**NWS Spot Forecast Request Page Instructional Two-Pager**

**Introduction:** The National Weather Service produces a wide variety of forecasts around the clock using a database consisting of thousands of forecast points. Extra meteorological detail can be added to any of these forecast points via a Spot Forecast. A Spot Forecast is a detailed site-specific forecast issued for wildfires, prescribed burns, HAZMAT incidents, search and rescue operations, and etc. and available upon request anytime. The following steps are a guide for requesting and receiving a spot forecast and complement the more detailed NWS\_Online\_Spot\_Program\_Part1 Powerpoint Presentation.

1. Go to <www.weather.gov/spot>. There are two buttons at the bottom on this page: Submit Spot Request and Monitor Spot Forecasts. Choose the **Submit Spot Request Button**.

2. In Page 1 of a Spot Forecast Request, **establish a location** in one of two ways (using Option A or B). For option A, enter location in the blue “Enter Location” box using a street address, zip code, city, state, or a latitude and longitude. Select the PLOT ADDRESS button. Or skip to Option B and directly enter the Latitude and Longitude in Decimal Degrees or Degree Minute Seconds (Use WGS84/NAD83 coordinates) and click plot or enter via United States National Grid (USNG) and then click plot. The elevation is determined by the Latitude and Longitude value, but can be changed later on Page 2 if it is in error. Fine tune your point by zooming in/out on the map until you find the spot you are looking for and move the red pointer as needed. You can change the map to Satellite view for more detail. *NOTE – when moving the pointer around on the map, information related to the latitude and longitude will automatically adjust in the blue boxes as well as providing you with the elevation.*

3. At the bottom of Page 1 of a Spot Forecast Request, in Step 2 **select the Incident Type** for the Request. One the Incident Type is selected, click the **Generate A Spot Request b**utton.

4. On Page 2 of a Spot Forecast Request, enter in the **Spot Request Contact Information** and any other boxes shaded in red at a minimum. In the Location box, ensure that the location and elevation information are correct based on what was chosen on Page 1 of the Spot Forecast Request. If the incident has a range in elevations, enter the TOP and BOTTOM elevations here. Wildfire and Prescribed Burn Requests have a Fire Weather Supplemental Information Box that is not required, however, any additional information added in that box will aid in providing the best forecast possible.

5. Below on Page 2 of Spot Forecast Request is where **Forecast Information** is requested. Check the **Deliver Forecast** Date & TIME, **Forecast Starting** Date & Time (use pulldowns to change times)(local time 00:00 = midnight, 12:00 = noon, 18:00 = 6pm). Ensure the **TIMEZONE** is correct. In the **NOAA Hysplit Model** box (tracks where smoke, particulates, chemicals may go over time), is defaulted to no, but select yes or no if you would like a run of the model emailed to you. In the **Remarks** box, provide any additional relevant information related to incident. Lastly, select the elements you want included in the forecast. Choose by element, day, or all periods.

6. In the **Observations** box, input any observations for the Incident site or leave blank if no observations are available. The fields in yellow are required as is at least one weather element.

7. In the **Submit Spot Request** box, select the Submit Request box to submit the request.

8. Please **Call NWS Jackson, KY** at 606-666-5636 to ensure receipt of the request.

9. Once you submit the spot request, the **NWS Spot Forecast Monitor page** opens. There will be a pin for the location of the spot. Note you may see other pins for current/previous spot requests. Zooming in/out will change which spot requests are displayed. Note the Spot Monitor Legend to the right of the map. The green color indicates your spot request is pending and the NWS is working on the forecast. Below the map under Active Spot Forecast is the submitted spot request. If a change needs to be made to the request or there is observation to submit, use the links under the Actions column.

10. Zoom in on the map and click the pin for additional information. Click the **Permalink** for the page bookmark and copy this web address in the browser to share with anyone else that may need information related to the spot or to view the spot.

11. When a **forecast is completed**, the pin color will change to red indicating forecast is complete. Click the name of your request in the Active Spot Forecasts section below the map to view the forecast.

12. The **forecast page** will show you the data you input for the spot as well as two maps showing the location of the spot request. Note – to ensure you have received the forecast you likely will receive a call from the NWS. Feel free to call NWS Jackson, KY or your local NWS office if you have any questions related to the forecast.

13. At the bottom of the forecast is a section for feedback. It is encouraged to leave feedback related to the forecast and/or how the operations fared. It will help us improve our forecasts and services for future spot requests. Other actions are available at the bottom of the page and explained in 14.

14. Links at the bottom of the page that may be of value to you include:

* + *Printer Friendly Version of Forecast – self explanatory*
	+ *Back to Forecast Monitor – a link back to the NWS Spot Forecast Monitor page.*
	+ *Copy Info to Spot Request for a New Incident: takes you to the spot request page to select a location, but has the spot request contact information from your last spot.*
	+ *Copy Info to New Spot Request for this Incident: keeps location and contact information you entered for this spot to expedite the process of submitting a new spot quicker.*
	+ *Request Immediate Forecast Update: if forecast is not representative and you need an update. You will be taken to a page that gives you a chance to submit a weather observation if you have one. If not, click the “Request Update” button to submit the request for a new spot forecast.*
* *Delete Request: use this link to delete the spot forecast request altogether.*