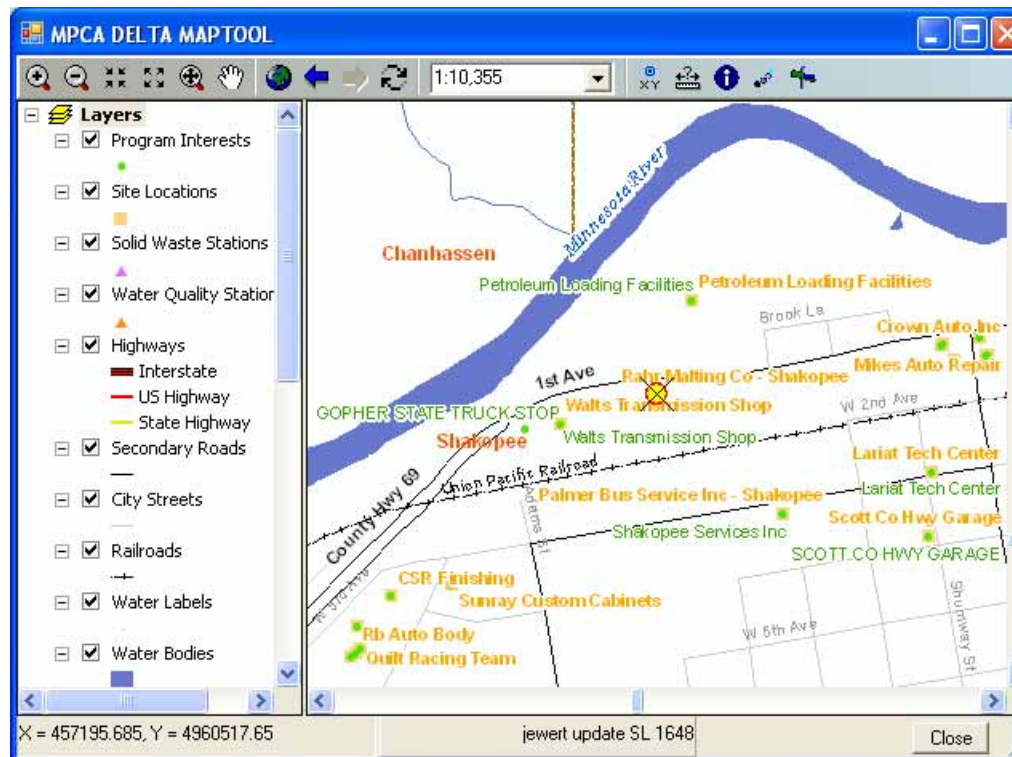


Delta MapTool: Getting Started

wq-f5-22a



Updating the Location of Sites and Program Interests



Minnesota Pollution
Control Agency

Course Lessons:

- 1) Finding a Feedlot Program Interest
- 2) View the Site and Program Interest Location Information
- 3) Launch the MapTool
- 4) Get Familiar with the MapTool Features
- 5) Find the Site in the MapTool
- 6) Find the Program Interest in the MapTool
- 7) Identify the Coordinate Collection Method
- 8) Identify the New Location
- 9) Navigate to and from the new location
- 10) Move the Feature to the New Location

Appendix 1. Coordinate Collection Method Rank

Course Materials:

- 1) Citrix RSA Token/Keyfob and your PIN (4-8 character PIN created by you)
- 2) PCA username and password
- 3) Delta username (same as PCA username) and password
 - a) Upon initial login, your password will be provided to you and thereafter you will use a password created by you
 - b) If you fail to remember your password, contact your MPCA Regional Staff person
- 4) The [MapTool User Manual](#).
 - a) Review prior to starting this exercise.
- 5) The [Coordinate Collection Method list](#).

Course Objectives:

- 1) Gain a clear understanding of the issues involved in the maintenance of location information.
- 2) Become familiar with the MapTool application prior to editing in the production Delta.
- 3) Demonstrate knowledge of the MapTool application and data issues.

Instructions:

Review the MapTool User Manual prior to starting the exercises.

Review each lesson and record your answers on a hard copy or using MS Word.

