

Procedures to Determine CSP Eligibility OUTSIDE OF TOOLKIT

2 page Summary of STEPS, followed by detail explanations and screen grabs

- Copy a customer folder to the C:\drive even if you are not using Toolkit to create maps.
- Open F:\Projects\NRCS\CSP\CSP_51Percent.mxd . say OK to the following message



- Click on 'Query Farms' button, then create a query to search for the Ag Operation.
- Click the 'CSP51' button to get acreage and percent.
- Save the map to your C:\customer folder so you don't overwrite the template.
- Right click on the TotalAg_xxx layer, select 'Data' then 'Export Data'
- Browse to C:\Customer_Files\customer_name\CSP and save as AgOperation
- Say 'yes' to add the data to your project.
- Click on the Layout button in the Bottom of the Map and Modify the layout elements at the top of the Map (title, customer name, date...)
- Select File, Export Map and save as a PDF to the customer folder. Print 2 copy of each tract.

Sensitive Features:

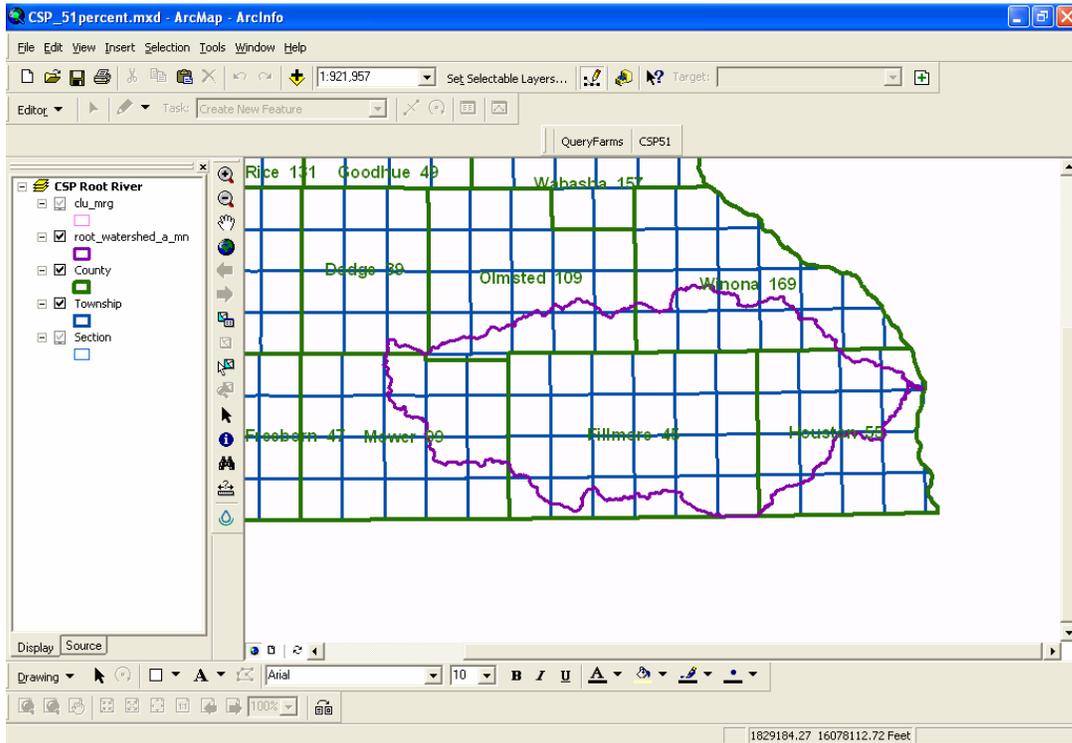
- Turn on the Manure or Nitrogen Layer
- Modify the Layout Title making sure the Legend displays the new layers correctly as well.
- Export & Print the Map

