

**Cooperative Observer Program  
Planned Product Improvement  
Operational Implementation (OI) Check List**

Planned Product Improvement: Fischer-Porter Rebuild (FPR-D)

Location (COOP Station Number and Name): \_\_\_\_\_

Office Completing this Check List: \_\_\_\_\_ Date: \_\_\_\_\_

Item #	Item Description	OPR	Date
<b>1. Pre-OI Operational Support Activities</b>			
a.	Select F&P sites to rebuild from HQ 'FPR Designated Sites Spreadsheet'	WFO	
b.	Submit 'FPR Pre-Implementation Worksheet' with Projected Dates, to OS7	WFO	
<b>2. OI Installation Activities</b>			
a.	Assemble FPR-1 Kit in field office	WFO	
b.	Install and checkout FPR-1 in accordance with MOD NOTE	WFO	
<b>3. OI Monitoring and Coordination Activities</b>			
a.	Generate a Site Inspection Report in CSSA	WFO	
b.	Transmit a notification message (TIN) on AWIPS	WFO	
c.	Establish a WFO Log Sheet to track Memory Cards received and mailed.	WFO	
<b>4. Post OI Activities</b>			
a.	Ensure data capture for transition month. Decode final month of F&P data from B-18 (i.e., partial month) and enter hourly and daily totals to Form 791D. E-mail to Stu Hinson (NCDC)	WFO	
b.	Submit new rendition B44 to Workflow to identify the FPR equipment	WFO	
c.	Dispose of old equipment in accordance with installation instructions.	WFO	
d.	Verify NCDC received HPD files – next day after FTP transmission	WFO	
e.	FAX the MIC-signed OI Certificate to Tom Trunk (OS7) only after all FPR-Ds have been implemented and NCDC has received data files.	WFO	

**Instruction:** The NWSREP fills-out one checklist per each rain gauge he/she modernizes and notes the date of the completed action. When all designated gauges are modernized to FPR-D, then NWSREP submits them to MIC with OI Certificate, for signature.