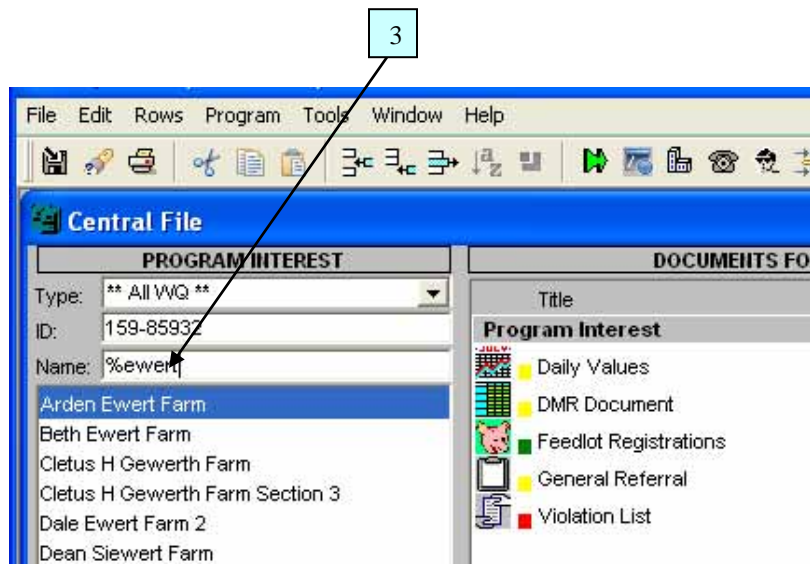
Submit your answers to Jason Ewert for review.

Upon completion, you will receive Production MapTool edit rights.

If you have any questions about the MapTool or this exercise please contact Jason Ewert at 651-757-2346.

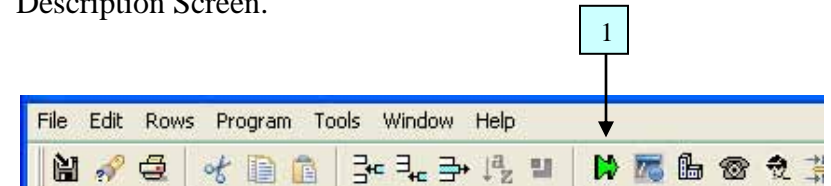
1. Finding a Feedlot Program Interest

1. Login to Delta using your PCA username and Delta password.
 - a. This password will differ from your PCA password, used to login to Citrix.
 - b. If you fail to remember your password, contact your MPCA Regional Staff person
2. Open the Delta application from the desktop icon.
3. In the Central File, search for a feedlot using the Program Interest Name field.
 - a. When searching for a feedlot name put a % sign in front of your search term.
 - b. i.e. % Ewert returns all the feedlots with 'ewert' in the name.
4. If you know the registration number you can enter it into the ID field.
5. Click on the name of the feedlot you are interested in to see a list of documents for the feedlot.

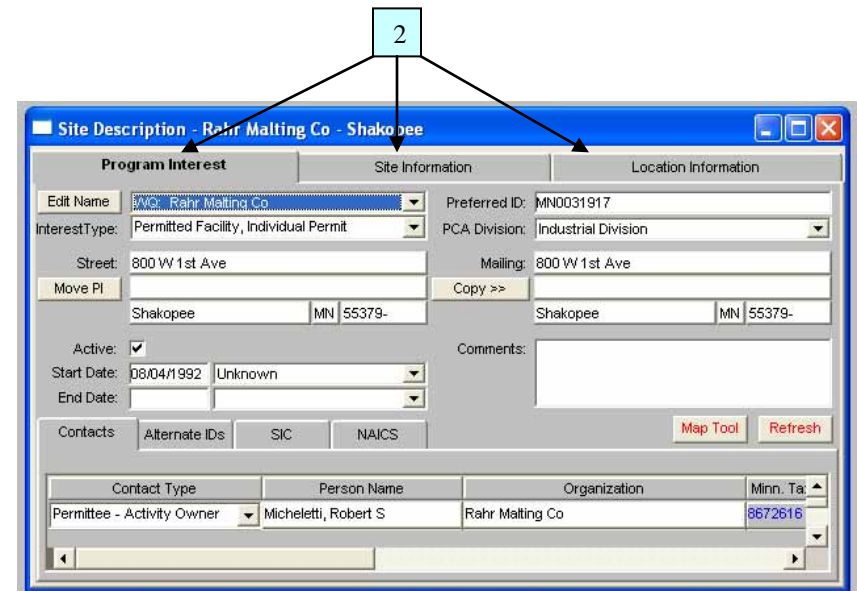


2. View the Site and Program Interest Location Information

1. Click on the 'Go to Program Interest' button (green arrow) to view the Site and Program Interest Description Screen.



2. The Site Description screen contains information about the program interest, site, and the site location.
 - a. Click on the Location Information tab to view the coordinate collection method for the site. (in the Method field)



3. Click on the 'Program Interest' tab and review the program interest Street Address.
 - a. The street address should be the address of the barn, if known.
 - b. It may not be the mailing address. All mail will be sent to the address in the 'Mailing' field.
4. Click on the 'Site Information' tab and review the site address and PLS.
 - a. The street address should be the address of the barn, if known.
 - b. The PLS description starts with the smallest quarter. i.e. the 40, then the 160, then the section
5. On the 'Site Information' tab, review all fields with red text.
 - a. Fields with red text are not editable.
 - b. These fields are populated by the MapTool.**
 - c. The MapTool finds the location of the site and reports the county, legislative districts, and watersheds back to Delta.

