

# Buffer Compliance Guidance Document

## Using the Buffer Compliance and Tracking Desktop Tool

Updated July 2019

**Purpose:** This document provides basic guidance on how to use the buffer compliance and tracking desktop tool to update or research buffer compliance data. The tool is used to indicate and track buffer compliance on a parcel-by-parcel basis. Use of the tool is voluntary, but collects data in a format that will integrate with BWSR's existing data.

### Logging in to the System

Contact Aaron Spence at [aaron.spence@state.mn.us](mailto:aaron.spence@state.mn.us) or your buffer specialist for account and log-on support. You will use these log-in credentials when using the web browser application and the Arc Collector mobile application.

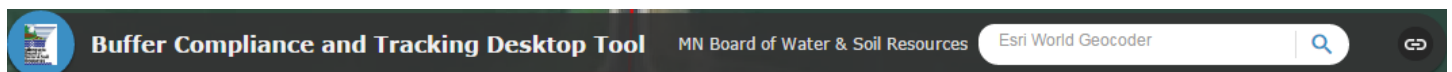
Many standard GIS interface tools are available. An overview of the available features in the interface is provided below, followed by instructions on how to review and edit parcels for compliance, and measurement and data output options. You can access the Buffer Compliance Desktop Tool through this link:


<https://goo.gl/UbdzKC>

### Navigation Tools

Standard GIS navigation tools are located in the upper left corner of the interface. This includes Zoom (“+” and “-”) and pan tools. Zoom in or out with mouse wheel, or double click on the map to zoom. Click and drag with the mouse to pan.

The header bar, found at the top of the interface, allows you to search and navigate external resources.



Use the link icon  within the header to navigate to BWSR's webpage for program and policy information, View the DNR Buffer Mapping Project website, or navigate to BWSR's ArcGIS Online Home Page to log out or download data.

### Widgets

Widgets are tools used to edit the data or the view, and the widget menu is found at the bottom of the interface. Once you have opened any widgets, you can minimize the screen using the “—” in the upper right corner to save screen space. Close the popup window by clicking on the “X” in the upper right corner.



The **legend widget** shows the layers in the map and how they are symbolized. The **compliance layer** indicates compliance using the following colors:

- **Blue:** Yes – The parcel is compliant, based on user confirmation
- **Green:** Reviewed – The parcel is compliant and has been reviewed during the current 3-year time-frame for compliance monitoring reviews.
- **Red:** No – The parcel is not compliant based on user confirmation
- **Yellow:** Under review – the parcel is pending user confirmation
- **Grey:** Not applicable – Refers to parcels who are not subject to the buffer law. If a parcel is not adjacent to a public water (50 Ft. or 16.5 Ft. requirement), it does not pertain to the buffer law and should be marked "Not applicable." When marking a parcel "Not applicable," be sure to change the categories "Buffer Width Requirement," "Are all Buffers Compliant?," "Are Alternative Practices Compliant?," and "Is Parcel Compliant Based on Review" to not applicable.



Layer list (green button): Allows user to turn layers on or off, control transparency, turn on or off, or move the drawing order up or down in the layer list.

**\*Helpful Tip:** You can blend the FSA imagery with the Hydrographic Position Index (HPI) or LIDAR hillshade layer by turning both layers on and increasing the transparency of the FSA imagery.



Query tool (brown/orange button): search by township, range, & section (e.g. type TxxxRxxSxx), or by State PIN (County FIPS-Original PIN) then "apply". It will zoom to the selected features. Use the Clear Results button to clear your results.



Edit Parcel Compliance Data: Buffer compliance data will be edited within the Edit Parcel Compliance Data widget. This widget is covered in greater detail below under **Reviewing and Editing Parcels for Compliance**.



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## Reviewing and Editing Parcels for Compliance

Review and edit of parcel compliance is completed by clicking the Edit Parcel Compliance Data



menu. Open the widget, then click on a parcel. This will open a popup to allow you to edit compliance data. The entered responses will be saved automatically. The color of the parcel will change automatically if the parcel compliance status has been edited (see the legend widget above regarding the color coding within the compliance layer).


## Measurement and Output Tools


Measurement and output tools are located in the upper right corner of the interface.

- **Measure:** Use the measurement tool  to measure features in the map. For instance, to estimate the current buffer, digitize polygon to display the acres of the polygon, digitize the line, and display the linear feet.
- **Print:** You can print the map at any time by clicking on the printer icon . There are several printing options to choose from, including the ability to print selected layers, and advanced printing options

## Tools for Measuring Required and Installed Buffers


The draw widget  and the buffer widget  can be used to estimate required and currently installed buffers.

 Use the draw tool in conjunction with the FSA aerial imagery and the HPI or LIDAR hillshade layer to digitize polygons around existing stream buffers to report the acreage of current buffer.

 Use the buffer tool in conjunction with the FSA aerial imagery and/or the LIDAR hillshade layer to create a 16.5ft, 50ft, or other size buffer polygon by digitizing a line along the stream bank.

**Helpful Tip: The FSA aerial imagery and HPI or LIDAR hillshade layer can be used separately, or in conjunction by turning both layers on in the layer list, and then making the FSA imagery semi-transparent in the layer list. You can then view the stream bank underneath from the HPI or LIDAR hillshade layer.**

## Batch Editing

 Use the batch editor to edit multiple fields at one time. The batch editor tool allows you to draw a polygon around the parcels you would like to edit.

Example: An entire ditch system has completed a redetermination of benefits and has been seeded. You can change all the parcels to "Yes" and make a note that reflects the change.

## Adding Notes

There are a couple of different ways notes can be added to BuffCAT.

1. Add a note in editor mode. When editing a parcel, you can add a note to add details to a specific parcel's status. Keep in mind, if you add a new note, the previous note is deleted. If you want to keep all previous notes for a parcel, edit the existing notes by adding text on the end of previously added text. Another option is to:
2. Attach a word document that includes all notes. You can attach a file to each parcel allowing you to add a word document that includes a time-line of notes tied to the parcel.

