# **Habitat Management Digitizing Guide**

#### 2/2019

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#### **Template Guidelines**

- Do not add any new fields to the templates.
- Do not alter the existing fields of the templates in any way (do not rename them, do not change the data types, do not change the domains, etc.)
- Do not reproject or transform the coordinate system of the templates.
- Each polygon you digitize MUST have values in these fields filled in: StateID, VegMgmtPractice, Herbicide, MonthTreated, YearTreated, ImplementedBy, FundedBy, and FarmBillCode. They cannot be null, but there are options for "Not applicable" and "Unknown" where necessary. See tables for descriptions of these fields.
- Do not change the name of the template feature class.
- For practices where digitizing a polygon may be difficult (ex: edge feathering) you may make a line feature class, buffer the line by a small amount (however wide the edge feathering might have been), and load that new polygon feature (the output created by the buffer geoprocessing tool) into the template. See the "Loading Data into the Template" section.
- Digitized tracts may overlap one another.
- You may have duplicate polygons if more than one management practice was applied to the same area.
- Digitized tracts obviously should fall within the focal or reference area, however if there is a portion of the tract that is outside of the area, that is ok and should be digitized anyway.
- Do not submit data that has been submitted in a prior year! However, you may submit multiple years of data
  within a single feature class. You may also submit multiple focal areas and reference areas in a single feature
  class
- If you choose to digitize your data outside of the template, be sure the field data types in your dataset match the field data types in the template. See tables for details on field data types in the template. Also see "Loading Data into the Template" section.

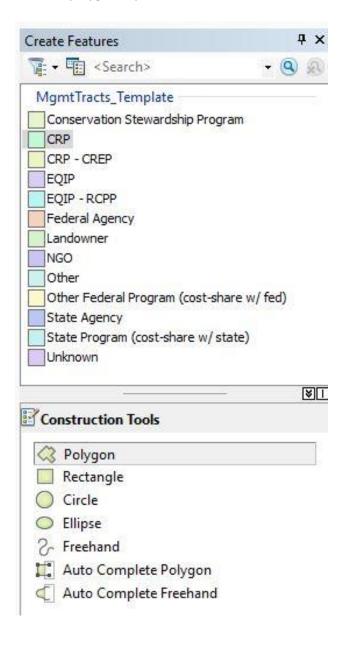
#### **Digitizing Your Data**

This section covers how to digitize your data into the template.

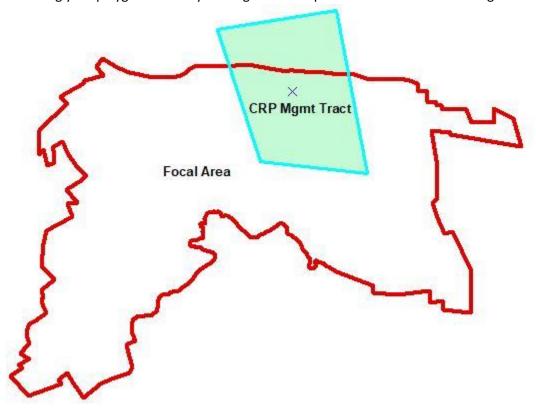
- 1. Add the template layer <StateID>\_MgmtTracts\_Template to the map.
- 2. On the Editor toolbar click Editor > Start Editing. If you do not have an Editor toolbar, go to the Customize menu > Toolbars > Editor.
- 3. Open the Create Features window from your Editor toolbar.



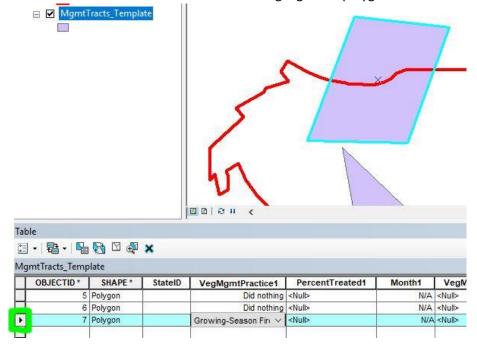
4. In the Create Features window, select the type of polygon you would like to digitize; these types are based off who funded the management of the polygon you are about to draw. If you choose the wrong one, do not worry, you can change it in the attribute table after you've drawn it. Once selected, see the "Construction Tools" window just below and select the "polygon" option.