5

The screenshot shows the 'Site Information' tab in the Delta software. The form is divided into two main sections: 'Program Interest' and 'Site Information'. The 'Program Interest' section includes fields for Site Name, Street Address, County, Township, and PLS Coordinate. The 'Site Information' section includes fields for Owner, MPCA Region, EPA Region, MN Legislative District, US Congressional District, Watersheds, and Location Description. Fields with red text indicate data populated by the MapTool.

Field	Value	Red Text
Site Name	Arden Ewert Farm	No
Street Address	29 51 US Highway 71	No
County	Sebekka MN 56477-	Yes
Township	Red Eye	Yes
PLS Coordinate	SE Quarter of the SE Quarter of the	Yes
of Section	28 in Township 137 N, Range 35 W	Yes
Owner	Arden Ewert	No
MPCA Region	Brainerd	Yes
EPA Region	5	Yes
MN Legislative District	10B	Yes
US Congressional District	8	Yes
Watersheds	Major: Redeye River - Leaf River Minor: Redeye R 13050	Yes
Location Description		No

Buttons at the bottom: Display PIs, Select Site, Delete Site, Map Tool, Refresh.

3. Launch the MapTool

1. Use the MapTool to fix the location of the site and program interest.
 - a. Updating the location of the site and program interest will update the county, legislative districts, watershed, PCA region, and latitude & longitude in Delta.
 - b. Both the site and program interest must be updated to the correct location.
 - c. The feedlot site and program interest should be located in **the center of the feedlot footprint**.
 - d. If this is not practical, the point can be placed on the main driveway, 100 feet from the road.
2. The MapTool can be opened to either the site or the program interest.
 - a. Both sites and program interests have unique locations which need to be maintained separately.
 - b. This arrangement is required to manage permits at the larger facilities.
 - c. Feedlot sites and program interests should be located in the same spot.

3. Click on the “Map Tool” button on the Site Information tab to open the MapTool map zoomed into the feedlot’s site location.
 - a. Clicking on the “Map Tool” button on the program interest tab will open the MapTool zoomed into the feedlot’s program interest location.

1

Site Description - Rahr Malting Co - Shakopee

Program Interest Site Information Location Information

Edit Name: Rahr Malting Co Preferred ID: MN0031917

Interest Type: Permitted Facility, Individual Permit PCA Division: Industrial Division

Street: 800 W 1st Ave Mailing: 800 W 1st Ave

Move PI

Shakopee Shakopee MN 55379-

Active: ☒

Start Date: 08/04/1992 Unknown

End Date:

Contacts Alternate IDs SIC NAICS Map Tool Refresh

Contact Type	Person Name	Organization	Minn. Ta
Permittee - Activity Owner	Micheletti, Robert S	Rahr Malting Co	8672616

Answer following questions. If you have any questions about Delta, the MapTool, or this exercise, please contact Jason Ewert at 651-757-2346.

Lesson Review 1, 2, and 3

In Delta, search for a feedlot that you are currently working with. Enter the registration number below. (1-3)

What is the coordinate collection method for the site? (2-2a)

Are the street address and PLS information correct? (2-3&4)

Are the county, MPCA region, and major watershed correct? (2-5)