Soil Map

- **Select Tools, Geoprocessing Wizard**
- **Select Clip one layer based on another**
- **The input layer is the SSURGO/Soil layer, the Clip layer is the AgOperation. Browse to save to your customer folder.**
- **The CSP_Soil map is added to the map**
- **Right click on CSP_Soil select Property and change the Symbology and Labels.**
- **You can also select Display and make transparency 70%.**
- **Move the AgOperation layer to the top of the layers so it can be viewed above the soil map**
- **Modify the Layout Title making sure the Legend displays the new layers correctly as well.**
- **Export & Print the Map**

Detailed Instruction for CSP maps

1. Create a new folder in the C:\Customer_file\ folder called 'Exports'
2. Since we are using the old Toolkit, copy a customer folder to your C: \Customer_file\ folder. If this is a new customer, create a new folder in Toolkit first.
3. Open F:\Projects\NRCS\ CSP_51percent.mxd which includes data from all Area7.
4. The CLU_mrg must be the first layer, and the Root Watershed (or Wapsipinican) must be the second layer

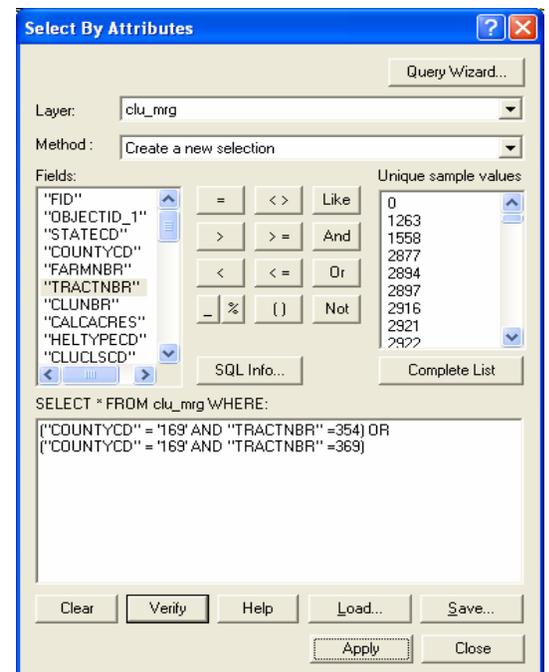


5. Click on **QueryFarms** the **Select By Attribute** table will open to find the Landowner's Ag Operation
6. Select the clu_mrg layer.
7. Enter the fields to search. Use '()' for each county and tract search Example:
 ("COUNTYCD" = '169' AND "TRACTNBR" =354) OR
 ("COUNTYCD" = '169' AND "TRACTNBR" =369)

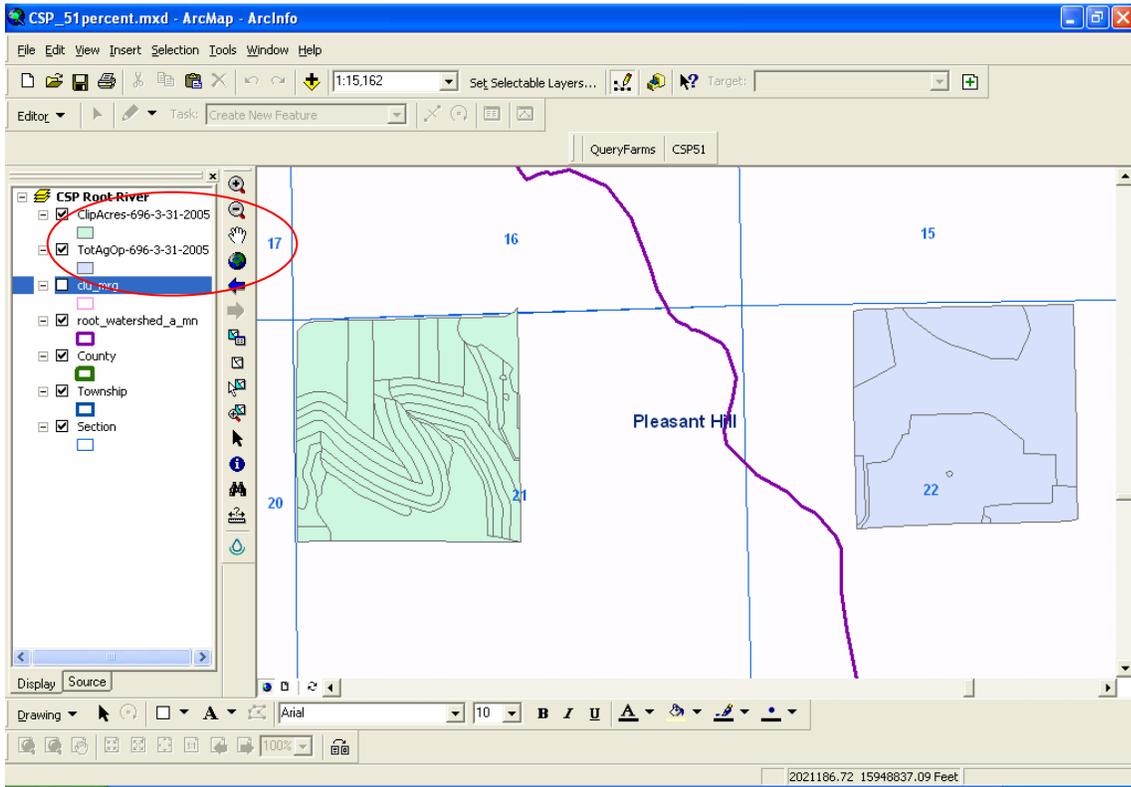
You can also click the Load button and browse to F:\projects\NRCS\CSP and click on Ag_operation_expression.exp. this has an example of a query

