UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

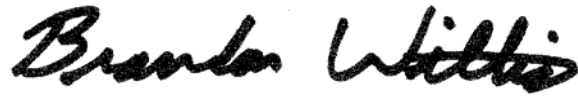| |
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| **Notice DP-215** |

For: State and County Offices

Updating the Food, Feed, Seed and Fertilizer (FFSF) Facilities Geospatial Point Layer

Approved by: Deputy Administrator, Farm Programs

Brandon Willis

1 Overview

A Background

The Food, Feed, and Seed Facility Listing and Fertilizer Facility Listing are records of FFSF facilities essential to the U.S. in response to a national emergency.

FFSF facility listing records are currently:

- stored by ITSD
- updated though State and County Office requests.

State and County Offices shall update the FFSF geospatial point layer based on the **2008 FFSF facility listing records**. The existing geospatial facility point layer, combined with the updated 2008 FFSF facility listing records, will be used for any future emergency program needs.

B Purpose

This notice informs State and County Offices to:

- use ArcMap CLU Maintenance Tool's Inventory toolbar to update, maintain, and transfer a geospatial point shapefile (.shp) as defined

- update, maintain, and perform additional tasks for the new geospatial datasets, such as geodata and metadata management on an annual basis

- complete tasks in this notice by **COB September 30, 2009**

Disposal Date	Distribution
December 1, 2009	State Offices; State Offices relay to County Offices

1   Overview (Continued)

B   Purpose (Continued)

- use the 2008 Food, Feed, and Seed Facility Listing and Fertilizer Facility Listing received from ITSD for this project

- continue updating FFSF facility listings by submitting FSA-249's and FSA-250's according to 1-DP, paragraphs 123 and 140.

2   County Office Action

A   Updating FFSF Facility Listings

All discrepancies in the 2008 FFSF facility listings shall be verified and updated immediately when identified through this project according to 1-DP, paragraphs 123 and 140. Discrepancies include, but are not limited to, the following:

- adding new facilities
- deleting old facilities
- verifying or modifying addresses.

B   Determining Geospatial Facility Point Locations

County Offices shall determine point locations for each FFSF facility located within the county and contained on the 2008 FFSF facility listing printouts received from ITSD. The Inventory Tool, contained in the CLU Maintenance Tool and used with most recent digital imagery, will enable users to visually locate and digitize this dataset from their computer. This point feature dataset will be saved as an updated shapefile along with an updated metadata text file associated to it. Step-by-step instructions for determining point locations and attribute content correction for each FFSF facility located within the county are contained in Exhibit 1. When determining point locations, County Offices shall use the most recent NAIP 1 or 2 meter or base replacement ORTHO imagery file available.

Note: County Offices shall **not** perform a separate on-site inspection to verify facility site operations, status, or location for this project. However, County Offices shall take advantage of site verification while on other official field duties.

C   Populating the Facility Point Layer Attribute Table

See Exhibit 1 for instructions for creating and updating point attribute data for digitized facilities.

County Offices will update 2 point attribute fields where applicable after any point placement.

2   County Office Action (Continued)

C   Populating the Facility Point Layer Attribute Table (Continued)

The following describes the 2 field headings County Offices shall create and the information to be entered into those fields.

Field Name	Data Description
"FacSerNo"	Enter the unique 9-digit facility serial number (FacSerNo) from the 2008 facility listings. Facility serial numbers are issued by State Offices and represents a 4-digit ID number following the State and county code.
"FacType"	Enter either facility type (FacType), as applicable: • "1", if on Food, Feed, and Seed Facility Listing • "2", if on Fertilizer Facility Listing.

Note: ArcMap will automatically populate 3 additional attribute fields ("FID", "Shape", and "ID") that shall **not** be edited by County Offices.

D   Processing New Facility Sites

County Offices shall:

• determine point coordinates for new FFSF facility sites that are **not** on the 2008 facility listings and submit FSA-249's and/or FSA-250's, as applicable, to Kansas City through their State Office, to update facility listing records for the following year

• continue to populate the "FacType" and "FacSerNo" fields after contacting the State Office to obtain the next available sequential facility serial number

   Note: The county level geospatial point file is stored on the shared server of the administering Service Center and located at **F:\geodata\disaster_events\fsa_facilities**.   All updates are maintained on this file that will be transferred periodically to the State Office for further data management.

• **not** determine point coordinates for FFSF facility sites that are no longer operational but still shown on FFSF facility listings.