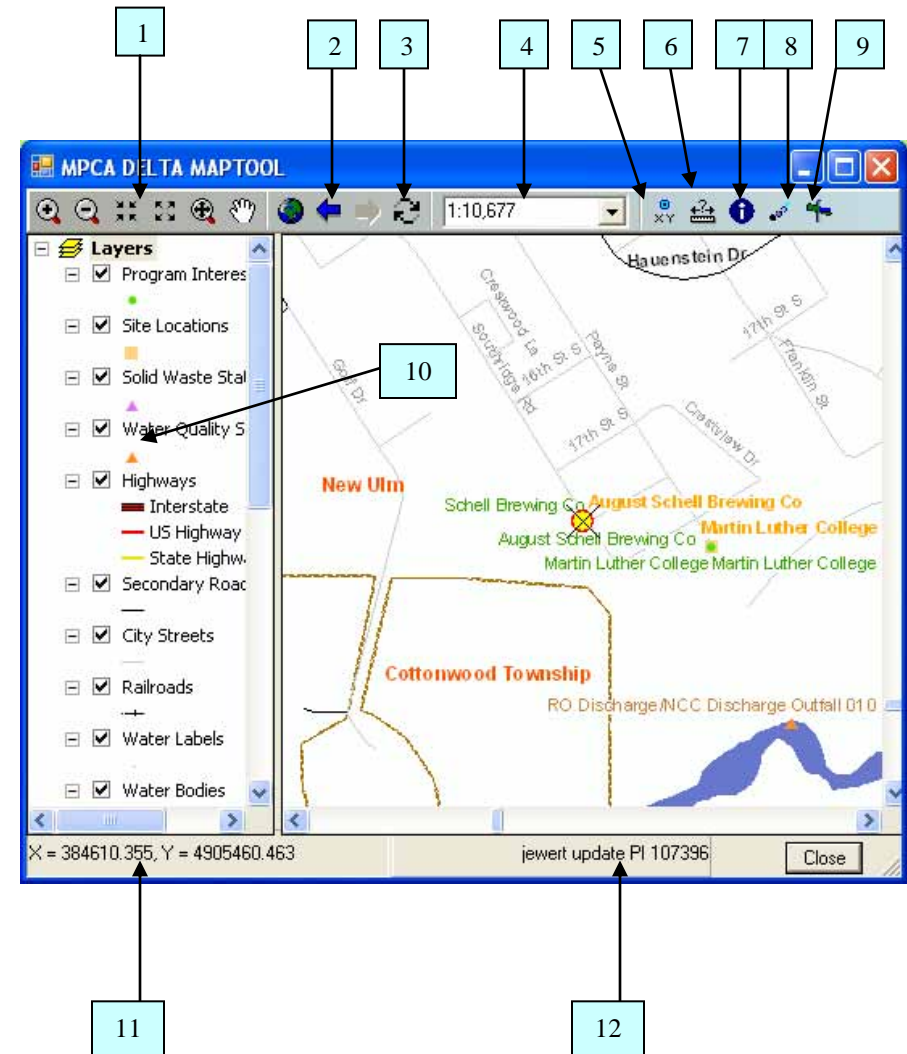
Open the MapTool to see where the feedlot is mapped. (3-3)
The MapTool can be used to verify that the location of the feedlot is correct. (and that the county, legislative district, watershed, etc. are correct)

In the next section we will cover how to review and update the location of a feedlot with the MapTool.

4. Get Familiar with the MapTool Features

You will want to review the [MapTool User Manual](#) to familiarize yourself with the application.

1. The zoom and pan tools help you navigate the map.
2. The extent tools allow you to return to a previous extent (zoom level), proceed to the next zoom level, and display the maximum extent (the state of Minnesota).
3. The Refresh button will refresh the data displayed in the map.
4. The scale dropdown will zoom the map to a common map scale.
5. The XY tool allows you zoom to a new location using x and y values in several formats.
6. The Measure tool lets you measure distances and areas.
7. The Identify tool displays the attributes of all features at a selected location.
8. The Select/Edit tool selects a Delta feature (Site, Program Interest, or Station) and allows you to edit its location.
9. The Search Navigation tool contains a search for Sites, Program Interests, Stations, PLS, UTM, and latitude and longitude.
10. Turn layers on and off using the check boxes.
11. The XY readout displays the location of the cursor in UTM meters.
12. The information line displays your user name, the MapTool operation (Update or New), and the Spatial ID of the Delta feature.



5. Find the Site in the MapTool

1. Search for a feedlot in Delta and open the Site Description Screen.
2. On the Site Information tab in the Site Description Screen, click on the MapTool button one time (and only one time).
 - a. This will launch the MapTool
 - b. You will see a popup that says “Loading MapTool Please Wait...”
 - c. After the MapTool opens you will see a yellow dot with an x at the site location.
3. In the Layers list on the left, scroll down and check on the Color Photos 2003.
 - a. This will help to verify the location of the site on the Map.
 - b. Many feedlot locations are created by putting a point at the center of a 40 acre quarter, quarter section. Feedlot points should be moved to the **center of the feedlot footprint** using the MapTool.
4. Choose the “Identify” button from the tool bar and click on the yellow dot to bring up information about the sites and program interests located there.
 - a. Clicking on a feature may return attributes from many sites and program interests. This is due to many features being stacked up at the same location.
 - b. Sites and program interests often become stacked up at a single location because they have the same address, PLS, or zip code.



