

NWS JAX SPOT Forecast Job Sheet

NWS JAX supports federal, state, and local [Core Partners](#) who submit SPOT forecast requests & request a “Met Watch.” The NWS does not assume event safety responsibility where a SPOT forecast is requested. The SPOT forecast is a location specific forecast for an event or incident prepared by an NWS meteorologist.

1. Go to the website: <https://spot.weather.gov/new-request>
2. Select the event/incident location. You can click on the location on the map or enter the address or lat/lon. Location fields will auto-populate based on your selection. If address and/or coordinates are known, you may enter those.
3. Select incident type (type determines available weather parameters).
4. Click on “Generate a SPOT Request,” next webpage loads.
5. SPOT Request Contact Info: **Complete all ‘pink’ fields.** Enter incident name, requesting agency & the event POC (the person the NWS can contact if needed). The email provided will receive the completed SPOT forecast. Multiple emails can be provided.
 - a. If your event is a fire, you will be required to enter other parameters. Below are recommendations:
 - i. Approximate Size in acres
 - ii. Aspect - enter ‘south’
 - iii. Fuel type - enter ‘southern rough’ ([reference](#))
 - iv. Fuel Sheltering - enter ‘partial’ (or sheltered or unsheltered)
6. Location: Carries over lat/lon from Step 1 (you do not need to adjust).
7. Forecast Information: Deliver Forecast (choose when you need SPOT in your inbox), Forecast Starting (choose when you need forecast to begin). If immediate need, click on “Deliver as soon as possible.”
8. Forecast Format: Choose the hourly frequency of forecast data (can leave default as 1 hour), what periods you need forecast data (can select all) & which forecast elements you need (can select all).
9. NOAA Hysplit: Forecast plume trajectory if a plume-event occurred at your specified location & time. If “Yes” is selected, an image of potential plume trajectories at 3 different elevations will be emailed to the email address(es) provided.
10. Remarks Section: If there are additional forecast concerns/needs, list in this section. (Examples may include: Max Heat Index, Max Wind Gust Concern, sea breeze wind shift timing, etc.). The forecaster will address this specifically in the “Discussion” part of the SPOT.
11. Observation Section - Optional.
12. In the bottom left, click on “Submit Request.” Once the SPOT is complete, it will be sent by email and available at the website: <https://spot.weather.gov/> Scroll below the map & click on the ID of the SPOT.

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