   Note: County Offices shall submit FSA-249's and/or FSA-250's to Kansas City, through their State Office, to remove old FFSF facility listings from the database.
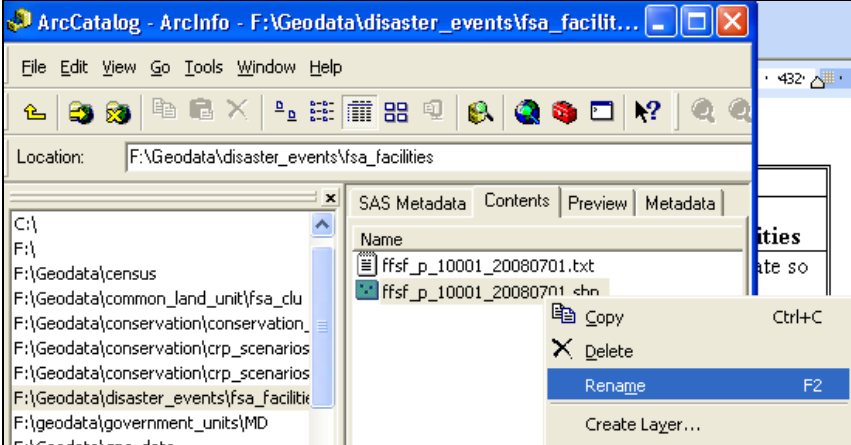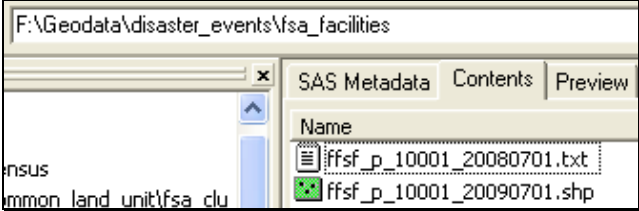
E   Updating and Managing the FFSF Point Layer File Naming Convention

County Offices will continue to use the unique naming convention created in phase 1 of the FFSF project, however, the date and year needs to be changed to reflect the updated file version. Complete this action whenever updates to the shapefile are needed.

2   County Office Action (Continued)

E   Updating and Managing the FFSF Point Layer File Naming Convention (Continued)

A quick way to rename the 2008 FFSF file is to use ArcCatalog. When renaming the shapefile in ArcCatalog, ancillary files associated with the item are also renamed. The content must, however, be updated and the metadata file (Word, WordPad, NotePad) renamed separately, to reflect updated 2008 FFSF listings information.

Step	Action
1	Open ArcCatalog and navigate to **f:\geodata\disaster_events\fsa_facilities**.
2	CLICK "Shapefile", then right click and CLICK "Rename" (highlighted) to rename to current date to reflect the date the FFSF shapefile was last edited.
3	Rename the FFSF shapefile.

Example: The Kent County, Delaware FFSF shapefile, last modified on July 1, 2009, would be renamed as "**ffsf_p_10001_20090701.shp**".

F   Saving the FFSF Facilities ArcGIS Map Document .mxd (Project) File

ArcGIS (.mxd) project files are created when opening the software to create, update, and save geospatial datasets. These ArcGIS files do:

- **not** store geospatial data or layers
- store property information about the project.

2   County Office Action (Continued)

F   Saving the FFSF Facilities ArcGIS Map Document .mxd (Project) File (Continued)

Users assigned to manage this FFSF layer will:

- create a new ArcGIS project file
- complete this action on an annual basis
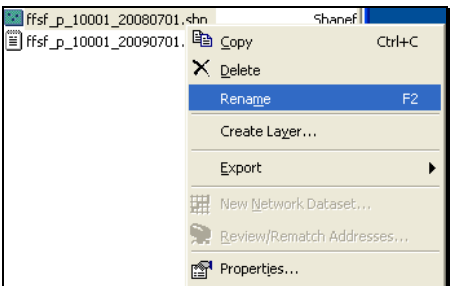- contact the State GIS Specialist if help is needed.

Save the FFSF Facilities ArcGIS Map Document .mxd (Project) File according to the following.

Step	Action	
1	Navigate to **f:\geodata\disaster_events\fsa_facilities**.	
2	Name the new ArcGIS project file as follows.	
	Portion	**Definition**
	Ffsf	Always the 1st letter from each of the 4 facility types.
	<ssccc>	Insert State and county code.
	.mxd	Always computer-generated file extension.