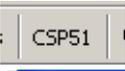
8. Click Apply (wait a little bit) then Close.

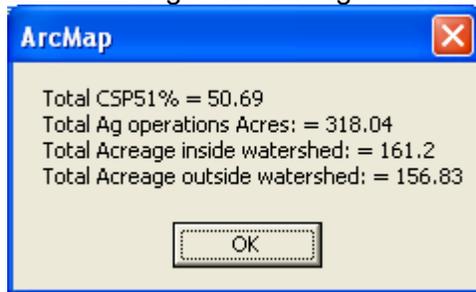
To **add more farms** change the **Method** to **"Add to Current Selection"** and enter a new expression as above



9. Two new shapefile are created, the ClipAcres-xxx is the portion of the Ag Operation in the Watershed, the ToAgOp-xxx is the entire Ag operation.



10. Click the  to get the acreage of the Ag operation and Percent within Watershed for



eligibility.

11. You press ok a file is created

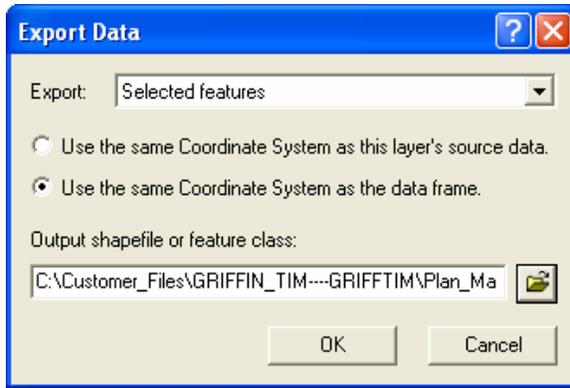
12. Save your project to the C:\Customer_Files\customer_name\CSP folder

13. Right Click on the ClipAcres-xxx and select Remove. We no longer need this file.

14. Right Click on the ToAgOp-xxx layer and select 'Data', then 'Export Data'. This will save the Ag Operation Shapefile to the customer's folder.

15. Browse to the C:\Customer_Files\customer_name\CSP folder and save TotalAgOp-xxx shapefile to CSP folder (example AgOperation.shp).

16. Right Click on the TotAgOp-xxx and select Remove. We no longer need this file.



17. Say Yes to add to your Map.
18. The Landowner Operation is displayed; turn off the CLU_mrg.
19. Label the AgOperation by right clicking the file, select properties
20. click on labels, then Expression, then LOAD
21. Browse to F:\Projects\NRCS\CSP. Select the Field_labels.lxp. This will label the Polygons with clu number and acres.

