

For: State Offices and APFO

**Delivery of CLU Shapefiles, CRP Tables, and Wetland Point Shapefiles to APFO
for Archiving and Distribution Through the Geospatial Data Gateway**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Currently, State Offices deliver the CLU shapefiles, CRP tables, and wetland point shapefiles, to APFO once a month according to Notice CP-650. Notice CP-650 required State Office GIS specialists or coordinators to gather the datasets from County Office servers and ship them to APFO on DVD. The process of gathering the datasets will remain a function of the State Office GIS specialist or coordinator; however, APFO has completed a File Transfer Protocol (FTP) upgrade which will enable the CLU shapefiles, CRP tables, and wetland point shapefiles to be delivered by FTP. 2-CP, Exhibit 37 will be updated in a future 2-CP amendment.

Note: This is a separate process from the CLU Replication model builder process. Information on CLU Replication is distributed separately and currently on an as needed basis.

B Purpose

This notice:

- provides information to State Office GIS specialists and coordinators, and County Office employees about the:
 - automated method of extracting the CLU shapefiles, CRP tables, and wetland point shapefiles from the County Office server
 - permanent method of delivering the CLU shapefiles, CRP tables, and wetland point shapefiles to APFO
 - schedule for sending files to APFO
- obsoletes Notice CP-650.

Disposal Date	Distribution
August 1, 2010 1-14-10	State Offices; State Offices relay to County Offices

Notice CP-659

2 Extracting Shapefiles From the County Office Server

A State Office GIS Specialist Responsibility

The State Office GIS Specialist or Coordinator will be responsible for extracting the CLU shapefiles, CRP tables, and wetland points shapefiles from the County Office servers and delivering the data to APFO by FTP.

B .BAT File to Copy CLU's From County Offices to State Offices

A .bat script is available for State GIS specialists to copy the most current export of the CLU shapefiles, CRP tables, and wetland shapefiles from each County Office to the State Office. This will allow State Offices to have all necessary files from across the State in 1 location for easy shipment to APFO.

Note: The process will copy all CLU's from the County Office servers in the directory **f:\geodata\common_land_unit\fsa_clu**.

The folder, **f:\geodata\common_land_unit\fsa_clu**, shall only contain the CLU shapefile(s), the CRP table(s), and the wetland shapefile(s) of the county or counties being administered in that County Office. County Offices that administer more than 1 county will have multiple CLU files in this folder.

State GIS specialists should note that if County Offices maintain copies of non-administered county CLU's in **f:\geodata\common_land_unit\fsa_clu** directory, CLU's will be overwritten in the State Office collection folder.

To avoid this issue, State GIS Specialist shall maintain surrounding counties' CLU's in a separate folder; a subfolder within **f:\geodata\project_data\fsa** is suggested.

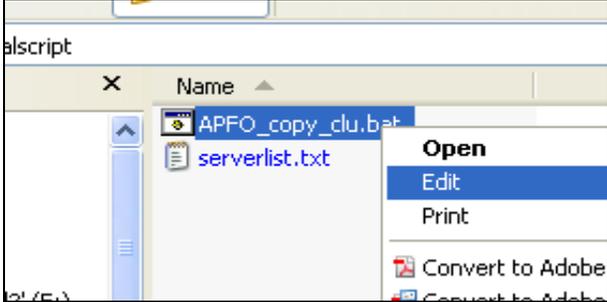
State GIS specialists shall use the .bat script to obtain the data according to this table.

Step	Action
1	Using Internet Explorer, browse to the FSA GIS SharePoint Site located at https://fsa.sc.egov.usda.gov/mgr/GIS/training/default.aspx . Under "Documents", click on the "Model Builder Tools" folder; then click the "CLU Refresh" subfolder.
2	Download the file, APFO_copy_clu.zip , to your local machine to the directory of your choice.
3	Using Windows Explorer, browse to the location of the downloaded files and extract " APFO_copy_clu.bat " and " serverlist.txt " from the zip file.

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2 Extracting Shapefiles From the County Office Server (Continued)

B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

Step	Action
4	<p data-bbox="396 361 1458 428">To open the .bat file in Notepad, right click on "APFO_copy_clu.bat" and CLICK "Edit".</p>  <p data-bbox="396 814 1273 848">In Notepad, the following text will appear (without the highlighting).</p> <pre data-bbox="396 890 1458 1766">@echo off rem the SET command references the serverlist.txt file rem created in step 5 of notice CP- set SERVERLIST=serverlist.txt rem the SET LOGFILE command creates a log file to document rem the actions done by the bat file set LOGFILE=APFO_copy_clu.log rem this creates a text variable with today's date in rem YYYYMMDD format to assist in archiving rem for /f "Tokens=2-4 Delims=/ " %a in ('date /t') do set rem CURDAT=%c%a%b rem the mkdir command creates a new subfolder in the rem directory specified with the current date. rem this example uses the F drive, use the server name and rem data folder like \\ndfargo300s110\data if running rem as a scheduled task mkdir f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%CURDAT% rem this sets the destination directory for copied files to rem the new subdirectory set rem DESTDIR=f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%CURDAT%</pre>

