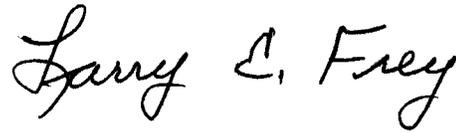


For: Oregon County Offices

GIS/CLU Certification Training Checklist, Progress Report, and Misc.

Approved by: Larry Frey, State Executive Director



1 Overview

A

Purpose

To issue procedure for reporting progress on CLU Maintenance, issue the Certification and Training Site Visit Checklist and provide guidance on miscellaneous operations.

B

Background

There is a need to report the progress each county is making on the CLU Certification Process using a uniform reporting system and checklist.

Disposal Date:

November 1, 2003
11/25/02

Distribution:

Oregon County Offices,

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2 Training Site Visit

A Training

There will be one-on-one GIS Maintenance Training conducted in the county office.

The checklist in exhibit one of this notice will be used to document this training.

A copy of this form shall be submitted to the Oregon State Office within 5 working days of the site visit.

3 Certification of the CLU Layer

A Certification Checklist

Review paragraph 62 in handbook 8-CM and handbook 2-CP Part 5 Section 2.

Use the Certification Checklist in exhibit two of this notice. Once the items are completed on this checklist, the CED will sign the checklist form and send a copy to the State Office.

When received, the state office will schedule a date to review the data transfer to the CLU theme.

4 Progress Report

A CED & PTs

CEDs and PTs for those counties that have received your CLU layer shall complete exhibit three, the Monthly GIS/CLU Maintenance Progress Report and send an electronic report to fred.ringer@or.usda.gov with a copy to your District Director no later than the third working day of the month. This report is cumulative up to the end of November then report each month's activity thereafter.

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4 Progress Report, Continued

B DDs will monitor the progress and reporting activities.
DDs

The attached exhibits have been sent out electronically to COFs via email.

Contact Lee Go or Fred Ringer if you have questions regarding this notice.

5 Geodata Administrators

A Ian Reed of NRCS has been designated as the State Geodata administrator
State according to the Geospatial Manual (Version 3.0). He has the authorities and the responsibility to load themes on the server and manage them for USDA.

B The CED and a PT in each county office have been designated as the FSA
Counties Geodata Administrators according to the Geospatial Manual (Version 3.0) the authorities and the responsibilities are listed in this handbook.

6 Data Projection

A Many of you may have been contacted about the sharing of the information
Projections etc. that we have in our system. Here is the data projection that is needed for any data theme being brought in:

UTM 10-11 NAD 83

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Exhibit 1

GIS CLU SITE VISIT & TRAINING CHECKLIST

Date: _____

County: _____

Instructor: _____

COF Contact: _____

Item	Action	Comments
Software	Verify Latest Version	
Hardware	Verify	
Server Geospatial Data	Verify Geodata Structure	
CLU Layer	Latest Version	
GIS	Review & Train	
CLU Maintenance	Review & Train	
CLU Certification Checklist	Review Progress	
8-CM Par. 63	Review & Discuss	
2-CP Section 2 Certification	Review & Discuss	
Tract Photos	Review	
Identify Additional Needs		
Other		

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Exhibit 2

Oregon GIS/CLU Certification Checklist Handbooks 8-CM & 2-CP

Phase 1:	Verification	Date
1.	High End Computer installed	_____
2.	ArcView Software installed	_____
3.	Mr. Sid Mosaic installed	_____
4.	CLU Layer installed	_____
5.	GIS/CLU Maintenance Training Received	_____
6.	Establish CLU backup assignments and schedule	_____
	<ul style="list-style-type: none"> • Backups _____ 	_____

Action per handbook 2-CP paragraph 501	Complete Date								
7. Required attributes completed in the CLU layer and related tables reflect current records									
8. All certified wetland points identified and attributed									
9. All CRP land attributed									
10. All other points (such as conservation practices identified on hard copy maps identified on the CLU's with generic point tool	N/A								
11. CLU maintenance tool, quality control process complete and any errors corrected (set GIS vs. FSA acreage set at tolerance 3 percent or .5 acres)									
12. Review and update any incomplete line work missed by digitizing center.									
13. Resolve any comment box issues (comments made by the digitizers using the standardized list of comments developed for Oregon Digitizing Standards). <ul style="list-style-type: none"> • Open Theme Table of CLU • Highlight field name "Comments" and sort ascending • Refer to standardized comments document 									
14. Official acres from hard copy maps attributed in CLU attribute table									
15. Perform the following QC functions and correct the problem(s): <table border="0" style="width: 100%; margin-left: 40px;"> <tr> <td>1. Clean</td> <td>2. Multi Part</td> </tr> <tr> <td>3. Void</td> <td>4. Sliver</td> </tr> <tr> <td>5. Overlaps</td> <td>6. Tract/Farm Ratio</td> </tr> <tr> <td>7. Tract/CLU Ratio</td> <td></td> </tr> </table>	1. Clean	2. Multi Part	3. Void	4. Sliver	5. Overlaps	6. Tract/Farm Ratio	7. Tract/CLU Ratio		
1. Clean	2. Multi Part								
3. Void	4. Sliver								
5. Overlaps	6. Tract/Farm Ratio								
7. Tract/CLU Ratio									
16. Check CLU table for errors in State and county codes, farm, tract, and CLU numbers with 0's and 999's									
17. Update the CLU layer with reconstitution's after the maps were sent to the digitizing site.									
18. Have producers been notified of changes in cropland and ag-use acres according to paragraph 501G, 2-CP									
19. Have producers request for redeterminations been settled									

20. As the Service Center CLU Data Manager, I certify the above actions have been Performed _____
21. As the State CLU Data Manager, I certify a review of data transfer had been preformed and the CLU and underlying orthophotography layer is now certified as the Official USDA photography. _____

Comments:

Phase 2: Update and Program Use (Steps to be taken after STO Certification)

1. After the Oregon State FSA Office certifies the CLU Layer then counties shall use the GIS acres as official acres per paragraph 501 I of Handbook 2-CP
2. Update tract acreage according to 3-CM
3. Begin using the CLU layer for individual programs (Existing contracts will not be affected, example CRP).

Monthly GIS/CLU Maintenance Progress Report

County Name _____

CLU Maintenance / Updating (attribute comments) _____% Total

Reconstitutions (map changes) _____% Total

Printing Tract Maps (to be mailed) _____% Total

Notification of CLU Lines to producers (letters) _____% Total

Monthly Work Load Hours _____

Other _____

-

Reporter _____ Date _____

Comments:

This is a report of the overall progress in CLU maintenance, map labeling, and map printing. Also include the number of hours spent in this area. This does not include time spent on compliance or additional GIS projects. For this purpose, CLU maintenance will be defined as having all recons up to date and remarks in the comments field (in the CLU attribute table) reconciled. In order to label CRP fields, that data must be in the CRP table and linked to the CLU attribute table. This report is to be completed by the last working day of each month. Email this form to your DD and GIS State Coordinator, Fred Ringer, fred.ringer@or.usda.gov