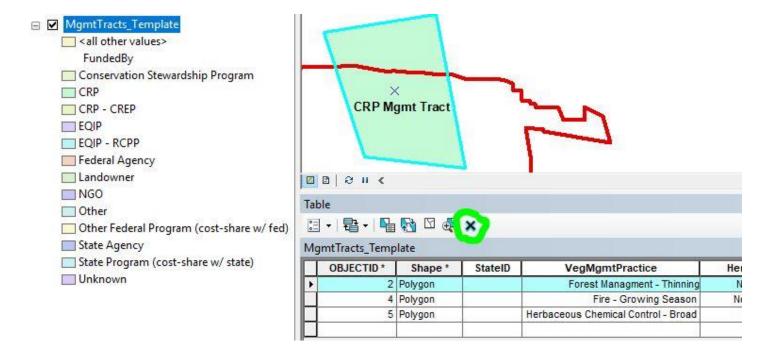
5. Begin drawing your polygon or line by clicking on the map. Double click to end drawing.



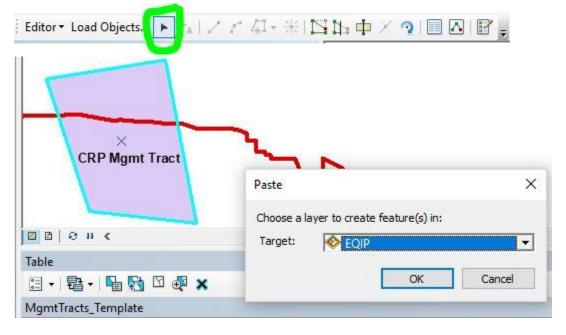
- 6. Open the attribute table of the layer and fill out the fields associated with the new polygon you have drawn. To open the attribute table, in the Table of Contents (typically left side of screen), right-click the layer and hit "Open Attribute Table." The polygon you just digitized will be highlighted in blue in the attribute table.
  - a. If it is easier, you may digitize all your tracts and fill in the attribute table after you are done. To determine which polygon or line you are filling in attributes for, you may click the gray box to the left of the record in the attribute table which will highlight the polygon or line on the map.



7. If you have made a mistake and would like to delete a feature you digitized, open the attribute table and after ensuring the appropriate features are selected, click the X to delete the feature(s).



8. If you have a management tract that had more than one practice applied to it, you may duplicate the polygon and submit the other practice. You may do this as many times as necessary. To duplicate the polygon select the polygon you would like to duplicate using the select cursor from the Editor toolbar, hit Ctrl+C to copy and Ctrl+V to paste. A dialog will appear asking you to choose the target layer the feature should be copied to, in this case your choices are the entity that funded the practice (it may different than the previous practices that was applied to that area). Once that is set, click "Ok" and the new record will be selected in the attribute table; continue to fill out the attributes.

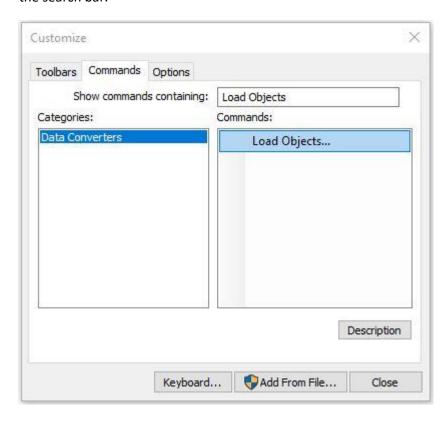


9. When you are done digitizing and filling in the attribute fields, on the Editor toolbar, hit the Editor dropdown menu and click "Save Edits." Then on the same menu, click "Stop Editing."

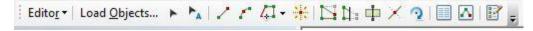
#### **Loading Data into the Template**

This section covers how to load your data into the template from another shapefile or geodatabase if you did not choose to digitize your tracts directly into the template.

- Open ArcMap and add the Editor toolbar to the user interface. On the top menu bar, go to Customize > Toolbars > Editor
- 2. Add the "Load Objects" command to the Editor toolbar.
  - a. On the top menu bar, go to Customize > Customize Mode... > Commands tab > Type "Load Objects" into the search bar.