Example: The Kent County, Delaware, ArcGIS project file would be named as "**ffsf_10001.mxd**".
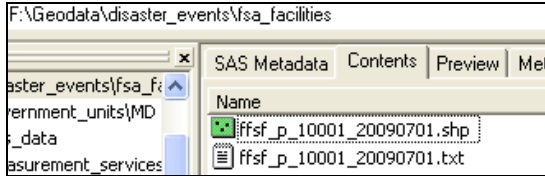
G   Metadata File

The metadata file shall be updated to reflect the 2008 FFSF listing information. The metadata file (Word, WordPad, NotePad, or other file types) shall also reflect the same file naming convention as the FFSF point later shapefile. Complete this action on an annual basis according to the following.

Step	Action
1	Open ArcCatalog and navigate to **f:\geodata\disaster_events\fsa_facilities**.
2	Select metadata file, right click and CLICK "Rename" (highlighted) to rename to current date to reflect the date the FFSF shapefile was last edited.

2   County Office Action (Continued)

    G   Metadata File (Continued)

Step	Action
3	Rename the metadata file to reflect the date the ffsf shapefile was last edited.
4	Open the metadata file (double click file) and revise contents to reflect the new 2008 FFSF listing information.

    H   Verify FFSF Listings and Point Layer Accuracy

County Offices shall verify and update all mismatched records in both the geospatial point feature shapefile and ArcGIS project file to ensure complete and accurate datasets.

Examples: Mismatched record examples include but are not limited to:

- geospatial point feature shapefile created for a new FFSF facility, but FSA-249/FSA-250 has not been processed by Kansas City

- geospatial point feature shapefile was not created for an existing FFSF facility because the site/facility exists but ceased operations, but FSA-249/FSA-250 to delete the existing FFSF facility has not been processed by Kansas City

- FSA-249/FSA-250 to add a new or delete an existing FFSF facility was processed, but the geospatial point feature shapefile was not created in or was removed from the geospatial point file.

County Offices shall send an e-mail to their State Office GIS Specialist/Coordinator informing them that the FFSF facility geospatial point feature shapefile has been completed and saved in **F:\geodata\disaster_events\fsa_facilities** for State Office retrieval.

Any questions for assistance or questions about to this notice shall be directed to State Office GIS Coordinators/Specialists.

3   State Office Action

A   Retrieving and Managing, County FFSF Shapefiles

State Office GIS Specialist or Coordinator shall:

- continue to archive, by **year,** all county FFSF shapefiles equivalent to the Service Centers as they were received and merged as State FFSF shapefiles

- copy the FFSF facility listings geospatial point feature shapefile from each County Office server by remote access through the State Office server

    Note: The file extensions **.shp**, **.shx**, **.dbf**, and **.prj** are required when the FFSF facility listings geospatial point feature shapefiles are copied, to ensure that the shapefile will open with the ArcGIS software.

- use the ArcGIS (ArcToolbox) merge tool or model builder function to combine all Service Center geospatial point feature shapefiles into 1 State FFSF facility geospatial point feature shapefile – using the predominant UTM zone for the State and name the shapefile **ffsf_p_<ss>yyyy.shp**

    Note: The following provides naming convention portion definitions.

Portion	Definition
ffsf	Always the 1st letter from each of the 4 facility types.
p	Always "p" for point feature type.
<ss>	Insert State (numeric) code.
yyyy	Insert date as 4-digit year.
.shp	Always computer generated file extension.

    Example: The merged shapefile for Delaware, created for 2009, would be "**ffsf_p_10_2009.shp**".

- ensure that all County Office shapefiles were retrieved correctly, named correctly, and no data was lost when files were retrieved and merged

- create the merged 2009 shapefile in a directory structure equivalent to the Service Centers "**F:\geodata\project_data\fsa\ffsf**" directory structure

- archive and manage the merged 2009 shapefiles in 1 of the following:

    - to a CD-RW, DVD, or external thumb drive

    - in "**F:\geodata\project_data\fsa\ffsf\year**" directory structure – as defined by the Manual for Managing Geospatial Datasets in Service Centers

    - in a geodatabase under the "**F:\geodata\project_data\fsa\ffsf\year**" directory structure