This is an example of using the identify tool at a site that has many program interests (registrations, licensing, and permits), and several water quality monitoring stations.

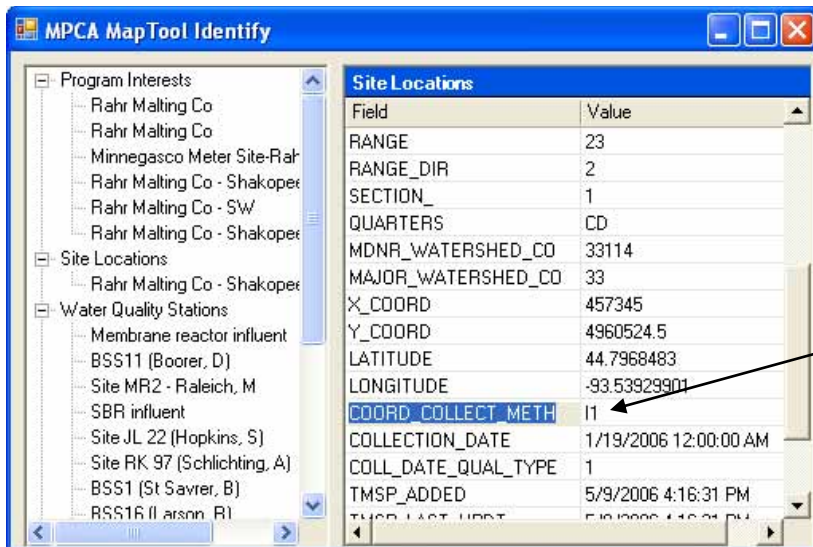
MPCA MapTool Identify

Program Interests		Site Locations	
Field	Value	Field	Value
Rahr Malting Co		RANGE	23
Rahr Malting Co		RANGE_DIR	2
Minnegasco Meter Site-Rah		SECTION_	1
Rahr Malting Co - Shakopee		QUARTERS	CD
Rahr Malting Co - SW		MDNR_WATERSHED_CO	33114
Rahr Malting Co - Shakopee		MAJOR_WATERSHED_CO	33
		X_COORD	457345
		Y_COORD	4960524.5
		LATITUDE	44.7968483
		LONGITUDE	-93.53929901

4 a.

6. Find the Program Interest in the MapTool

1. Often the site and program interest will be mapped at the same location. If this is true you will see the program interest in the identify tool results when you click on the site (yellow dot from lesson 5).
2. To open the MapTool zoomed into the program interest launch the map tool from the Program Interest tab on the Site Description screen in Delta.
 - a. When updating the location of a feedlot **both the site and program interest must be moved.**
 - b. The site record in Delta contains the county and watershed attributes. (which are automatically updated by the MapTool)
 - c. The program interest locations are used to create the MPCA feedlots shapefile. (available for download on our FTP site <ftp://files.pca.state.mn.us/pub/feedlots/>)



7. Identify the Coordinate Collection Method

** This step can be skipped if the feedlot's site and program interest are not located at the center of the feedlot's footprint, as seen on the aerial photos.*

- Choose the "Identify" button from the tool bar and click on the yellow dot to bring up information about the sites and program interests located there.
- In the Identify window, click on the feedlot's site to view information about the site in the window on the right.
- The coordinate collection method can be viewed in the COORD_COLLECT_METH field.
 - a. Use appendix 1. *Coordinate Collection Method Rank* to identify the coordinate collection method.
 - b. Use caution when moving sites and program interests with a coordinate collection method of GPS (G1-9) or Digitized MapTool (DM)
 - c. The MapTool Rank field in appendix 1. *Coordinate Collection Method Rank* can be used to determine the level of precision of a coordinate collection method.

If you have any questions about Delta, the MapTool, or this exercise, please contact Jason Ewert at 651-757-2346.

Lesson Review 4, 5, 6, and 7

The objective of lessons 4-7 is to become familiar with launching the MapTool, finding sites and program interests, and using some of the MapTool functionality.

It's important to note that if a feedlot has a NPDES permit (or other water quality permit) or a registered tank (diesel tank) the CFO will not be able to update the location of the feedlot. This is because the feedlot site is shared by multiple PCA programs (program interests).

The majority of feedlot sites will only have a single program interest type (feedlot registration). These are the easiest sites and program interests to update with the MapTool.

Next we will be covering how to move a site and program interest.