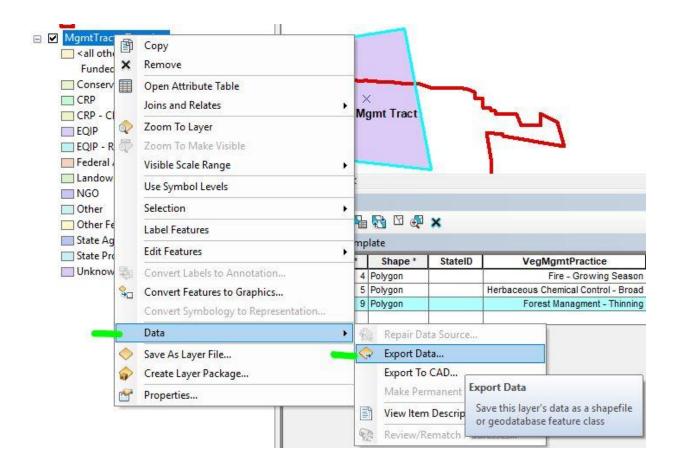


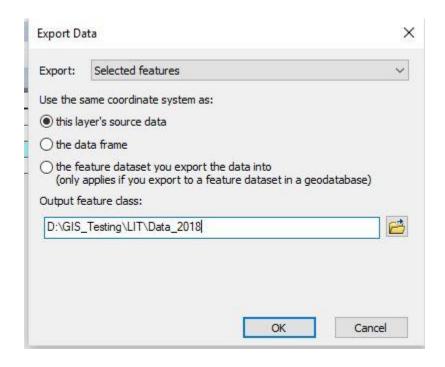
b. Under the "Commands" side of the dialogue box, click and drag the "Load Objects" command to the Editor toolbar and drop it. The Editor toolbar will now look something like this (the order of the buttons doesn't matter):



3. Add the dataset that contains your digitized habitat management data to the map. If it contains data you have already submitted in previous years, select the data you would like to submit for the current year and export it to a new file. Please do not submit data that has already been submitted in prior years!

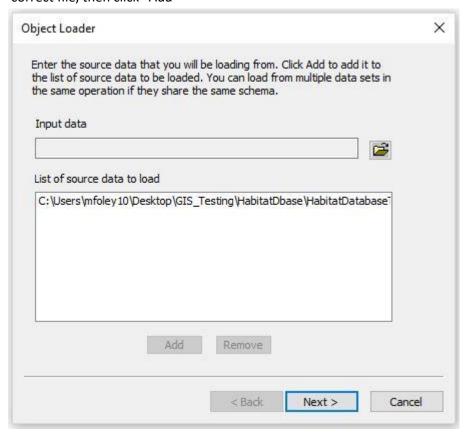
- a. You can use the <u>"Select by Attributes"</u> tool to select a subset of data in your dataset. For instance, if you have a field named "Year" that contains the year of the management and integer values that represent the year, your query would look like this: **Year = 2018**. If you want a list of all the values available to choose from in that field, highlight the field in the list and then click the "Get Unique Values" button to help you construct your query.
- b. After selecting the subset, right-click the layer name in the table of contents > Data > Export Data... and leave Export set to "Selected Features", use the same coordinate system as the layer's source data, and save the output feature class where you can access it. You may choose whether to save it as a feature class (which must be saved inside a geodatabase) or as a shapefile (can be saved inside a folder). When naming the exported file, do not use any spaces, dashes, or special characters and do not start the file name with a number; you may use underscores.



