

Appendix 7

Example Request for Smooth Tides/Water Levels Letter

TO: NOAA, National Ocean Service
Chief, Requirements and Engineering Branch
SSMC4, Station 6515, N/CS41
1305 East-West Highway
Silver Spring, MD 20910-3281

FROM: <Hydrographer>

SUBJECT: Request for Approved Tides/Water Levels

Please provide the following data:

1. Approved Tides/Water Level Note
2. Final Zoning in MapInfo format (or the Hydrographer may request the data in ArcView format)
3. Six Minute Water Level Data posted to CO-OPS web site.

Transmit the data to:

<Insert hydrographer's name and shipping address>

These data are required for the processing of hydrographic survey:

Project: OPR-xxxx-KR Registry Number: H-xxxxxx
Sheet Letter: A Locality: xxxxxxxxxxxxxxxxx

A progress Sketch or chartlet showing the survey area and Abstract of Times of Hydrography are attached.

Tide/water level data are required within 45 days of this receipt. If this schedule cannot be met, please advise the COTR at 301-713-2698 x114.

cc: COTR