

For: State and County Offices

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

Approved by: Deputy Administrator, Management



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 and updated midyear and end-year by Kansas City ITSD
- updated though State and County Office requests
- accessible only in PDF file format
- not compatible with geospatial software allowing for quick graphic display and analysis.

State and County Offices shall update the FFSF geospatial point layer based on the yearend **2009 FFSF facility listing records**, in addition to performing research for new facilities within managed counties. The updated geospatial facility point layer, combined with the updated 2009 FFSF facility listing records, will be used for any future emergency program needs. The FFSF facility listing records may **not** completely match the geospatial point layer because of the annual data processing times that occur at Kansas City ITSD.

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) or feature class within a geodatabase, as defined
- create, 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 August 31, 2010**

Disposal Date	Distribution
September 1, 2010	State Offices; State Offices relay to County Offices

Notice DP-216

1 Overview (Continued)

B Purpose (Continued)

- use the **2009 Food, Feed, and Seed Facility Listing and Fertilizer Facility Listing** received from Kansas City ITSD for this project
- continue updating FFSF facility listing records by submitting FSA-249's and FSA-250's according to 1-DP.

C Contact

For:

- GIS questions or concerns, contact Alison Lenz, PECD, by either of the following:
 - e-mail to **alison.lenz@wdc.usda.gov**
 - telephone at 202-720-6194
- program questions or concerns, contact David Porter, EPD, by either of the following:
 - e-mail to **david.porter@wdc.usda.gov**
 - telephone at 202-720-0179.

2 County Office Action

A Updating FFSF Facility Listings

All discrepancies in the 2009 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 **2009 FFSF facility listing** printouts received from Kansas City 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 or as a feature class within a geodatabase. An updated metadata shall be stored as a .txt file. Step-by-step instructions for determining point locations and attribute content correction for each FFSF facility located within the county are provided in Exhibit 1. When determining point locations, County Offices shall use the most recent National Agriculture Imagery Program (NAIP) imagery file available.

Notice DP-216

2 County Office Action (Continued)

B Determining Geospatial Facility Point Locations (Continued)

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.

The following table 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 2009 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: <ul style="list-style-type: none">• “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 2009 facility listings and submit FSA-249’s and/or FSA-250’s, as applicable, to Kansas City through their State Office, to update FFSF 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.

2 County Office Action (Continued)

D Processing New Facility Sites (Continued)

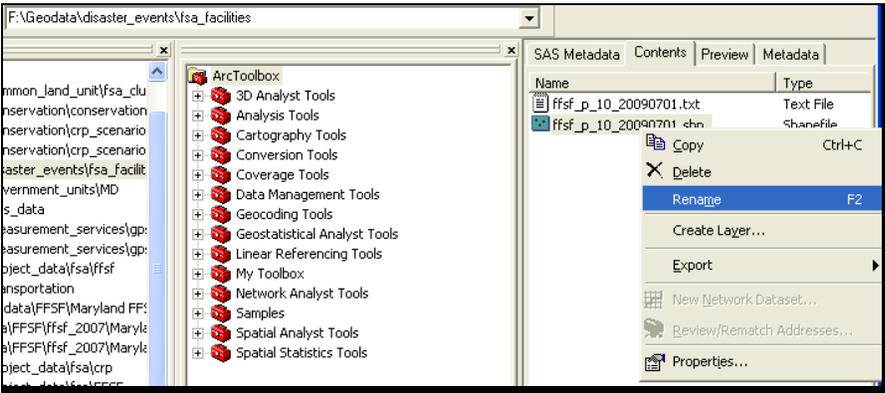
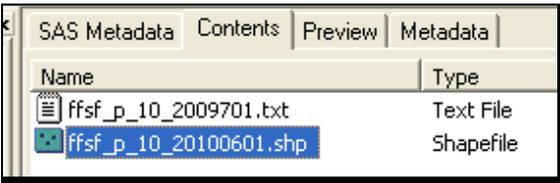
- submit FSA-249’s and/or FSA-250’s to Kansas City, through their State Office, to remove old FFSF facility listings from the database.

Note: County Offices shall **not** determine point coordinates for FFSF facility sites that are no longer operational, but still shown on FFSF facility listings.

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 need to be changed to reflect the updated file version. Complete this action whenever updates to the shapefile are needed.

A quick way to rename the 2010 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 2009 FFSF listings from Kansas City.

Step	Action
1	Open ArcCatalog  and navigate to F:\geodata\disaster_events\fsa_facilities .
2	<p>CLICK “Shapefile”, then right click and CLICK “Rename” (highlighted in the following screen capture) to rename to current date to reflect the date the FFSF shapefile was last edited.</p> 
3	<p>Rename the FFSF shapefile.</p> 

Example: The Kent County, Delaware, FFSF shapefile, last modified on June 1, 2010, would be renamed as “**ffsf_p_10001_20100601.shp**”.