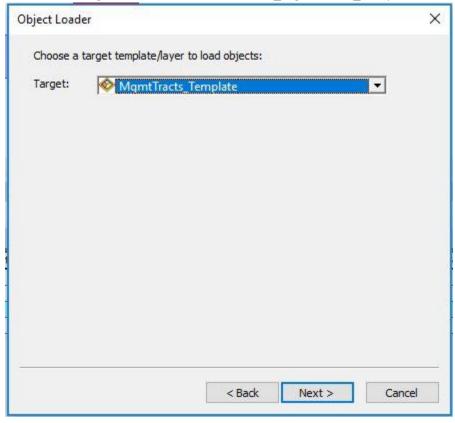


- c. Add the exported data to the map when prompted.
- 4. Add the <StateID>\_MgmtTracts\_Template layer to the map
- 5. On the Editor toolbar, click Editor > Start Editing. In the dialogue that opens, click on <StateID>\_MgmtTracts\_Template.
- 6. On the Editor toolbar, click "Load Objects"

7. In the dialogue that opens, click the browse folder button and navigate to your digitized habitat management dataset or the exported dataset you created in step 3 if applicable. Click "Open" when you have chosen the correct file, then click "Add"

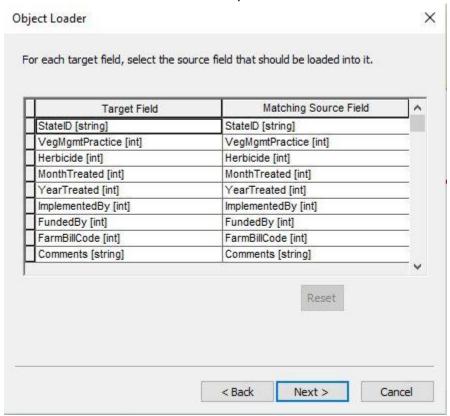


- 8. Click "Next"
- 9. Ensure the target dataset is set to <StateID>\_MgmtTracts\_Template.



#### 10. Click "Next"

11. Match fields from the target dataset up with the fields in your digitized dataset ("Matching Source Field"). If the field data type (string, int, float, etc.) does not match the target dataset's field data type, the tool will run but the column or rows may not populate with values as you would expect. You must then fix the fields in your digitized dataset so they match the target dataset and run the tool again (if you need help doing this, please contact the NBCI data analyst). The names of the fields do not need to match but the field data types do. If there are fields you have no information for in your digitized file, it is okay to leave the Matching Source Field as "None" and fill those fields in once you have moved the data over to the template.



- 12. Click "Next"
- 13. On the next dialogue, click "Load all of the source data" and click "Next"
- 14. Click "No" on the input features being snapped. Click "Yes" to validate the new features. Click "Next"
- 15. Review the information and click "Finish"
- 16. Right-click the <StateID>\_MgmtTracts\_Template in your table of contents and open the attribute table (if it was already open you may need to close it and reopen it to see the newly added features). Review the features to determine that all have loaded successfully. If any of them are highlighted in blue, they did not pass validation and something went wrong during data transfer.
  - a. Change the view on the attribute table to only show selected records; at the bottom of the attribute table, there are two buttons, click the one on the right that is completely blue.



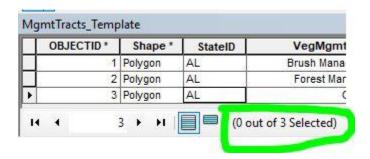
b. This view contains all the features that were marked invalid. Select a single record by clicking the gray box to the left of the row. Now the record will be highlighted yellow; hover over these buttons on the attribute table and click the one that says "Reselect highlighted"



- c. Now the record will be highlighted yellow; hover over these buttons on the attribute table and click the one that says "Reselect highlighted"
- d. With that record selected, go the Editor Toolbar, click Editor > Validate Features
- e. The message that appears will give you some information about why the feature is invalid. You may repeat this on the other invalid features to determine if the error is the same for all them.
- f. Fix what is causing the issue in your digitized dataset.
- g. Delete all the features in the **template** dataset *only if you started with an empty template* (see step 16h if you did not have an empty template). Switch back the view to display all records (click the left button seen in step 18a). Click the Table Options button > Select All. All records will be highlighted in blue. Click the "X" on the table toolbar to delete them.



h. If you did not start with an empty template before loading new features you must delete only the features that have been added. When features are added the attribute table, they are added to the end of it. Open the attribute table of the **feature class you tried to add features from**. Looking at the bottom of the table, you'll see something like (0 out of 19 selected). The "19" is the total number of features exist in that feature class. Now go the **template feature class** and scroll all the way to the bottom. Select the last 19 (or whatever amount you have) features in the table by clicking the gray box to the left of the row and dragging down. Double check you have the correct features by comparing with the feature class with the features you wanted to add. If it is correct, delete the features from the template by clicking the wonth on the table toolbar.