2 Extracting Shapefiles From the County Office Server (Continued)

B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

Step	Action
<p>4 (ctnd)</p>	<pre> echo. echo This script will copy files from each field office to the state office rem the pause command will prompt the user to press any key... pause rem the echo commands write information to the log file echo. > %LOGFILE% date /t >> %LOGFILE% time /t >> %LOGFILE% echo. >> %LOGFILE% rem the for /f command iterates through all the servers listed in the serverlist.txt file for /F %%f in (%SERVERLIST%) do (echo. >> %LOGFILE% echo ##### >> %LOGFILE% echo Working on %%f >> %LOGFILE% echo Working on %%f echo Files on remote server >> %LOGFILE% dir \\%%f\data\geodata\common_land_unit\fsa_clu\ >> %LOGFILE% rem this uses the more robust xcopy command and will suppress prompting for overwriting (/y) rem and will only overwrite data with newer files (/d) rem CHANGE ST to THE APPROPRIATE STATE ABBREVIATION SUCH AS MN xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.shp %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.dbf %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.shx %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.prj %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\crp_t_st???.dbf %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.shp %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.dbf %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.shx %DESTDIR% /d /y xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.prj %DESTDIR% /d /y) goto end </pre>

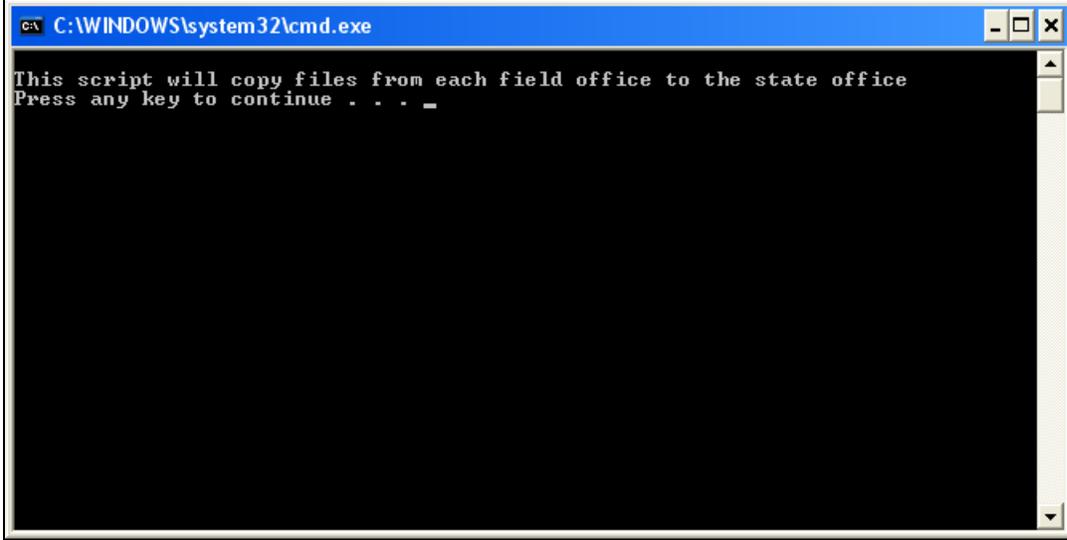
2 Extracting Shapefiles From the County Office Server (Continued)

B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

Step	Action
5	<p>The areas that are highlighted in yellow in Step 4 need to be reviewed and edited as necessary for each State that the State Specialist manages.</p> <p>The "mkdir" command creates a new folder to store the incoming CLU's. The script defaults to <code>f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%curdat%</code>, where %curdat% is the current date. Users may use this command to create a directory in a location of their choice; however, the use of %curdat% is strongly encouraged.</p> <p>The "set DESTDIR" command indicates where the files will be saved at the State Office. This should match the directory created with the "mkdir" command. The script defaults to <code>f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%curdat%</code>.</p> <p>For each line beginning with "xcopy", the "st" in the file name needs to be changed to the 2-letter abbreviation for your State. Do not modify the "???" after "st".</p> <p>Note: For any GIS specialists that handle multiple States or parts of multiple States, change the "st" to "??". This allows the script to pull appropriate files to the State Office, regardless of which State they are administered in.</p>
6	<p>After all necessary changes are made, save the script and close it.</p>
7	<p>Open the serverlist.txt file and type in a list of all County Office servers in your State.</p> <p>E.g. –</p>  <p>Note: For any GIS specialists that handle multiple States or parts of multiple States, include all the County Office servers you handle.</p>