2 County Office Action (Continued)

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

The Map Document (Project) file:

- contains 1 map, its layout, its associated layers, tables, charts, and reports
- has an .mxd file extension.

Users assigned to manage this FFSF layer will:

- create a **new** ArcMap project file
- contact the State GIS Specialist if help is needed.

Save the FFSF Facilities ArcMap 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 1 st letter from each of the 4 facility types.
	<ssccc>	Insert State and county code.
	<yyyy>	Insert data as a 4-digit year.
	.mxd	Always computer-generated file extension.

Example: The Kent County, Delaware, ArcGIS project file would be named, “ffsf_10001_2010.mxd”.

G Metadata File

The metadata file shall be updated to reflect the 2009 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 layer 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 in the following screen capture) to rename to current date to reflect the date the FFSF shapefile was last edited.

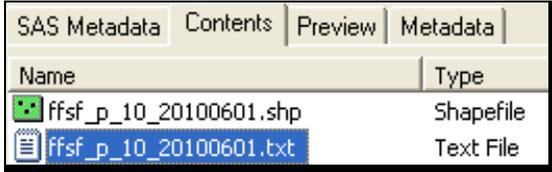


The screenshot shows the ArcCatalog interface. The top pane displays the file path 'F:\Geodata\disaster_events\fsa_facilities'. The left pane shows a list of files including 'mon_land_unit\fsa_clu', 'nservation\conservation', 'nservation\crp_scenario', 'nservation\crp_scenario', 'aster_events\fsa_facilit', and 'ernment_units\MD'. The right pane shows the 'SAS Metadata' view with a table containing two rows: 'ffsf_p_10_200970' and 'ffsf_p_10_20100'. A context menu is open over the 'ffsf_p_10_20100' row, with the 'Rename' option highlighted in blue.

Notice DP-216

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 2009 FFSF listing from Kansas City ITSD.

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

County Offices shall e-mail the FFSF facility geospatial point feature shapefile as a zipped and encrypted file to the State Office GIS specialist/coordinator, if the State Office GIS specialist/coordinator continues to have known geodata permission problems.

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

Notice DP-216

3 State Office Action

A Retrieving and Managing County FFSF Shapefiles

State Office GIS specialist/coordinator shall:

- communicate to County Offices if current assigned geodata permissions do **not** allow access to **F:\geodata\disaster_events\fsa_facilities** on County Office servers
- 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 1 st 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 2010, would be “**ffsf_p_10_2010.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 2010 shapefile in a directory structure equivalent to the Service Center’s “**F:\geodata\disaster_events\fsa_facilities**” directory structure

3 State Office Action (Continued)

A Retrieving and Managing County FFSF Shapefiles (Continued)

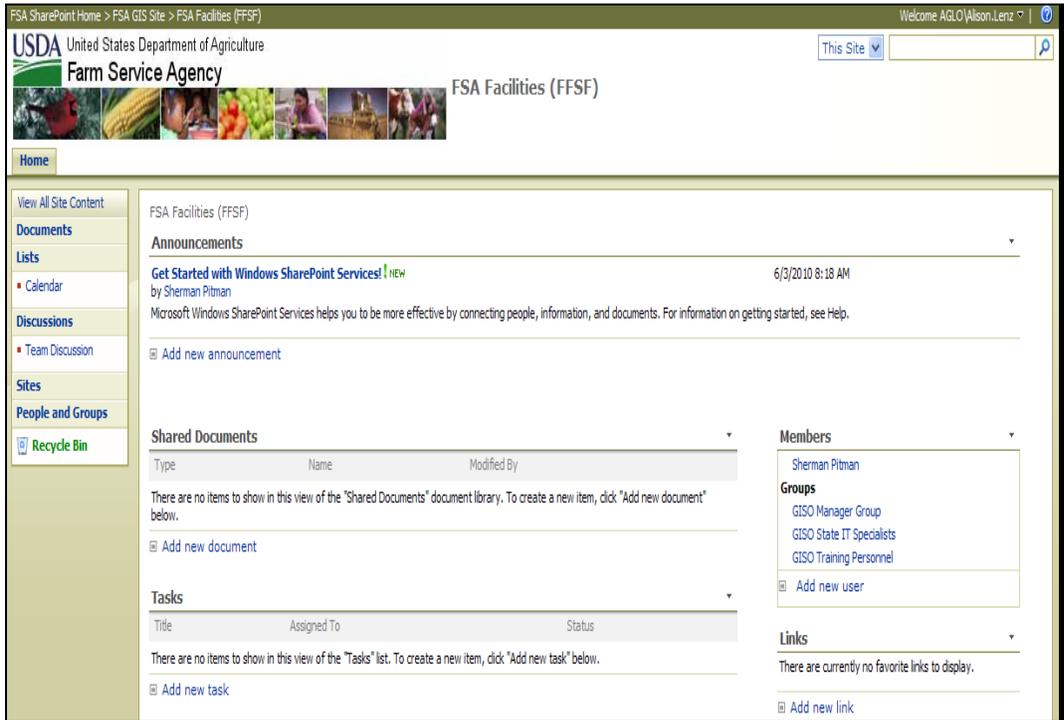
- in a geodatabase under the “F:\geodata\disaster_events\fsa_facilities \year” directory structure
- WinZip and encrypt the merged FFSF shapefile
- name the file, “<ST_FFSF_YEAR>”