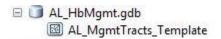


- i. Repeat steps 6-16 to try loading the features again.
- 17. When you have loaded features into the MgmtTracts\_Template and they have been validated, save your edits and stop editing. On the Editor toolbar, go to Editor > Stop Editing. Save the edits when prompted.

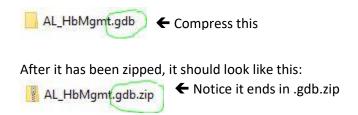
#### **Submitting Your Data**

Using the NBCI Habitat Monitoring and Management Data Explorer, you can submit your data in the form of a zipped file geodatabase.

Check that your data is structured appropriately before compressing the file geodatabase. Your file geodatabase should contain only one layer: <StateID>\_MgmtTracts\_Template. It must be named in this exact format. In ArcCatalog, it should look something like this:



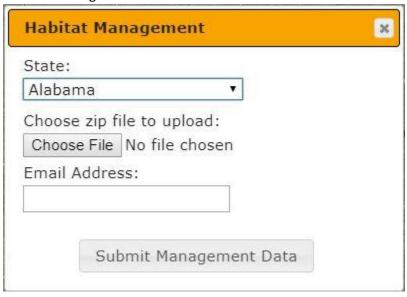
2. Compress the geodatabase using Windows File Explorer. Be sure to compress the folder that ends in the extension .gdb. Do not submit zip files where the .gdb folder is nested inside another folder. Do not create a new folder called State\_HbMgmt.gdb and place the State\_HbMgmt.gdb file geodatabase inside and zip the containing one. Zip the only one that is visible in windows file explorer (it already exists).



3. Open the Data Explorer. Click the drip torch icon on the right side of the map:



4. In the dialogue that opens, choose your state, add your zipped geodatabase, and add your email address. Click "Submit Management Data."



5. Results should be viewable in ten minutes. You will receive an email notification from nbciquailcount@gmail.com notifying you when the process is complete.

## **Template Attribute Table Fields**

Field Name	Field Data Type	Description	Example Value(s)
StateID	Text; does not	The two letter abbreviation of your state. When you create a new feature in the	KY
	allow nulls	template, it will default to your StateID.	
VegMgmtPractice	Long; does not	A dropdown list where you can pick the vegetation management practice that was	3
	allow nulls	used on the tract of land you digitize. Descriptions of these practices can be found	
		in the habitat manual. If digitizing outside of the template, use integer values	
		below appropriately:	
		0 Brush Management – Chemical	
		1 Brush Management – Mechanical	
		2 Brush Piles	
		3 Disking – Partial	
		4 Disking – Whole Field	
		5 Edge Feathering	
		6 Establishing Herbaceous Cover	
		7 Establishing Shrubs	
		8 Establishing Trees	
		9 Fallowing/Idling	
		10 Fire – Dormant Season	
		11 Fire – Growing Season	
		12 Food Plots	
		13 Forest Management – Clear Cut (> 5 acres)	
		14 Forest Management – Forest Opening (1-5 acres)	
		15 Forest Management – Thinning	
		16 Grazing – Deferred	
		17 Grazing – Emergency	
		18 Grazing – Patch Burn	
		19 Grazing – Rotational	
		20 Haying – Deferred	
		21 Haying – Emergency	
		22 Herbaceous Chemical Control – Broadcast Spraying	
		23 Herbaceous Chemical Control – Spot Treatment	
		24 Mowing (Mid-contract management ONLY)	

Herbicide	Long; does not	This is a dropdown list that may be used if an herbicide treatment was performed	5
	allow nulls	on the tract. If digitizing outside the template, use the integer values below	
		appropriately:	
		0 Not Applicable	
		1 2,4-D	
		2 2,4-D + Picloram	
		3 Aminopyralid	
		4 Clethodim	
		5 Glyphosate	
		6 Imazapic	
		7 Imazapyr	
		8 Metsulfuron methyl	
		9 Picloram	
		10 Sethoxydim	
		11 Triclophyr	
		12 Triclophyr + Fluroxypyr	
		13 Other	
		14 Unknown	
MonthTreated	Long; does not	This is a dropdown list that allows you to pick month in which you applied the	1
	allow nulls	vegetation management treatment. <b>If digitizing outside of the template</b> , use the	
		integer values below appropriately:	
		0 - Unknown	
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	