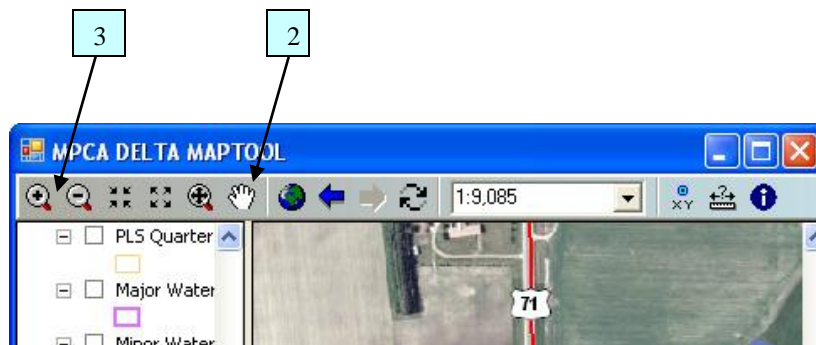
8. Identify the New Location

- 1) Launch the MapTool form the Site Information tab on the Site Description screen.

There are several methods for identifying a location.

Using the **zoom and pan** buttons, identify the correct site and program interest location.

- 2) Choose the pan tool (the hand icon) to pan the map so that the correct location is visible.
- 3) Choose one of the zoom tools to zoom the map in or out.
 - a) To use the Zoom tool, draw a box by holding the left mouse button while moving the cursor, and releasing it when you have the zoom area defined.
- 4) The map can also be zoomed in or out by using the scroll wheel on your mouse.
- 5) This would also be a good time to turn on the “color photos” feature found in the list on the left hand side. If you find that the color photos do not display, zoom in closer until they appear.
- 6) This method works well for short moves, less than 5 miles, making it the most common method.



Alternative methods: (skip these for now)

Use the **XY Tool** to enter a new latitude and longitude, and zoom to that location.

- 1) Choose the XY tool (the blue dot icon) to enter a latitude and longitude.
- 2) Choose the coordinate type by clicking on the black arrow and clicking on the correct coordinate type in the dropdown. (decimal degrees, degrees/ minutes/ seconds, UTM, etc.)
 - a) Choose decimal degrees
 - b) For the purpose of this exercise, you can move your site to: 44.8545°N, -93.2420°W.
- 3) Click the magnifying glass to zoom to the coordinates.
- 4) This is the most efficient method for moving features long distances.



Use the **Search/Navigate Tool** to search and zoom to a city, PLS (township, range, section).



9. Navigate to and from the new location

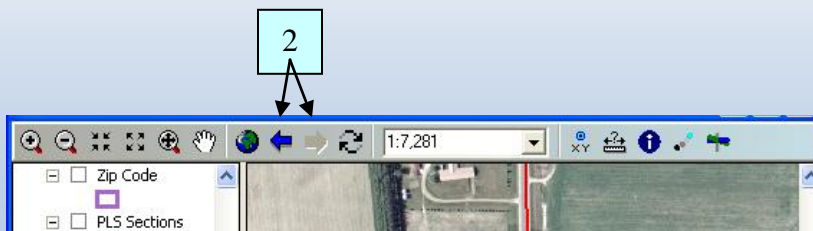
If you found your new location using the pan and zoom tools, use the following method:

- 1) Once you have found the new location, do your best to fit both the current location and the new location on one screen using the zoom in/out tools (magnifying glasses).
 - a) You will notice that the current location of your site will still be marked with the yellow dot, even after you zoom way out, making it easy to locate the original site location.
- 2) Use the zoom tools to zoom into the new location.
 - a) Try to do this by only using one zoom operation.
- 3) Click on the Go To Previous Extent button (left blue arrow) until you see the yellow dot from the original site location.

Alternative method: (skip this for now)

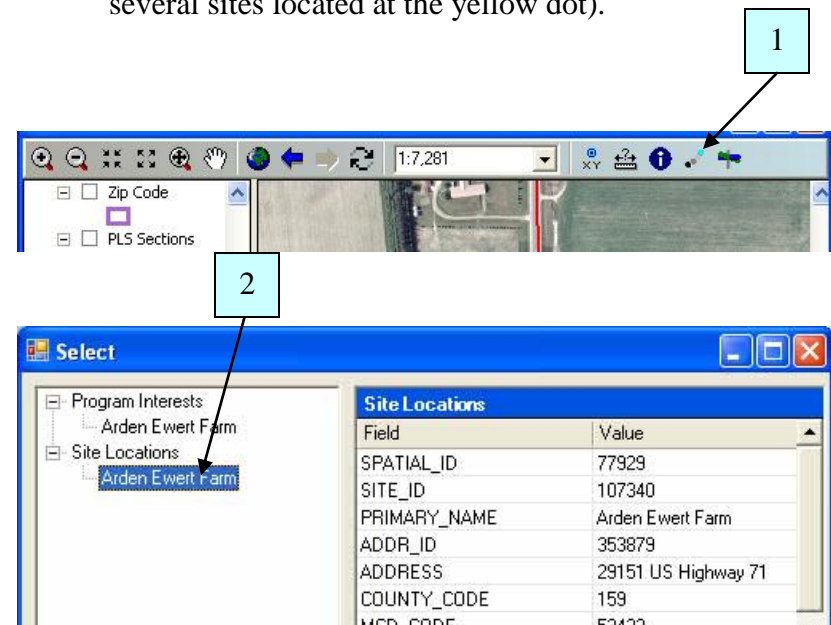
If you found the new location using the XY or Search/Navigate tools, use the following method:

- 1) Use the Go Back To Previous Extent and Go To Next Extent buttons to navigate back and forth between the current location and the new location.

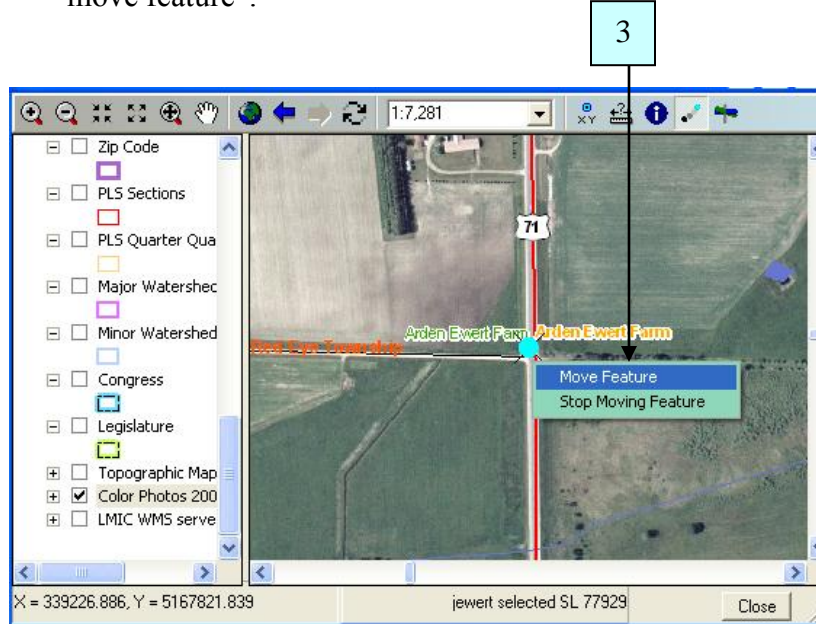


10. Move the Feature to the New Location

- 1) Choose the Select/Edit tool and click on the site.
 - a) It may take a few seconds for the Select window to pop-up, please be patient.
 - b) You should notice that the Select window is similar to the Identify window.
- 2) In the Select window, click on the site you would like to move.
 - a) In the list of features on the left side of the window, find the feature type you would like to move (Site Locations) and then click on the feature name within that feature type.
 - b) This will let the Map Tool application know which site or program interest you would like to move.
 - c) There may be several sites and program interests listed (for example: zip code centroids will most likely have several sites located at the yellow dot).

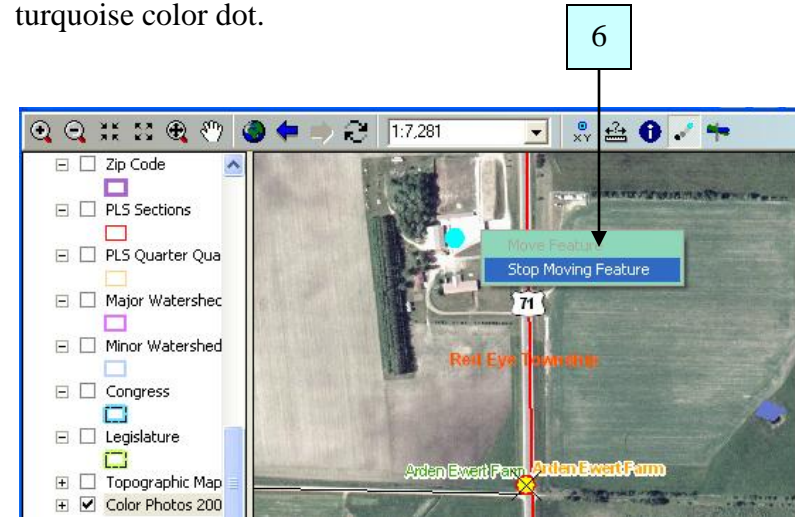


- 3) On the map, right-click on the turquoise dot, and click on “move feature”.