Example: The Winzipped, encrypted, and merged FFSF shapefile for Delaware, created for 2010, would be “DE_FFSF_2010.zip”.

- post the Winzipped and encrypted file to secure FFSF SharePoint at https://fsa.sc.egov.usda.gov/mgr/GIS/fsa_ffsf/default.aspx according to the following table

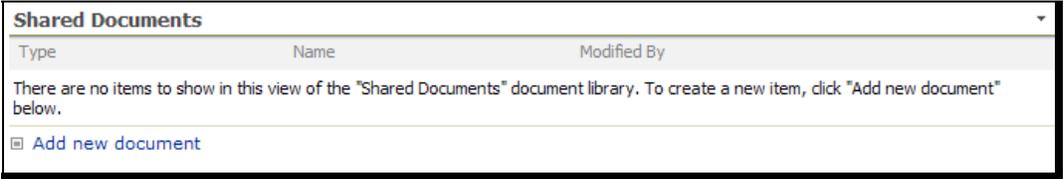
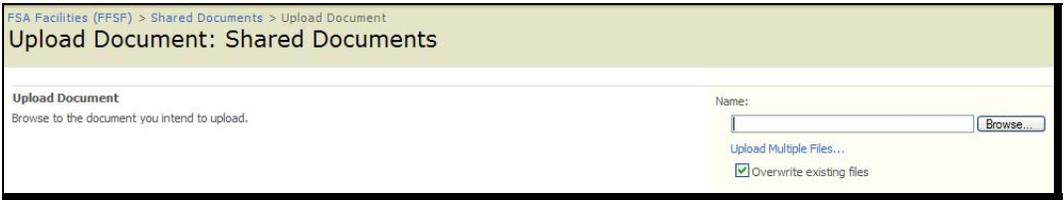
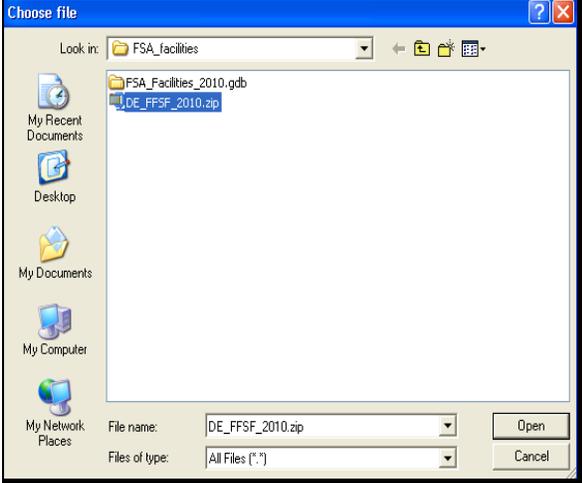
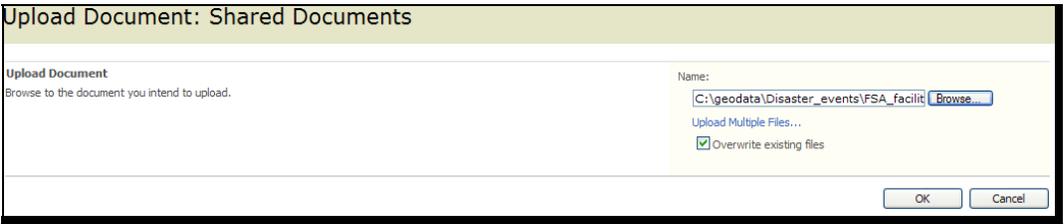
Note: This secure FFSF SharePoint site is only accessible to the State GIS Specialists.