MAKING A LAYOUT OF THE AG OPERATION

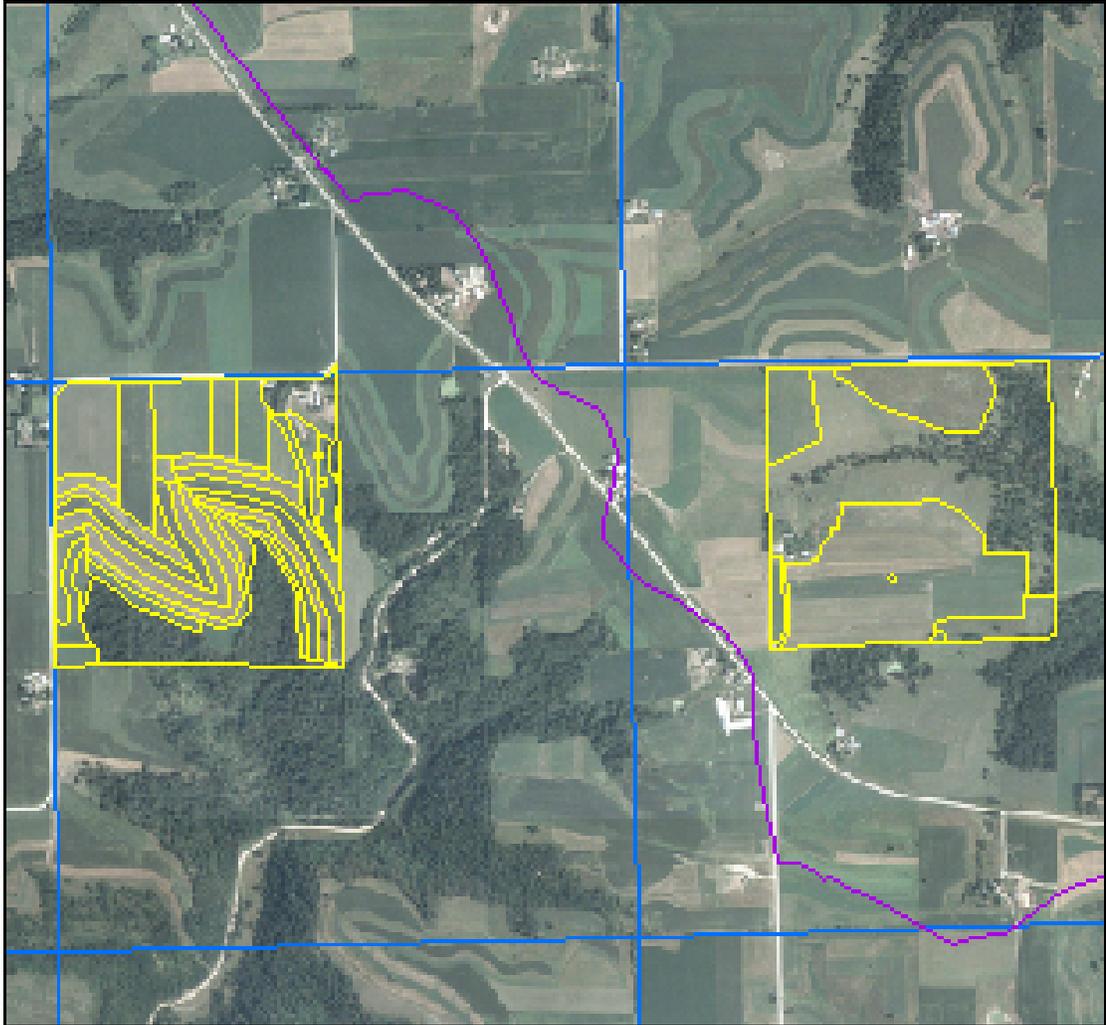
22. Click on the Layout button in the Bottom of the Map (or click the View tab and Select Layout View) and Modify the layout to show the following example.
 23. Use the Black arrow (select element) to click on text at the top of the page and modify the information.
 24. You should print a map of the entire Ag operation (may not need background imagery), then Zoom in to each Tract (scale of 7,000-10,000 is pretty good) to print close-up maps of each tract with the Filed labels visible.
- *To get 1 inch per mile you need a scale of 7920
25. For each Map you print, Click 'File' then' **Export** to save the Map as Plan_mapXX.pdf in C:\Customer_Files*customer_name*\CSP.
 26. Click File and **Print** to print the Plan Map of Ag Operation.

