

Toolkit Task Guide #25

Kansas Wetland Determination Tool Version: 6.2008.02.20

March 31, 2008

Abstract

The Kansas Wetland Determination Tool (WDT) will work with Toolkit Service Pack 4 (SP-4), or higher to allow for the creation, manipulation, and storage of wetland determination data. All data and products associated with the wetland determination will be stored within the Wetlands subfolder of the Toolkit customer folder structure and therefore, will be managed as part of a standard Toolkit customer folder. WDT will automatically create the Wetlands subfolder within the customer folder structure located at C:\Documents and Settings\<LOGIN>\My Customer Files Toolkit\. The WDT shapefile will continue to include all attributes of Wetland Determination Toolkit 4.1. Wetland determinations will continue to follow applicable Kansas Natural Resources Conservation Service (NRCS) policy. WDT has been developed using Title 180, Part 514, -Subpart B, of the National Food Security Act Manual.

Assumptions

1. Following Kansas Toolkit Task Guide #5, the user has properly installed Toolkit on the workstation.
2. Field staff and wetland team members have a working knowledge of Toolkit.

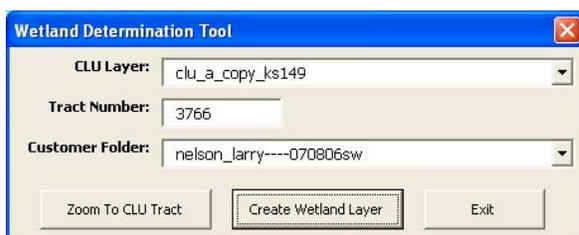
Instructions

The WDT  is available from the Kansas Toolbar in all ArcMap Map Documents (MXD) within a customer folder.

1. Open Toolkit and ArcMap
2. Click on the **WDT** button  in ArcMap
3. The WDT main dialog will appear. Click on the **Create a new layer** button.



4. From the CLU Layer list box, select the appropriate layer to copy land unit boundaries from. In the Tract Number text box, type the Tract Number to create the wetland determination shapefile for. In the Customer Folder list box, select the customer to store the data within.



5. **Optional** - Click the **Zoom to CLU Tract** button to zoom to the tract but not create the new wetland determination shapefile.
6. Click the **Create Wetland Layer** button to zoom to the tract and create the new wetland determination shapefile with all land units within the previously entered Tract Number. The new wetland determination layer will be created and added to the ArcMap Table of Contents (TOC). The shapefile name will be WD<Tract>; i.e., WD3766. Click **Exit** to close the dialog window.
7. Using the Drawing Toolbar, digitize a new polygon graphic  that outlines the area of interest where the wetland delineation will occur.
8. Click **File – Save As...** and name the new Map Document WD<Tract>; i.e., WD3766.mxd.
9. Close ArcMap, close the customer, and check the customer back into the National Conservation Planning Database (NCP).
10. Contact the wetland team member that will be completing the determination.

Use of the WDT – Wetland Delineator

Documentation is to be stored in the customer's wetlands folder. This includes Global Positioning System (GPS) points, Microsoft Word, and Microsoft Excel documents.

1. Using Toolkit, check out and open the customer
2. Click on the **Customer File** tab and click on the **ArcGIS_Projects** folder
3. Open the WD<Tract>.mxd Map Document

4. Use the Toolkit digitizing tool  to modify any polygon boundaries within the wetland determination layer. The Toolkit Polygon Editor will be available for digitizing. After all digitizing has been completed, exit the Polygon Editor and save changes.



5. Click the **CalcAcres**  button to update the calculated acres for all polygons. The value will appear in the attribute tool as Calc Acres.

6. To attribute the polygons within the wetland determination layer, Click the **Wetland Determination Tool**  and then Click the **Attribute an existing layer** button.



It is suggested that unnecessary layers be turned off in the TOC or Layers be turned off using the Selection tab at the bottom of the TOC. This will limit confusion during the use of the attribute tool.

7. From the Select a layer list box, select the WD<Tract> layer to attribute.
8. Use the ArcGIS Select Features  button to select an individual feature. Most attributes are required and the user will be prompted if data is incomplete. While using the Attribute tool, no more than one feature may be selected at a time.
9. Choose an option for saving data
 - a. To quit without saving changes to the selected feature, click the **Exit** button.
 - b. To save changes to the selected feature but leave the dialog window open, Click the **Apply** button.
 - c. To save changes to the selected feature and close the dialog window, Click the **OK** button.

10. Complete wetland determination documentation as outlined in Kansas policy using the Toolkit Map

Labels  button and the Toolkit Map Products  button.

When labeling acreage values DO NOT use the “CalcAcres” attribute. Use the “Acres” or “LabelAcres” attribute to create labels with the computer calculated acreage or the “LabelAcres” attribute to create a label which defaults to the computer calculated acreage but can be modified by the wetland delineator through the WDT attribute tool. The “LabelAcres” attribute is rounded to the nearest tenth.

11. Close ArcMap, close the customer, and check the customer back into the NCP.
12. Notify the district conservationist that the determination has been completed and is available in the NCP.

Use of the WDT – Field Office

1. Check out and open the appropriate customer using Toolkit.
2. Click on the **Customer File** tab and Click on the **ArcGIS_Projects** folder.
3. Open the WD<Tract>.mxd Map Document.
4. Review the wetland determination, complete and print documentation.