- 4) Navigate to the new location using the Go To Next Extent button (right blue arrow).
 - a) Feedlot’s site and program interest should be moved to the **center of the feedlot footprint**.
 - b) If this is not practical, the point can be placed on the main driveway, 100 feet from the road.
 - c) The point should be moved off the road because it may not be in the same county or watershed as the barn(s)

- 5) Once you have found the new location, place your mouse arrow over the spot, and left click on the mouse to drop the turquoise color dot.



- 6) Right click on the map and click on “Stop Moving Feature” to save the feature to the new location.
 - a) A pop up will display and ask you if you would like to save the change.
 - b) Click on “Yes” if you absolutely believe that this is the most accurate spot for your feature. If not, click no.
 - c) If you have no MapTool edit rights, or if you are working in Delta Test with MapTool Test edit rights, you can click “Yes” without affecting the data in Production Delta or the spatial database.

Answer following questions. If you have any questions about Delta, the MapTool, or this exercise, please contact Jason Ewert at 651-757-2346.

Lesson Review 8, 9, and 10

The process of updating feedlot sites and program interests can be summarized as follows:

- Find the site and program interest in the MapTool
- Find the correct location
- Move both the site and program interest

Lessons 8 -10 step through the process of moving a site. Both the feedlot's site and program interest should be mapped to the same location. Move the program interest to the new site location.

- You can edit the site and program interest from the same MapTool window.
- If you can't find the program interest location in the current MapTool window, launch the MapTool form the Program Interest tab in Delta. (3-3 a.)

If you were able to move a site and save your edit, did the site location information in Delta update? Did the coordinate collection method update?

** If a site or program interest location needs to be moved and you do not have rights to do so, contact your MPCA Regional Staff person*

For assistance with the Delta MapTool please contact Jason Ewert at 651-757-2343.

Appendix 1. Coordinate Collection Method Rank

COORD COLLECTION METHOD	COORD_COLL_METHOD_DESC	MapTool Rank
S4	Classical Surveying	1
G1	GPS - Survey Quality	2
G2	GPS - Carrier Phase Post Processed Differential Corrected	3
G3	GPS - Carrier Phase Real Time Differential Corrected	4
H3	GPS - Kinematic	5
G4	GPS - Carrier Phase Absolute Mode (Differentially Uncorrected)	6
H1	GPS - Carrier / Geodetic	7
G5	GPS - C/A Code Receiver Post Processed Differential Corrected	8
G6	GPS - Recreational Receiver WAAS enabled (Real Time Differential Corr)	9
H2	GPS - Code / Geodetic	10
G7	GPS - Recreational Receiver Uncorrected	11
G8	GPS - Other	12
G9	GPS - Unknown	13
L1	Loran-C	14
I2	Digitized-DOQ	15
D3	DOQ - Digital Orthophoto Quad	16
I1	Digitized-DRG	17
DP	Digitized - Permit Application Map	18
P7	Public Land Survey-Six Quarter	19
D1	Digitized - Reference Points	20
S2	Scanned - Table Units	21
D2	Digitized - Table Units	22
DM	Digitized - Map Tool	23
A1	Address Matching House Number	24
A3	Address Matching Street Centerline	25
A6	Address Matching Digitized	26

A4	Address Matching Nearest Intersection	27
DW	Digitized - Web Map Google / Yahoo / Microsoft	28
A2	Address Matching Block Face	29
A5	Address Matching Primary Name	30
AU	Address Matching Unknown	31
I3	Interpolation - Satellite	32
IO	Interpolation Other	33
IU	Interpolation Unknown	34
P4	Public Land Survey-Three Quarter	35
P3	Public Land Survey-Two Quarter	36
P2	Public Land Survey-One Quarter	37
P1	Public Land Survey-Quartering	38
PQ	Public Land Survey-Quartering - MapTool	39
M1	Manual	40
C1	Census Block 1990 Centroid	41
C4	Census Block 1980 Centroid	42
Z2	Zip+4 Centroid	43
PS	Public Land Survey - Section	44
C2	Census Block Group 1990 Centroid	45
C5	Census Block Group 1980 Centroid	46
Z1	Zip Code Centroid	47
C3	Census Block Tract 1990 Centroid	48
C6	Census Block Tract 1980 Centroid	49
C7	City Centroid	50
CO	Census Other	51
CU	Census Unknown	52
C8	County Centroid	53
S3	State Centroid	54
U1	Unknown	55
S1	Copied from Site Location	56