Once you are done printing the Plan map, you are ready to print the Sensitive Features map

CSP Ag Operation

Customers:
District:
Approval Area:
Legal Description:

Case:
Field Office:
Agency:
Assessment by:
State and County:
Land Use:



Legend

- Flood Plain - 100 Year Flood
- District
- Assessment
- CSP Ag Operation

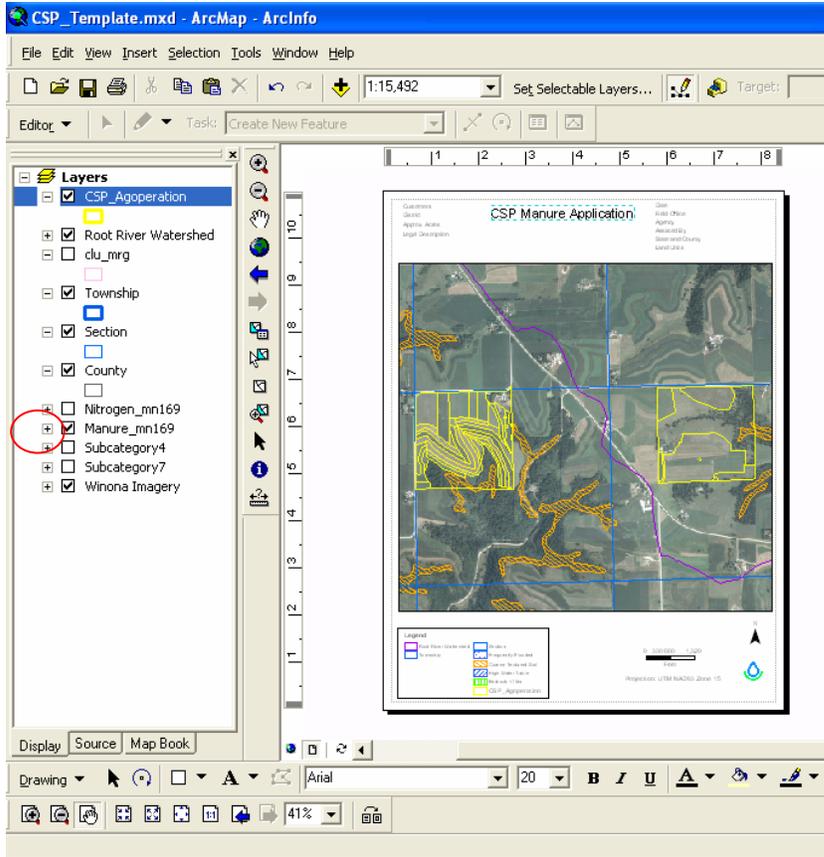
0 500 1000 1500
Feet

Projection: UTM NAD83 Zone 15



SENSITIVE SOIL FEATURES

27. Click the  to Zoom within a portion of the Planned Land Unit as previously done for Plan Maps
28. Turn on the Manure Group or the Nitrogen Group



29. You should only need to change the Map Title and make sure the legend displays all the sensitive features layer
30. Export and Print the Map as previously described for each tract.

IF THE MANURE AND NITROGRN ARE NOT IN YOUR LAYOUT (NEW COUNTY) OR CANNOT BE DISPLAYED (THEY SOMETIMES DISAPEAR).

