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# State of New Hampshire

DEPARTMENT OF SAFETY

*Division of Fire Safety*

*Office of the State Fire Marshal*

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2020-09	NHFIRS DATA SUBMISSION POLICY			08/4/2020
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## History and Scope:

As required by NH State Law, fire departments have been submitting monthly fire incident data to the NH State Fire Marshal's Office to comply with NHFIRS. The submission method has evolved over the years from paper forms, to diskettes to electronic means. Currently, the office mostly receives fire service emergency incident data files via e-mail attachments. While this method works well, the increasing occurrence of fraudulent access to e-mail accounts creates some concern about the security of this method. This bulletin shall serve to introduce a new secure method of data transmission, which is also HIPAA compliant.

## Secure File Transfer Protocol (SFTP) Method:

The State of New Hampshire operates a SFTP site and the NH State Fire Marshal's Office administers a special NHFIRS section of that site. Each fire department in the state will be granted a department specific account and log-in to this site. This log-in will provide access to a department account, which will be managed by designated members of the department. Only one account and log-in will be issued per department. When the account is initially created for a department, the system will designate a specific folder for that department. Only that department and the NHFMO will have access to the data within that folder. Once the department has created their account, they will be directed to use this secure transfer method only for all data submission to NHFIRS.

## Registering for an Account

Fire departments can register for an account by sending the following information in an e-mail to the NH State Fire Marshal's Office NHFIRS e-mail account ([nhfirs@dos.nh.gov](mailto:nhfirs@dos.nh.gov)) with the following information included:

Subject Line: SFTP Account Request

The body of the E-mail must contain all of the following:

- Fire department name
- Fire chief's name
- Name of the person submitting the registration (if other than chief)
- E-Mail address that will be registered to the account
- Phone number(s) for members designated as account users

The NH State Fire Marshal's Office NHFIRS section will create the department account and notify the registrant of their log-on credentials. An instructional document will then be e-mailed to the submitter containing the proper procedures for the initial log in to the system.