3   State Office Action (Continued)

A   Retrieving and Managing, County FFSF Shapefiles (Continued)
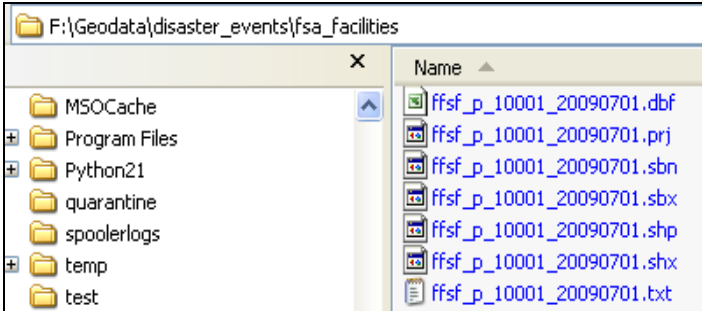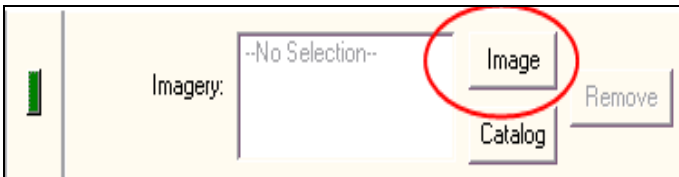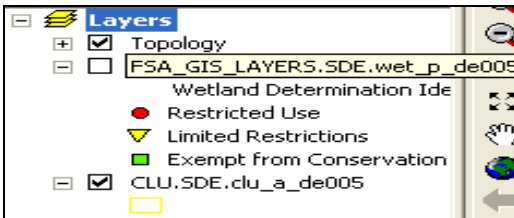
- Winzip and encrypt the merged FFSF shapefile and name the file <ST_FFSF_YEAR> (Example: **DE_FFSF_2009.zip**)

- e-mail the Winzipped and encrypted file to Alison Lenz, PECD at **alison.lenz@wdc.usda.gov**

- contact Alison Lenz, PECD at 202-720-6194 with the encrypted password.

  Note: State GIS Coordinators or Specialists with any questions or concerns about the contents of this notice shall contact Alison Lenz, PECD by either of the following:
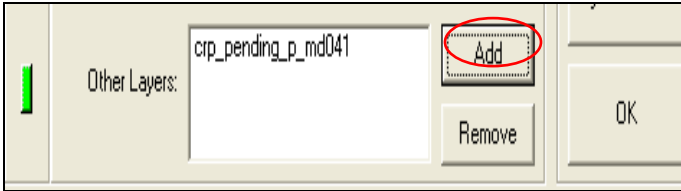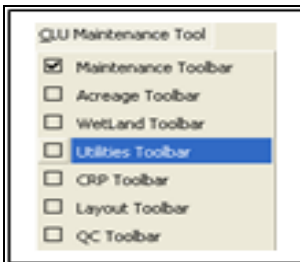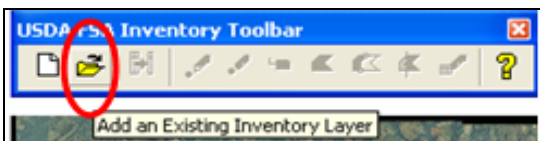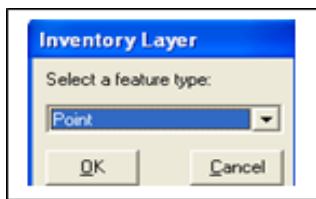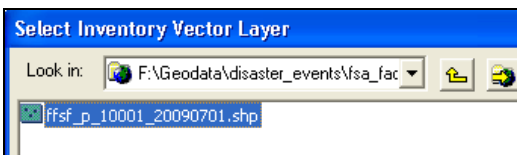
  - e-mail at **alison.lenz@wdc.usda.gov**
  - telephone at 202-720-6194.

Updating the Facility Point Layer Using ArcMap CLU Maintenance Tool
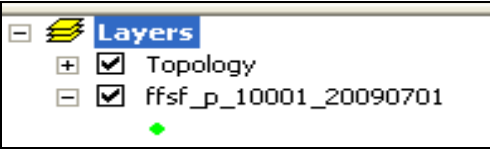
County Offices shall update the FFSF point layer according to the following.