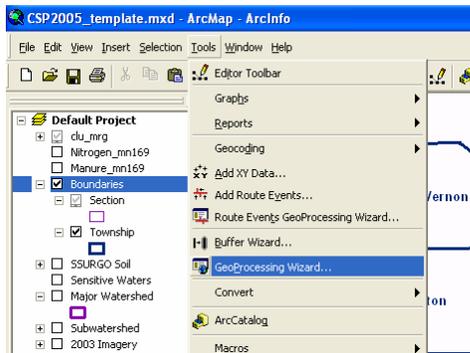


31. Click the  Add Theme.
32. Browse to F:\Projects\NRCS\CSP\
33. Select manure_mnxxx.lyr AND nitrogen_mnxxx.lyr (use the CTRL key).
34. Press ADD

GENERAL SOIL MAP

35. Without the Toolkit Soil tool, we have to use the Geoprocessing Wizard.

36. Select 'Tools' then 'Geoprocessing Wizard'



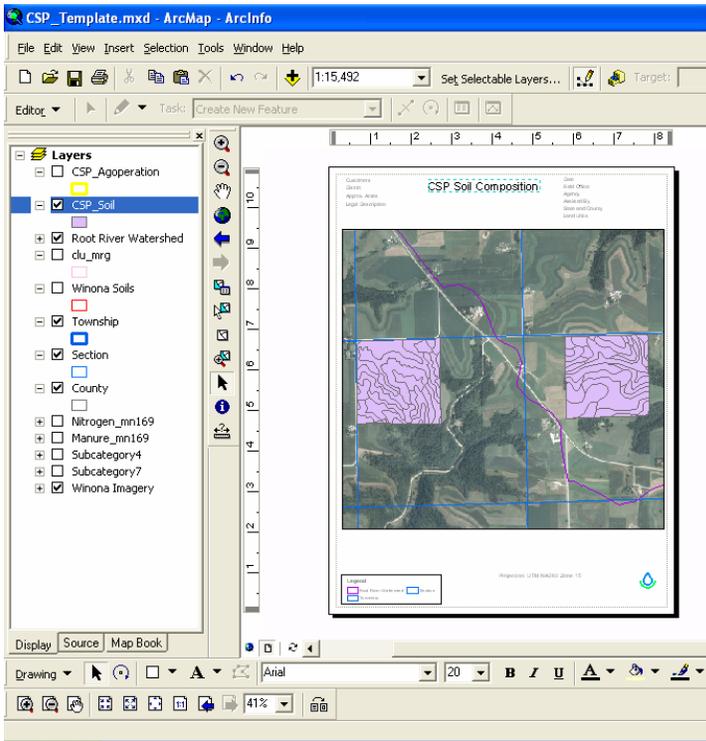
37. Select 'Clip one layer based on another' then 'Next'



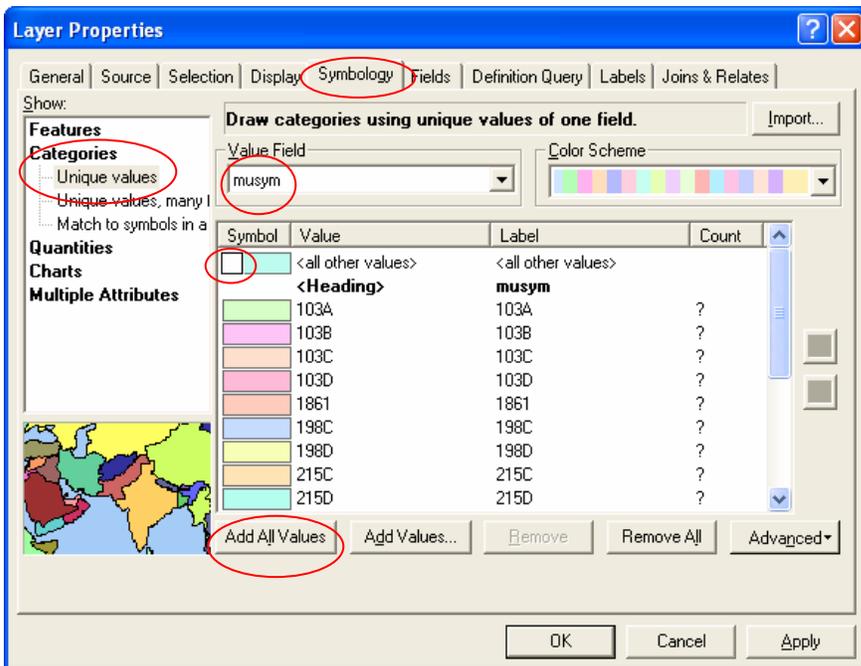
38. The input layer is the Soil layer, the Clip layer is the CSPAgOperation. Save to your customer folder C:\Customer_Files\customer_name\CSP (example CSP_soil)