2 Extracting Shapefiles From the County Office Server (Continued)

B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

Step	Action
8	Save and close the "serverlist.txt" file.
9	Double click on "APFO_copy_clu.bat" to run the script. This will start the process to copy all CLU's from the County Offices to the State Office.
10	<p>When the following window appears, press any key to begin copying files to the State Office.</p> 

C Running the Script as a Scheduled Task

This script may be run as a scheduled task if desired. Instructions for setting up a scheduled task are available on the FSA GIS SharePoint Site. Using Internet Explorer, browse to <https://fsa.sc.egov.usda.gov/mgr/GIS/training/default.aspx>. CLICK "Tips and Tricks" and see "TT_GN_Scheduled Task".

Note: Scheduled tasks **cannot** use drive mappings and other DOS functionality, including the "pause" command. To run as a scheduled task, the script **must** be further modified as follows:

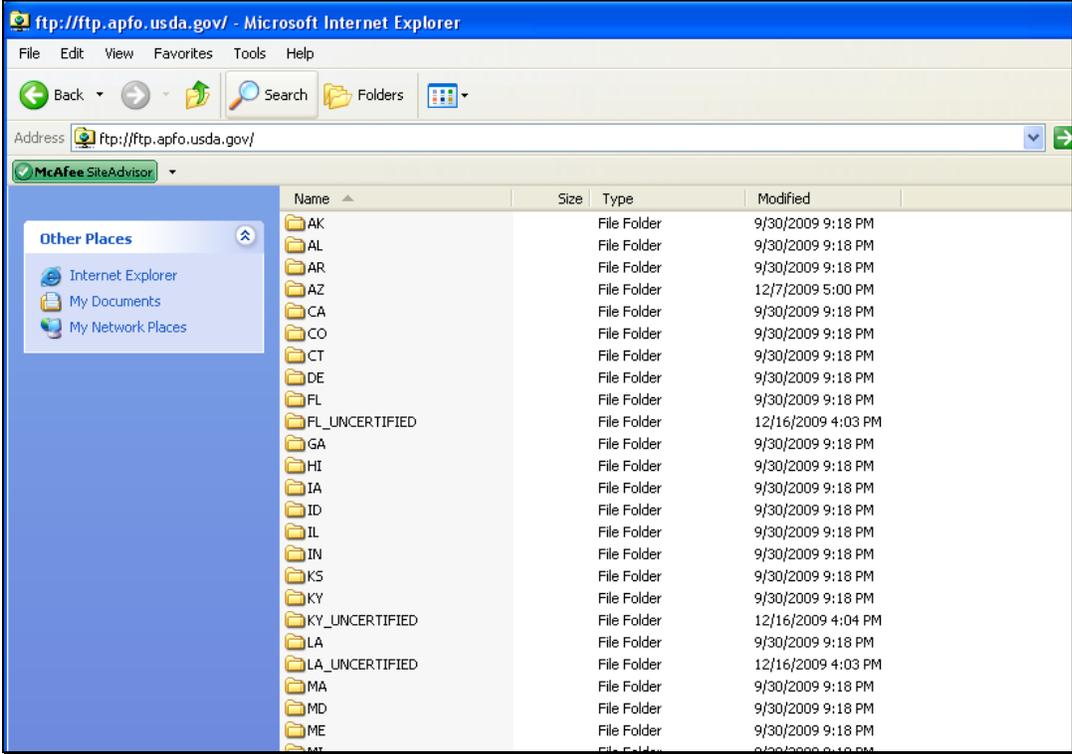
- change the "mkdir" command, and therefore the "set DESTDIR" command from f:\ to the server name and data folder, e.g., \\ndfargo300s110\data
- remove the "pause" command.

3 Permanent Method for Delivering Shapefiles to APFO

A Preparing Shapefiles for Delivery

State GIS specialists shall zip the CLU shapefiles, CRP tables, and wetland point shapefiles using WinZip and upload the files to the APFO FTP server in their respective State folders. Zip and upload certified and noncertified county files separately. States with all certified counties will have 1 zip file. States with some certified and some uncertified counties will have 2 zip files – 1 with all the certified counties, and 1 with all the noncertified counties.

Prepare shapefiles for certified counties according to the following.