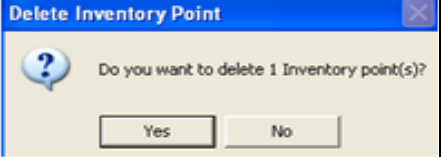| Step	Action
1	Open a Windows Explorer window and verify the existence of the updated 2008 FFSF point layer file located in the directory structure **F:\geodata\disaster_events\fsa_facilities.** Example **ffsf_p_<ssccc>_2009mmdd.shp**.
2	Minimize or close Windows Explorer.
3	**Open a CLU Maintenance Tool Map Document**. Navigate to **ArcMap** (CLICK "Start", "All Programs", "ArcGIS", and "ArcMap"). CLICK "**CLU Maintenance Tool**" and "**Start Using ArcMap**". **Note:** The following directions are for the ArcGIS 9.X environment, using the CLU Maintenance Tool application.
4	CLICK "**CLU Control Panel**".
5	Add the most recent NAIP 1-meter or certified ORTHO 1-meter base replacement imagery in the **Imagery** Section of the Control Panel. CLICK "**Image**" and navigate to the location of the imagery file. CLICK "**Add"**.
6	Uncheck the wetland point layer in the Table of Contents.

Updating the Facility Point Layer Using ArcMap CLU Maintenance Tool (Continued)

Step	Action
7	If needed, use the "CLU Control Panel" to remove any inventory layers from the project, as only 1 layer can be loaded at a time. Other Layers: crp_pending_p_md041 [Add] [Remove] [OK]
8	In the **CLU Maintenance Tool** drop-down menu, CLICK "**Utilities Toolbar**". CLU Maintenance Tool ☑ Maintenance Toolbar ☐ Acreage Toolbar ☐ WetLand Toolbar ☐ Utilities Toolbar ☐ CRP Toolbar ☐ Layout Toolbar ☐ QC Toolbar
9	On the "**USDA Utilities Toolbar**", CLICK "**FSA Inventory Tools**".
10	On the "**FSA Inventory Toolbar**", CLICK "**Add an Existing Inventory Layer**".
11	In the "Inventory Layer" dialog box: • select "point" as the desired feature type Inventory Layer — Select a feature type: Point [OK] [Cancel] • navigate to directory structure **F:\geodata\disaster_events\fsa_facilities**.
12	Select the file "**ffsf_p_<ssccc>_2009mmdd.shp**" (single click) and CLICK "**Add**". Select Inventory Vector Layer — Look in: F:\Geodata\disaster_events\fsa_fac — ffsf_p_10001_20090701.shp **Note:** If managing more than 1 county, select the file based on county fips code.

Updating the Facility Point Layer Using ArcMap CLU Maintenance Tool (Continued)

Step	Action
13	The FFSF point layer will now display in the table of contents. With the layer loaded, the inventory toolbar editing buttons now become active.
14	Zoom in to a scale of 1:4800 or less to ensure that the FFSF point feature layer is visible in the Arc Map workspace.
15	Navigate to the FFSF facility to be edited, captured, or deleted. Pan, Query by Selection by Attributes, or use the FFSF Attribute Table and select an individual record. **Note:** Contact your State GIS Specialist if help is needed.
16	The **Inventory Toolbar Editing Buttons** are: • **Attribute Feature Tool** (Update current information) • **Add Inventory Point** (New Facility)**.** Click the location where the point is to be placed, directly on top of the FFSF facility structure, as seen on the imagery. An "Identify/Edit Results" dialog box will be displayed so that the following attribute data may be entered: • in the "**FacSerNo"** field, enter the corresponding facility serial number, as listed in the Facility Listings provided by ITSD • in the "**FacType"** field, ENTER: • "1", if facility in on Food, Feed, and Seed Facility Listing • "2", if facility is on Fertilizer Facility Listing • CLICK "**Apply**". The message, "Do you want to save your edits?", will be displayed, CLICK "**Yes**". **Note:** "**FID**", "**Shape**", and "**ID**" fields will automatically be generated and do not require user input.

Updating the Facility Point Layer Using ArcMap CLU Maintenance Tool (Continued)

Step	Action
17	**Delete Inventory Point** (Delete Facility) For obsolete facilities that need to be deleted (no longer in business or at that location), click the **Delete Inventory Point** button. Move the cursor over an existing point and click to select the point to delete or drag a bounding box around several points to delete selected points. A "**Delete Inventory Point**" dialog box will be displayed. CLICK "Yes" to delete FFSF point or "No" to cancel action.
18	Navigate to next FFSF facility that requires editing or a new point and repeat step 15 until all county facilities have been edited or added to the FFSF point layer shapefile.
19	Save the ArcMap project as "ffsf_<ssccc>.mxd, in the directory **F:geodata\disaster_events\fsa_facilities**
20	Ensure metadata file has been renamed, updated, and stored along with the FFSF point layer shapefile.
21	Close the map document .mxd file and ArcMap.