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

Step	Action
1	<p>Go to https://fsa.sc.egov.usda.gov/mgr/GIS/fsa_ffsf/default.aspx. The following screen will be displayed.</p>  <p>The screenshot shows the FFSF SharePoint site interface. At the top, it displays the breadcrumb path: FSA SharePoint Home > FSA GIS Site > FSA Facilities (FFSF). The page header includes the USDA logo and 'United States Department of Agriculture Farm Service Agency'. A search bar is visible in the top right corner. The main content area is divided into several sections: 'Announcements' with a recent post titled 'Get Started with Windows SharePoint Services!'; 'Shared Documents' which is currently empty; 'Tasks' which is also empty; 'Members' listing Sherman Pitman and various GISO groups; and 'Links' which is currently empty. A left-hand navigation menu contains options like 'View All Site Content', 'Documents', 'Lists', 'Discussions', 'Sites', 'People and Groups', and 'Recycle Bin'.</p>

3 State Office Action (Continued)

A Retrieving and Managing County FFSF Shapefiles (Continued)

Step	Action
2	<p>Under “Shared Documents”, CLICK “Add new document”.</p> 
3	<p>Under “Upload Document: Shared Documents”, CLICK “Browse”.</p> 
4	<p>The following “Choose file” dialog box will be displayed. Navigate to the folder where the zip file resides and CLICK “Open”.</p> 
5	<p>Under “Upload Document: Shared Documents”, CLICK “OK”.</p> 

Notice DP-216

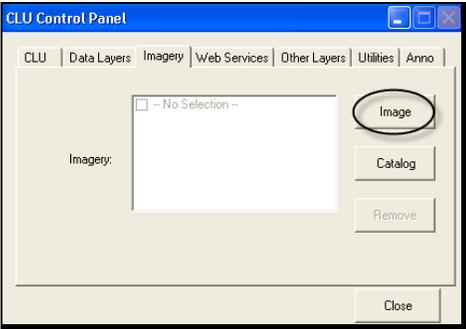
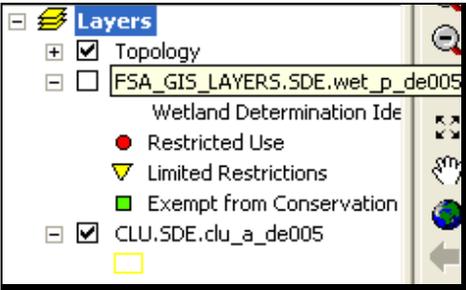
3 State Office Action (Continued)

A Retrieving and Managing County FFSF Shapefiles (Continued)

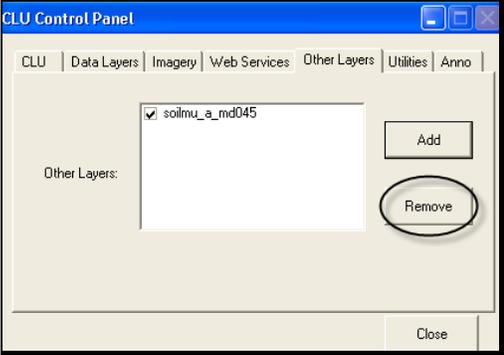
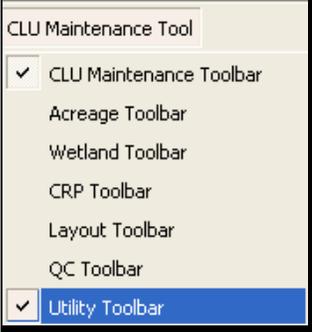
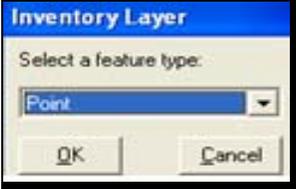
Step	Action						
6	<p>Ensure that the file has been successfully uploaded to FFSF SharePoint; under “Shared Documents” the file type, name, and a green exclamation mark with “New” should be displayed.</p> <div data-bbox="391 506 1455 867" style="border: 1px solid black; padding: 5px;"> <p>FSA Facilities (FFSF)</p> <p>Announcements</p> <p>Get Started with Windows SharePoint Services! ! NEW by Sherman Pitman Microsoft Windows SharePoint Services helps you to be more effective by connecting people, information, and documents. For information on</p> <p>Add new announcement</p> <hr/> <p>Shared Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Modified By</th> </tr> </thead> <tbody> <tr> <td></td> <td>DE_FFSF_2010 ! NEW</td> <td>AGLO</td> </tr> </tbody> </table> </div> <p>Note: It is important that State GIS Specialists uniquely name the zipped and encrypted file to match their State’s name.</p>	Type	Name	Modified By		DE_FFSF_2010 ! NEW	AGLO
Type	Name	Modified By					
	DE_FFSF_2010 ! NEW	AGLO					

Updating the Facility Point Layer Using ArcMap CLU Maintenance Tool

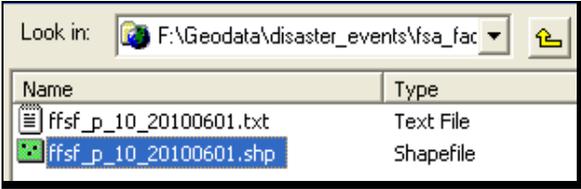
County Offices shall update the FFSF point layer according to the following.

