

For: County Offices

CLU Labeling and Map Creation

Approved by: State Executive Director



1 Overview

A Background

One of the final steps in the CLU certification process requires that producers be notified of changes in acres and provided a photocopy of land they own and/or operate. Handbook 2-CP (Rev. 15), Amendment 35, contains instructions for labeling CLU's.

B Purpose

The purpose of this notice is to clarify some of the steps in the CLU labeling process as well as to provide instructions for creating section maps once the labeling has been completed.

2 Initial Setup

A Download

The newest version of the clu utilities extension which contains updated labeling tools must be downloaded. Download clu utilities.avx from <http://fsagis.usda.gov/fsagis/tools/tools.cfm> to your C:\temp folder. Next, copy the file from C:\temp to:

C:\ESRI\AV_GIS30\ARCVIEW\EXT32.

Note: When asked if you'd like to replace the current file with the newer one, answer yes.

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2 Initial Setup (Continued)

B Create Folder

Create a folder to store the labeling project files. In Oklahoma we will initially store these files on the C drive of the high end being used for the labeling project.

Advanced users: verify or create the following folder structure:
C:\geodata\project_data\fsa\labeling project

Other users please follow these steps:

Double Click “My Computer”

Double Click “Local Disk (C:)”

Double Click “**geodata**”

Double Click “project_data” (if it does not exist, create it by selecting “Make a new folder” from the File and Folder Tasks window on the left side of the screen, then name the new folder **project_data**)

Double Click “fsa” (if it does not exist, create one as above, naming it **fsa**)

With the “fsa” folder open, select “Make a new folder” and name it **labeling project**

If you are a combined county office, create a folder for each county under “labeling project” and name the folder with the county name.

Example:

C:\geodata\project_data\fsa\labeling project\Rogers

C:\geodata\project_data\fsa\labeling project\Tulsa

C Copy CLU

Copy the following files from the C:\geodata\common_land_unit folder to the new folder you just created, C:\geodata\project_data\fsa\labeling project. (multi-county offices, copy to applicable location.)

Files to copy:

clu_a_ok999.dbf

clu_a_ok999.shp

clu_a_ok999.shx

wet_p_ok999.dbf

wet_p_ok999.shp

wet_p_ok999.shx

crp_t_ok999.dbf

(999 = your county code)

Instructions for the above are on the following page:

2 Initial Setup (Continued)

C Copy CLU (continued)

Copy the files as listed on the previous page as follows:

Double Click “My Computer”

Double Click “Local Disk (C:)”

Double Click “geodata”

Double Click “common_land_unit”

Select the files listed above, by clicking directly on the filename, holding down the “Ctrl” key, and single clicking on each of the remaining files to be copied.

Once all have been selected, on the left side of your screen choose “Copy the selected items” from the File and Folder tasks window, then select the location to copy them to (C:\geodata\project_data\fsa\labeling project).
Select “Copy”.

D Creating the CLU Labeling Project

Follow 2-CP, (Rev. 15), subparagraph 506.5 C, to create a labeling project, noting the following:

Step 9: Select “Yes”

Step 13: Change to: “maneuver to **C:\geodata\project_data\fsa\labeling project**”

Step 17: the drive will be C rather than F

Step 20: the plss layer will be located in **C:\geodata\cadastral**
wetland layer: **C:\geodata\project_data\fsa\labeling project**
imagery: C:\geodata\imagery

Step 22: Dissolve the “Tract” boundary according to subparagraph 506.5 E, noting that on step 9, the output file will be stored in:

C:\geodata\project_data\fsa\labeling project

E Preparing to Label CRP

As part of the labeling process, we will label fields enrolled in CRP. In order to do this, a new field (or column) must be created in the clu table.

Open the theme table in your labeling project, making sure CLU Boundary is the active theme. Select “Table”, and select “Start Editing”.

Select “Edit”, and select “Add Field”.

Name the new field “CRP” (without the quotes).

Change the type to “string”.

Select “OK”.

Make sure the CRP table is joined to the clu theme according to subparagraph 506.5 I, step 1.

2 Initial Setup (Continued)

E Preparing to Label CRP (continued)

Next, you will query out any field (clu) that contains CRP.

Select the “Query Builder” (the hammer) from the tool bar. Double click “Acres”, single click “>”, and type in a zero (0). Select “New Set”. You should now have all fields with a CRP contract highlighted.

Next, you will enter “CRP” in the CRP column for the selected fields.

In the theme table, highlight the field (column) “CRP”. Select the “calculate” button from the tool bar. In the lower left portion of the window note that CRP= is already set. In the space below that, type a quotation mark, CRP, quotation mark (“CRP”). Change the type to “string” in the upper center portion of the window. Select OK. Select Table, select Stop Editing, and answer “Yes” when asked if you wish to save edits.

3 Digital Map Labeling

A Labeling Tracts

With the labeling project open, make the “tracts” theme the active theme. Run a query to select all tract numbers less than 6666666. Return to the “View” and zoom to map scale (7920). Open the multi-item labeler making sure that the tracts theme is the one selected to label, select Properties and set them as indicated in step 19 of subparagraph 506.5 I. Next, set the items to Tract (with pretext of T) and Max_Farmnb. Select “Auto Label”. Once the tracts have been auto labeled, open the Theme Definition Tool and select “Save Labels”.

B The Labeling Process

Follow 2-CP, subparagraph 506.5 I through L to complete the labeling project.

Note: 506.5 I, step 10 should read:

	CLU Number (Clunbr)
	Calc Acres
*	Hel_def.
*	CRP

C Map Printing

The Theme Definition Tool and the PLSS/Section Map Maker will be used to print maps. The tract will be selected using the Theme Definition Tool, the section will be selected and then the map will be printed using the PLSS Section Map Maker.