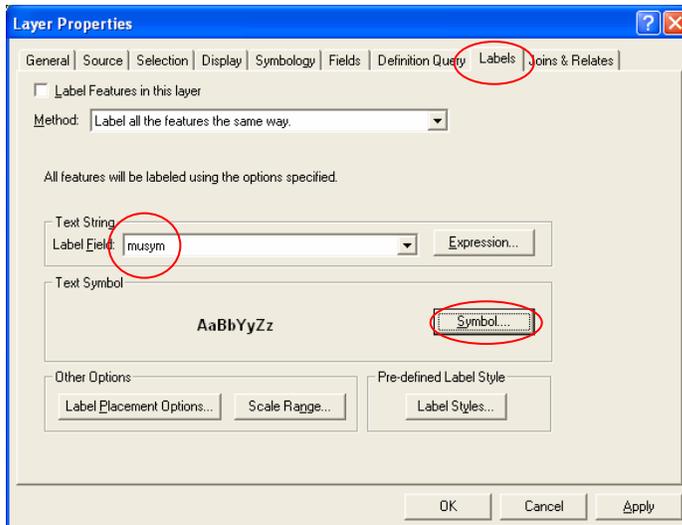
39. Your clipped CSP_Soil layer will be added.



40. Right Click on CSP_Soil Map to change the display properties. Select Properties, then the Symbology Tab. Change the areas circled below



41. Change the Labels to display MUSYM. Click on Symbol to change the Font of the Label



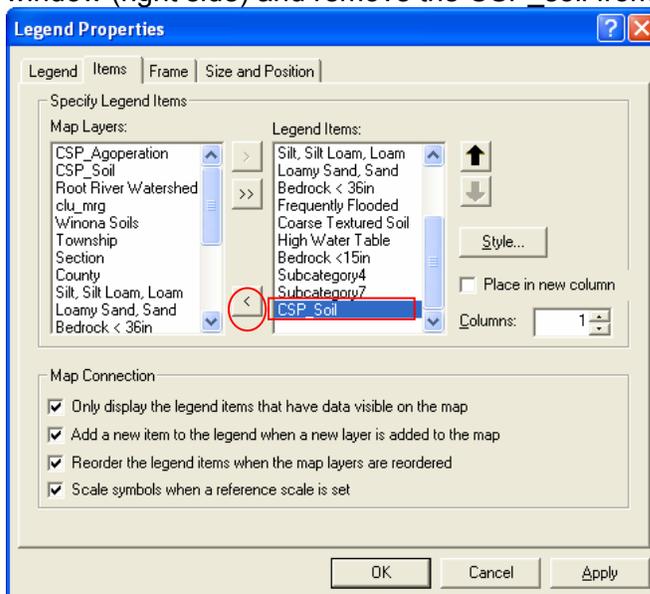
42. Select OK.

43. Right click on the Soil Map again and 'check' the Label features to turn the Labels on.

44. Select Layout and adjust the elements as needed such as the Title

45. If the legend with all the soil labels is too big, remove the soil labels as follow

46. Select the legend, right click, select property, click on the item tab on the Legend Item window (right side) and remove the CSP_soil from the Legend Item window.



