

For: State and County Offices

**Service Center Points for GIS Emergency Preparedness and Response**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

8-CM, Part 8 provides direction to State Office GIS Specialists to create and maintain various geodata files and layers. While much of this data supports day-to-day program activity, it is also required for effective emergency preparedness. One such data layer, the Service Center Point layer, is used for risk and impact analysis during disaster event preparation, response, and recovery activities. This information is not only used locally, but also needs to conform to standards so that a National Service Center layer can be established for national level analysis and responses.

**B Purpose**

This notice informs that in preparation for 2013 disaster preparation and response, State Office GIS Specialists shall:

- ensure that an accurate and current State Service Center Point layer has been established according to this notice
- provide the Service Center Point layer of their State to the National Office by March 22, 2013, according to the instructions in this notice.

**2 Collecting Service Center Point Data and Creating a Statewide Layer**

**A Collecting Service Center Point Data**

State Office GIS Specialists shall instruct their CED's or other appropriate personnel to use the GPS equipment available in the County Offices to obtain GPS points for each Service Center and Program Delivery Point. If a County Office does not have a unit or has a broken unit, arrangements must be made to borrow 1 from a neighboring County Office or State Office.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2014	State Offices; State Offices relay to County Offices

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### 2 Collecting Service Center Point Data and Creating a Statewide Layer (Continued)

#### A Collecting Service Center Point Data (Continued)

GPS point data collection in the County Office must adhere to the following parameters:

- follow the instructions and standards in the COF\_GPS\_ServiceCenterLayer\_UpdateGuide document available on the FSA GIS Sharepoint at <https://fsa.sc.egov.usda.gov/mgr/GIS/training/GPS%20Notes%20and%20Issues/Forms/AllItems.aspx?RootFolder=%2fmgr%2fGIS%2ftraining%2fGPS%20Notes%20and%20Issues%2fGPS%20Documents%2fService%20Center%20Point%20Layer%20Guides&FolderCTID=&View=%7b442D2604%2d452D%2d4899%2dBC67%2dD35A161B1222%7d> to collect and process the data
- for accuracy and standardization, the waypoint data must be collected using either Differential GPS (DGPS) or the Wide Area Augmentation System (WAAS)
- ensure that “NAD83” and “No Projection” are selected for the datum and projection settings during both data collection and data processing
- ensure that latitude and longitude coordinates are formatted to decimal degrees with 5 decimal places throughout the process
- collect only 1 point for each Service Center or Program Delivery Point
- collect the point in the Service Center parking lot or area directly outside the front entrance
- ensure that the field naming standards as indicated in the GPS document are followed exactly when processing the data.

Once the data has been collected and processed appropriately, the County Office shall transfer the data into the Citrix environment according to the COF\_GPS\_ServiceCenterLayer\_UpdateGuide so that the State Office GIS Specialist can collect and compile the data into a State-wide data set.

After the data collection process has been completed by each County Office, the State Office GIS Specialist will need to access, transfer, and process the data according to instructions in the STO\_ArcGIS10\_Service CenterPointLayer\_Guide document available on the FSA GIS Sharepoint at <https://fsa.sc.egov.usda.gov/mgr/GIS/training/GPS%20Notes%20and%20Issues/Forms/AllItems.aspx?RootFolder=%2fmgr%2fGIS%2ftraining%2fGPS%20Notes%20and%20Issues%2fGPS%20Documents%2fService%20Center%20Point%20Layer%20Guides&FolderCTID=&View=%7b442D2604%2d452D%2d4899%2dBC67%2dD35A161B1222%7d>.

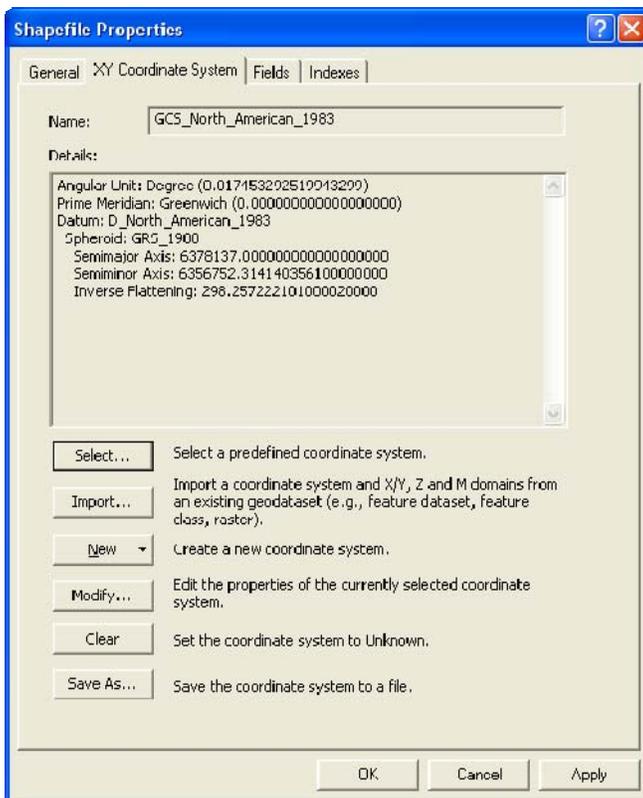
## 2 Collecting Service Center Point Data and Creating a Statewide Layer (Continued)

### B Creating Statewide Service Center Point Layer

**Notes:** State Office GIS Specialists are ultimately responsible for ensuring the accuracy of the data. Once the State Office GIS Specialist has collected data for the Service Centers in the State, the data shall be verified for accuracy by creating and displaying it on the State’s most current National Agriculture Imagery Program imagery in an ArcGIS project or by entering the GPS-calculated coordinates into an online mapping service such as Bing Maps or Google Maps.

If a State already has a Service Center GPS point layer, the State Office may not need to have the counties recollect and resubmit the data provided the State Office GIS specialists ensure the data meets the standards of this notice, and the accuracy of each point has been verified before submitting the geodatabase or shapefile to the National Office.

In addition, ensure that the data fields are named correctly and that the spatial reference is correctly set to a datum of “NAD83” with no projection. In ArcGIS, this will show up as the Geographic Coordinate System of GCS\_NorthAmerican\_1983 when looking at the XY Coordinate System Properties, Spatial Reference Properties, or the Data Source Properties of the shapefile. There should be no Projected Coordinate System information. When viewing the properties of the data, it will look similar to the following.



After processing is complete, e-mail the .ZIP file containing the Service Center points geodatabase or shapefile to Alison Lenz at [alison.lenz@wdc.usda.gov](mailto:alison.lenz@wdc.usda.gov) by March 22, 2013.

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### 3 Action

#### A County Office Action

County Office employees shall:

- follow the instructions in this notice, the additional documents referenced in this notice, and of their State Office GIS Specialist to ensure that GPS data for their Service Center location is captured appropriately and accurately
- contact their State Office GIS Specialist with questions or concerns about this notice.

#### B State Office Action

State Office GIS Specialists shall:

- ensure an accurate and current Service Center Points layer has been created according to this notice and the additional documents referenced in this notice
- provide support and additional instruction as necessary to assist their County Offices with collecting GPS data
- e-mail the Service Center Points layer to Alison Lenz at **alison.lenz@wdc.usda.gov** by March 22, 2013
- contact either of the following at the National Office with questions or concerns about this notice:
  - Alison Lenz by either of the following:
    - e-mail at **alison.lenz@wdc.usda.gov**
    - telephone at 202-720-3858
  - Dan Culli by either of the following:
    - e-mail at **daniel.culli@wdc.usda.gov**
    - telephone at 202-690-1942.