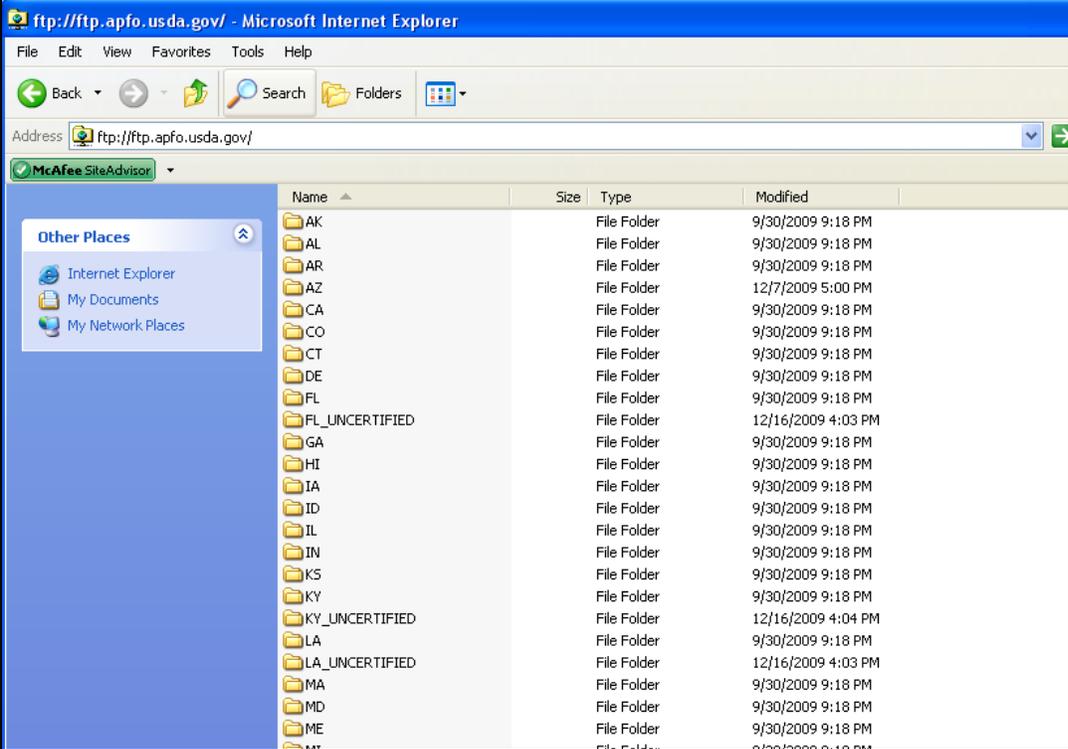
Step	Action
1	Open the Internet Explorer browser.
2	<p>In the Internet Explorer address box, type ftp://ftp.apfo.usda.gov/ and hit “Enter” to view the multiple folders on the APFO FTP server.</p> 
3	Highlight the CLU WinZip file. Right click on the highlighted file(s) and CLICK “Copy”.
4	Double click on the folder for your respective State to open the folder.
5	<p>Right click in the opened folder and CLICK “Paste”.</p> <p>The certified CLU WinZip file will begin copying to the APFO server under the folder selected in step 4.</p>

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3 Permanent Method for Delivering Shapefiles to APFO (Continued)

A Preparing Shapefiles for Delivery (Continued)

Prepare shapefiles for uncertified counties according to the following.

Step	Action
1	Open the Internet Explorer browser.
2	<p>In the Internet Explorer address box, type ftp://ftp.apfo.usda.gov/ and hit Enter to view the multiple folders on the APFO FTP server.</p> 
3	Highlight the uncertified CLU WinZip file. Right click on the highlighted file(s) and CLICK “Copy”.
4	Double click on the <i>uncertified</i> folder for the respective State (e.g. “ST_UNCERTIFIED”) to open the folder.
5	<p>Right click in the opened folder and CLICK “Paste”.</p> <p>The uncertified CLU WinZip file will begin copying to the APFO server under the uncertified State folder.</p>

Note: The data is being uploaded to a secure server. If something occurs during the upload, or the file(s) appears to be corrupt, users will not be able to delete or overwrite the file(s) in question. Contact APFO and ask for assistance in removing the file(s) so that the file(s) may be re-uploaded correctly.

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3 Permanent Method for Delivering Shapefiles to APFO (Continued)

B Delivery Schedule

The State GIS specialists or coordinators will deliver the CLU shapefiles, CRP tables, and wetland points shapefiles by FTP to APFO by the first of each month, starting in February 2010, unless otherwise directed.

C Contacts

For questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact 1 of the following:
 - David Taylor, CEPD, by either of the following:
 - e-mail to david.taylor@wdc.usda.gov
 - telephone at 202-720-6255
 - Dan Culli, PECD, by either of the following:
 - e-mail to daniel.culli@wdc.usda.gov
 - telephone at 202-690-1942
 - Brenda L. Simpson, APFO, by either of the following:
 - e-mail to brenda.l.simpson@slc.usda.gov
 - telephone at 801-844-2960.