YearTreated	Long; does not	This is a dropdown list that specifies the year in which the vegetation management	6
	allow nulls	and farm bill practices were applied to the tract. If digitizing outside the template,	
		use the integer values below appropriately:	
		2008	
		2009	
		2010	
		2011	
		2012	
		2013	
		2014	
		2015	
		2016	
		2017	
		2018	
		2019	
		2020	
		2021	
		2022	
		2023	
		2024	
		2025	
		2026	
		2027	
		2028	
		2029	
		2030	
		2031	
		2032	
		2033	
		2034	
		2035	
ImplementedBy	Long; does not	This field is a dropdown list where you may pick who performed the vegetation	5
	allow nulls	management treatment on the tract. If digitizing outside the template, use the	
		integer values below appropriately:	

		0 Unknown	
		1 Federal Agency	
		1	
		2 State Agency	
		3 Landowner	
		4 Contractor	
		5 NGO	
		6 Other	
FundedBy	Long; does not	This field is a dropdown list where you may pick who funded the vegetation	9
	allow nulls	management treatment. When an item is chosen from this field, it affects what is	
	THIS FIELD HAS	available in the FarmBillCode field. If digitizing outside the template, use the	
	SUBTYPES	integer values below appropriately:	
		0 Unknown	
		1 EQIP	
		2 EQIP – RCPP	
		3 CRP	
		4 CRP – CREP	
		5 Conservation Stewardship Program	
		6 Other Federal Program (cost-share w/ fed)	
		7 Federal Agency	
		8 State Program (cost-share w/ state)	
		9 State Agency	
		10 Landowner	
		11 NGO	
5 0:110 1		12 Other	
FarmBillCode	Long; does not	This field is a dropdown list where you may pick the appropriate farm bill code for	6
	allow nulls	EQIP and CRP practices. This field is based upon the value you picked in the	
	THIS FIELD IS	FundedBy field. If digitizing outside of the template, find the chosen value you	
	PART OF A	picked in the FundedBy field and follow the codes that are associated with it:	
	SUBTYPE	<u>0 – Unknown</u>	
		0 Not Applicable	
		<u>1 – EQIP</u>	
		0 EQIP-310 (Bedding)	
		1 EQIP-311 (Alley Cropping)	

2 EQIP-314 (Brush Management)	
3 EQIP-315 (Herbaceous Weed Treatment)	
4 EQIP-326 (Clearing and Snagging)	
5 EQIP-327 (Conservation Cover)	
6 EQIP-328 (Conservation Crop Rotation)	
7 EQIP-329 (Residue and Tillage Management, No-Till)	
8 EQIP-330 (Contour Farming)	
9 EQIP-331 (Contour Orchard and Other Perennial Crops)	
10 EQIP-332 (Contour Buffer Strips)	
11 EQIP-338 (Prescribed Burning)	
12 EQIP-340 (Cover Crop)	
13 EQIP-342 (Critical Area Planting)	
14 EQIP-345 (Residue and Tillage Management, Reduced Till)	
15 EQIP-379 (Multi-Story Cropping)	
16 EQIP-380 (Windbreak/Shelterbelt Establishment)	
17 EQIP-381 (Silvopasture)	
18 EQIP-382 (Fence)	
19 EQIP-383 (Fuel Break)	
20 EQIP-384 (Woody Residue Treatment)	
21 EQIP-386 (Field Border)	
22 EQIP-388 (Irrigation Field Ditch)	
23 EQIP-390 (Riparian Herbaceous Cover)	
24 EQIP-391 (Riparian Forest Buffer)	
25 EQIP-393 (Filter Strip)	
26 EQIP-394 (Firebreak)	
27 EQIP-395 (Stream Habitat Improvement and Management)	
28 EQIP-412 (Grassed Waterway)	
29 EQIP-422 (Hedgerow Planting)	
30 EQIP-460 (Land Clearing)	
31 EQIP-462 (Precision Land Forming)	
32 EQIP-464 (Irrigation Land Leveling)	
33 EQIP-466 (Land Smoothing)	
34 EQIP-468 (Lined Waterway or Outlet)	
35 EQIP-482 (Mole Drain)	