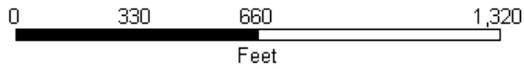
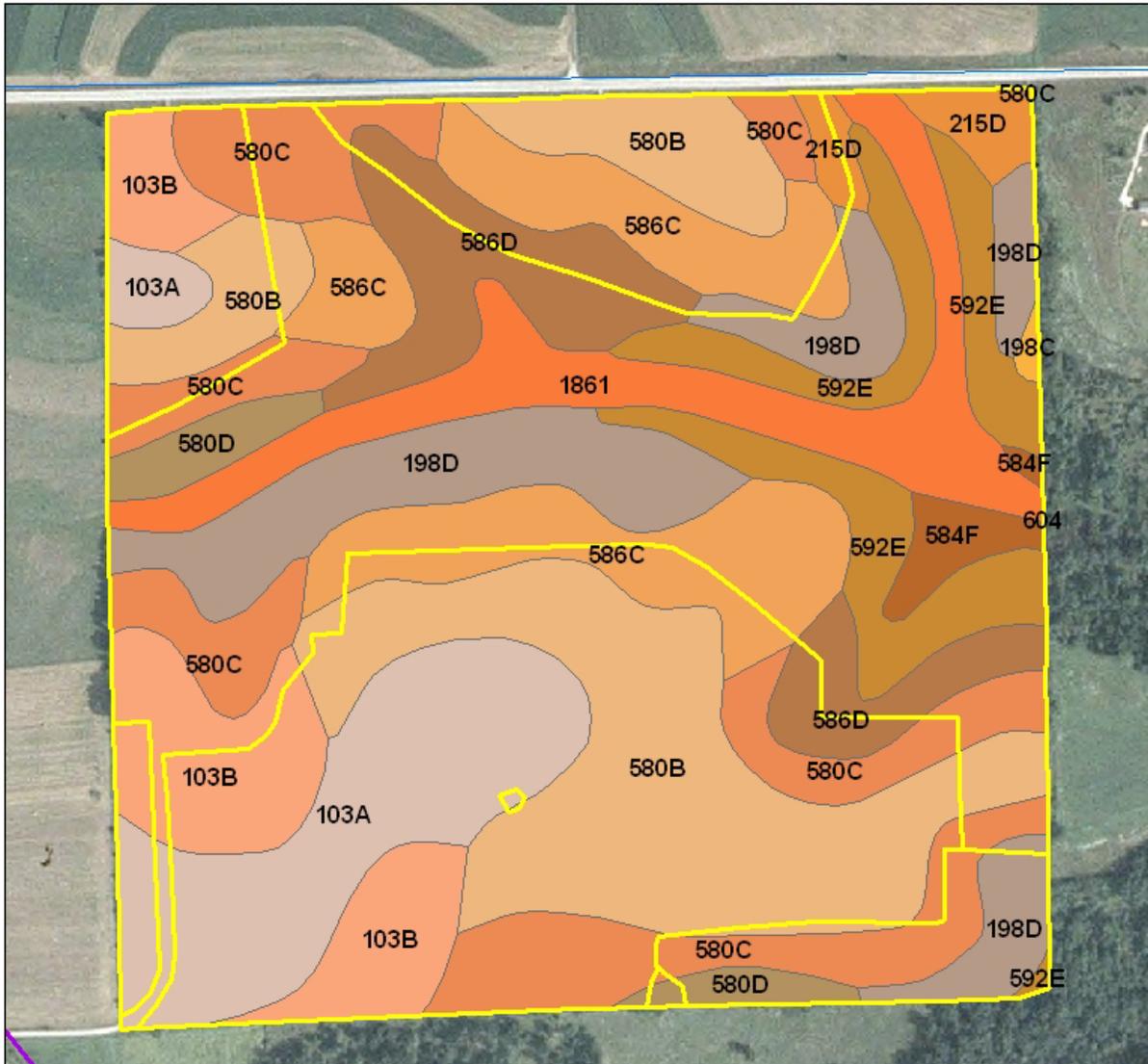
47. Move the AgOperation layer to the top of the Layers to Display on top of the Soil Map

48. As Before, Print and Export (File, Export Map) each Tract section separately.

Customers
District
Approx. Acres
Legal Description

CSP Soil Composition

Date
Field Office
Agency
Assisted By
State and County
Land Units



Legend

-  CSP_Agoperation
-  Section
-  Root River Watershed
-  Township

Projection: UTM NAD83 Zone 15

