**Navigation response**    A service in which personnel have expertise to respond to threats to navigation or other hazards in waterways

**Navigation Response Team (NRT)**    Response units within NOAA's Office of Coast Survey who are positioned around the country to conduct hydrographic surveys and update nautical charts as well as to respond to underwater navigation emergencies

**Oil Pollution Act (OPA/OPA 90)**    An act signed into law in 1990 to improve the nation's ability to prevent and respond to oil spills by establishing provisions that expand the federal government's ability, and provide the money and resources necessary, to respond to oil spills. OPA also created the national Oil Spill Liability Trust Fund.

**Oil spill trajectory modeling**    A service in which computer models are used to predict how spilled oil will travel in waterways and help guide recovery efforts by showing which locations are most likely to need resources

**On-scene weather and water forecasting services**    A service in which personnel are capable of providing real-time, on-location information regarding current and upcoming weather and water conditions during emergencies.  Examples include Emergency Response Specialists and Incident Meteorologists.

**Organization**    NOAA Staff Directory Organization Name for asset or NOAA-partner organization name

**Organization Code**    NOAA Staff Directory line office organization for asset

**Other Equipment/Technology**    Any non-communicative piece of equipment/instrument/technology that could be used during response and recovery efforts. Examples include unique sampling equipment, emergency generators, specimen freezers, waterway mapping equipment, remotely operated underwater vehicles, etc.

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|---|---|
| **Other watercraft** | A vessel other than a motorized boat or ship/research vessel which could be used during response operations including rafts, kayaks, and personal watercraft |
| **Outside staging area** | A large open area such as an unused parking lot or empty yard that could be utilized for equipment preparation and storage during response and recovery efforts and may or may not be fenced and/or locked |
| **Pole barn** | A foundation-less farm building supported by poles set into the ground in 8-foot intervals |
| **Public affairs and/or risk communication expertise** | A service in which personnel have expertise related to communicating with stakeholders, serving as an organization spokesperson, coordinating with the media during emergency response and recovery, etc. |
| **Real Time Kinematic (RTK)** | A satellite navigation technique used to enhance the precision of position data from satellite-based positioning systems |
| **Remotely Operated Underwater Vehicle (ROV)** | An unmanned, programmable vehicular unit capable of being submerged within deep waters for hydrographic survey missions and connected to an operator by a series of cables to transmit information |
| **Representational State Transfer (REST)** | A service that provides the public and governmental agencies the ability to access National Digital Forecast Data (NDFD) over the internet that is encoded in Extensible Markup Language (XML), a language that defines rules in a format that is both human and machine-readable |
| **Research Vessel** | A vessel designed and equipped to carry out scientific research and/or experiments at sea |
| **Satellite phone** | A hand-held mobile phone that connects to an orbiting satellite instead of a cellular network and is used primarily in the field when cellular coverage is limited |
| **Scientific Support Coordinator (SSC)** | NOAA personnel located around the country who coordinate application of NOAA assets and services during emergencies |
| **Seafood safety monitoring and closures** | A service including seafood safety testing, seafood safety monitoring, and/or evaluation of the need for and enforcement of fisheries closures |
| **Security and law enforcement** | A service in which personnel have expertise and authority to enforce laws and maintain security during response and recovery operations |

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| **Service** | An intellectual resource, tool, or specialized capability that could be used during emergency response and recovery operations |
| **Ship** | A large vessel with the ability to hold a large number of people and/or equipment (including smaller boats) |
| **Sidescan sonar** | Equipment towed behind a survey boat that is used to map the sea floor in the form of echo returns |
| **Site Administrator** | Users that have full control of the site, including all privileges of General Users and Asset Data Managers. This user has the final authority to delete and approve assets. |
| **Skiff** | A shallow, flat-bottomed open boat typically with a sharp bow and square stern |
| **Staff workspace** | An area designed to accommodate staff as they perform their jobs and typically includes desk space, a telephone, and internet connection |
| **Tropical storm/hurricane preparedness** | A service or tool which provides information related to forecasting/tracking tropical storms or hurricanes and pre-event preparedness measures |
| **Truck** | A heavy-duty motored vehicle with an enclosed compartment for passengers and an attached truck bed for carrying cargo |
| **Unique sampling equipment** | Sampling equipment that serves a unique purpose and cannot be readily procured immediately following a disaster or emergency |
| **Unmanned aerial vehicle (UAV)/Drone** | An aircraft with no pilot on board that can be remote controlled or flown autonomously by a computer |
| **Van** | A boxlike vehicle, often with sliding side doors, fitted with rows of seats and capable of carrying multiple passengers or goods |
| **Vehicle** | An automobile or un-motorized trailer which could be used during response operations, including a truck, van, all-terrain vehicle, enclosed/cargo trailer, etc. |
| **Vessel** | A craft for traveling on water, including a motorized boat, ship, research vessel, etc. |
| **Video teleconferencing equipment (VTC)** | A form of communication equipment that allows users in different locations to hold face-to-face meetings in a live setting |

**Watershed**                    An area that drains to a common waterway, such as a stream, lake, estuary, wetland, aquifer, or ocean

**Waterway mapping equipment**                  A piece of equipment used to survey or map waterways, including detecting objects under water and measuring water depth

**Waterway mapping**                  A service or tool in which a computer system and/or equipment is used to survey or map waterways

**Wet Laboratory**                  A laboratory where materials are handled in liquid solutions or unstable phases that require direct ventilation and specialized piped utilities