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	36 EQIP-484 (Mulching)
	37 EQIP-490 (Tree/Shrub Site Preparation)
	38 EQIP-511 (Forage Harvest Management)
	39 EQIP-512 (Forage and Biomass Planting)
	40 EQIP-528 (Prescribed Grazing)
	41 EQIP-548 (Grazing Land Mechanical Treatment)
	42 EQIP-550 (Range Planting)
	43 EQIP-585 (Stripcropping)
	44 EQIP-590 (Nutrient Management)
	45 EQIP-592 (Feed Management)
	46 EQIP-595 (Integrated Pest Management)
	47 EQIP-600 (Terrace)
	48 EQIP-601 (Vegetative Barrier)
	49 EQIP-603 (Herbaceous Wind Barriers)
	50 EQIP-604 (Saturated Buffer)
	51 EQIP-612 (Tree/Shrub Establishment)
	52 EQIP-643 (Restoration of Rare and Declining Natural Communities)
	53 EQIP-644 (Wetland Wildlife Habitat Management)
	54 EQIP-645 (Upland Wildlife Habitat Management)
	55 EQIP-646 (Shallow Water Development and Management)
	56 EQIP-647 (Early Successional Habitat Development/Management)
	57 EQIP-649 (Structures for Wildlife)
	58 EQIP-650 (Windbreak/Shelterbelt Renovation)
	59 EQIP-654 (Road/Trail/Landing Closure and Treatment)
	60 EQIP-655 (Forest Trails and Landings)
	61 EQIP-656 (Constructed Wetland)
	62 EQIP-657 (Wetland Restoration)
	63 EQIP-658 (Wetland Creation)
	64 EQIP-659 (Wetland Enhancement)
	65 EQIP-660 (Tree/Shrub Pruning)
	66 EQIP-666 (Forest Stand Improvement)
	67 Unknown
<u>2</u>	2 – EQIP - RCCP

	,	
0	EQIP-310 (Bedding)	
	EQIP-311 (Alley Cropping)	
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3	EQIP-315 (Herbaceous Weed Treatment)	
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65	EQIP-660 (Tree/Shrub Pruning)
66	EQIP-666 (Forest Stand Improvement)
67	Unknown

3 - CRP 0 CP-1 (Introduced Grass and Legume Establishment) 1 CP-2 (Native Grass, Forb, and Legume Establishment) 2 CP-3 (Tree Planting) 3 CP-3A (Hardwood Tree Planting) 4 CP-4B (Wildlife Habitat Corridors) 5 CP-4D (Permanent Wildlife Habitat) 6 CP-5A (Field Windbreak Establishment) 7 CP-6 (Diversion) 8 CP-8A (Grass Waterway) 9 CP-9 (Shallow Water Areas for Wildlife) 10 CP-10 (Grass Already Established) 11 CP-12 (Wildlife Food Plot) 12 CP-15A (Grass Contour Strip) 13 CP-16A (Shelterbelt Establishment) 14 CP-17A (Living Snow Fence) 15 CP-18B (Salinity Reducing Vegetation Establishment) 16 CP-21 (Grass Filter Strips) 17 CP-22 (Riparian Buffers) 18 CP-23 (Floodplain Wetland Restoration) 19 CP-23A (Non-Floodplain Wetland Restoration) 20 CP-24 (Cross Wind Trap Strip) 21 CP-25 (Rare and Declining Habitat) 22 CP-26 (Sediment Retention) 23 CP-27 (Farmable Wetland - Wetland) 24 CP-28 (Farmable Wetland - Buffer) 25 CP-29 (Wildlife Habitat Buffer (Marginal Pasture)) 26 CP-30 (Wetland Buffer (Marginal Pasture)) 27 CP-31 (Bottomland Hardwood Tree Establishment) 28 CP-33 (Upland Bird Habitat Buffer) 29 CP-34 (Flood Control Structure) 30 CP-36 (Longleaf Pine Establishment) 31 CP-37 (Duck Nesting Habitat)