Step	Action
1	<p>Open a Windows Explorer window and verify the existence of the updated 2009 FFSF point layer file located in the directory structure F:\geodata\disaster_events\fsa_facilities. Example: ffsf_p_<ssccc>_2009mmdd.shp.</p> 
2	Minimize or close Windows Explorer.
3	<p>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”.</p> <p>Note: The following directions are for the ArcGIS 9.2 environment, using the CLU Maintenance Tool application.</p>
4	CLICK “ CLU Control Panel ”. 
5	<p>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”.</p> 
6	<p>UNCHECK (✓) the wetland point layer in the Table of Contents.</p> 

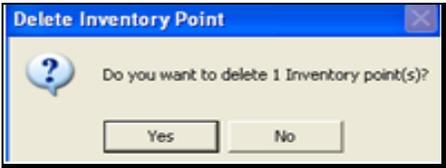
Updating the Facility Point Layer Using ArcMap CLU Maintenance Tool (Continued)

Step	Action
7	<p>If needed, use the “CLU Control Panel” to remove any inventory layers from the project, because only 1 layer can be loaded at a time.</p> 
8	<p>In the CLU Maintenance Tool drop-down menu, CLICK “Utilities Toolbar”.</p> 
9	<p>On the “USDA Utilities Toolbar”, CLICK “FSA Inventory Tools”.</p> 
10	<p>On the “FSA Inventory Toolbar”, CLICK “Add an Existing Inventory Layer”.</p> 
11	<p>In the “Inventory Layer” dialog box:</p> <ul style="list-style-type: none"> • select “point” as the desired feature type  <ul style="list-style-type: none"> • navigate to directory structure F:\geodata\disaster_events\fsa_facilities.

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

Step	Action
12	<p>Select the file “ffsf_p_<ssccc>_2010mmdd.shp” (SINGLE-CLICK) and CLICK “Add”.</p>  <p>Note: If managing more than 1 county, select the file based on county FIPS code.</p>
13	<p>The FFSF point layer will now display in the Table of Contents. With the layer loaded, the inventory toolbar editing buttons now become active.</p>
14	<p>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.</p>
15	<p>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.</p> <p>Note: Contact user’s State GIS specialist if help is needed.</p>
16	<p>The Inventory Toolbar Editing Buttons are:</p> <ul style="list-style-type: none"> • Attribute Feature Tool  (Update current information) • Add Inventory Point  (New Facility). <p>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:</p> <ul style="list-style-type: none"> • in the “FacSerNo” field, enter the corresponding facility serial number, as listed in the FFSF facility listings provided by ITSD • in the “FacType” field, ENTER: <ul style="list-style-type: none"> • “1”, if facility is on Food, Feed, and Seed Facility Listing • “2”, if facility is on Fertilizer Facility Listing • CLICK “Apply”. <p>The message, “Do you want to save your edits?”, will be displayed, CLICK “Yes”.</p> <p>Note: “FID”, “Shape”, and “ID” fields will automatically be generated and do not require user input.</p>

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

Step	Action
17	<p data-bbox="293 310 912 348">Delete Inventory Point  (Delete Facility)</p> <p data-bbox="293 386 1471 527">For obsolete facilities that need to be deleted (no longer in business or at that location), CLICK “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.</p>  <p data-bbox="293 816 1435 888">A “Delete Inventory Point” dialog box will be displayed. CLICK “Yes” to delete FFSF point or “No” to cancel action.</p> 
18	<p data-bbox="293 1098 1446 1167">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.</p>
19	<p data-bbox="293 1171 1013 1241">Save the ArcMap project as, “ffsf_<ssccc>.mxd”, in the F:\geodata\disaster_events\fsa_facilities directory</p>
20	<p data-bbox="293 1245 1435 1314">Ensure that the metadata file has been renamed, updated, and stored along with the FFSF point layer shapefile.</p>
21	<p data-bbox="293 1318 927 1356">Close the map document, .mxd file, and ArcMap.</p>