	CP-38E (State Acres for Wildlife Enhancement)	
33	CP-38E-2 (SAFE – Native Grass, Forb, and Legume Establishment)	
34	CP-38E-4D (SAFE – Permanent Wildlife Habitat)	
35	CP-38E-10 (SAFE – Grass Already Established)	
36	CP-38E-12 (SAFE – Wildlife Food Plot)	
37	CP-38E-25 (SAFE – Rare and Declining Habitat)	
38	CP-39 (Farmable Wetland Program - Constructed Wetland)	
39	CP-40 (Farmable Wetland Program - Aquaculture Wetland)	
40	CP-41 (Farmable Wetland Program - Flood Prairie Wetland)	
41	CP-42 (Pollinator Habitat Establishment)	
42	CP-88 (Permanent Native Grasses, Forbs, or Legumes)	
43	Unknown	
<u>4 – CRF</u>	- CREP	
0	CP-1 (Introduced Grass and Legume Establishment)	
	CP-2 (Native Grass, Forb, and Legume Establishment)	
2	CP-3 (Tree Planting)	
3	CP-3A (Hardwood Tree Planting)	
4	CP-4B (Wildlife Habitat Corridors)	
5	CP-4D (Permanent Wildlife Habitat)	
6	CP-5A (Field Windbreak Establishment)	
7	CP-6 (Diversion)	
8	CP-8A (Grass Waterway)	
9	CP-9 (Shallow Water Areas for Wildlife)	
10	CP-10 (Grass Already Established)	
11	CP-12 (Wildlife Food Plot)	
12	CP-15A (Grass Contour Strip)	
13	CP-16A (Shelterbelt Establishment)	
14	CP-17A (Living Snow Fence)	
15	CP-18B (Salinity Reducing Vegetation Establishment)	
	CP-21 (Grass Filter Strips)	
17	CP-22 (Riparian Buffers)	
18	CP-23 (Floodplain Wetland Restoration)	
19	CP-23A (Non-Floodplain Wetland Restoration)	

	CP-24 (Cross Wind Trap Strip)	
21	. CP-25 (Rare and Declining Habitat)	
22	CP-26 (Sediment Retention)	
23	CP-27 (Farmable Wetland - Wetland)	
24	CP-28 (Farmable Wetland - Buffer)	
25	CP-29 (Wildlife Habitat Buffer (Marginal Pasture))	
26	6 CP-30 (Wetland Buffer (Marginal Pasture))	
27	' CP-31 (Bottomland Hardwood Tree Establishment)	
28	CP-33 (Upland Bird Habitat Buffer)	
29	CP-34 (Flood Control Structure)	
30	CP-36 (Longleaf Pine Establishment)	
31	. CP-37 (Duck Nesting Habitat)	
32	CP-38E (State Acres for Wildlife Enhancement)	
33	CP-38E-2 (SAFE – Native Grass, Forb, and Legume Establishment)	
34	CP-38E-4D (SAFE – Permanent Wildlife Habitat)	
35	CP-38E-10 (SAFE – Grass Already Established)	
36	CP-38E-12 (SAFE – Wildlife Food Plot)	
37	' CP-38E-25 (SAFE – Rare and Declining Habitat)	
38	CP-39 (Farmable Wetland Program - Constructed Wetland)	
39	CP-40 (Farmable Wetland Program - Aquaculture Wetland)	
40	CP-41 (Farmable Wetland Program - Flood Prairie Wetland)	
41	. CP-42 (Pollinator Habitat Establishment)	
42	CP-88 (Permanent Native Grasses, Forbs, or Legumes)	
43	3 Unknown	
5 – Co	nservation Stewardship Program	
0	Not Applicable	
6 - Ot	her Federal Program (cost-share w/ fed)	
	Not Applicable	
	deral Agency	
0	Not Applicable	

		8 – State Program (cost-share w/ state)	
		0 Not Applicable	
		<u>9 – State Agency</u>	
		0 Not Applicable	
		<u>10 – Landowner</u>	
		0 Not Applicable	
		<u>11 – NGO</u>	
		0 Not Applicable	
		<u>12 – Other</u>	
		0 Not Applicable	
Comments	Text	Any comments you wish to add about a particular patch	Saw a bobwhite here.