

# SDARTT User Help

As of 8/15/2019 the User Help document has changed to a User Manual and is found [here](#).

## Introduction

SDARTT is an interactive map tool used to document and track disturbance and reclamation efforts associated with surface activity requiring a BLM permit. This data is critical to the BLM's public land use permitting process due to the number of BLM offices reporting on the 19 disturbance threats SDARTT is tracking. This data can be cross-referenced with various background layers to assist in land use and natural resource management decisions.

SDARTT can be used as a general, public, read-only application or, for approved users, can provide a variety of data uploading and editing capabilities as well.

**The three primary objectives of SDARTT are:**

- 1) to develop a dynamic surface disturbance inventory (as-built and legacy disturbance and reclamation data),
- 2) to use the dynamic surface disturbance inventory to aid in approving or denying new proposed disturbances near PHMAs or within specified analysis areas, and
- 3) to allow proponents to view, download, and analyze data as needed for reporting purposes.

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## Browser Requirements

Browsers currently supported:

- Google Chrome
- Mozilla Firefox

Browsers must have support for Cookies enabled to access this site. Also, some functionality requires JavaScript.

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## Registration

To gain access to SDARTT you need to register one of the following:

If you **are a Department of Interior (DOI) employee** register your DOI email address. DOI email addresses end in the following:

- [@usgs.gov](#)
- [@fws.gov](#)
- [@blm.gov](#)
- [@usbr.gov](#)
- [@bia.gov](#)
- [@boem.gov](#)
- [@bsee.gov](#)
- [@nps.gov](#)
- [@osmre.gov](#)
- [@doi.gov](#)

If you **are not a DOI employee** register your public email account address. Public email accounts include (but are not limited to):

- [Gmail.com](#)
- [Yandex.mail](#)
- [Outlook.com](#)
- [Yahoo.com](#)
- [Live.com](#)

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## To Register

Click on the Self-registration URL – <https://blm.sciencebase.gov/sdantt/authorizedUser/register> to go to the SDARTT Registration page.

- Enter your first name, last name and your DOI or public email address

Next choose your **Role** and **Type** levels:

To choose your **Role** level click the radio button next to the role you need. You can choose only one (1) role.

**Approver (Super user access) account can:**

- View all data
- Upload data for your specific offices, districts, states (based on your **Type** choice)
- Verify data for the state, district or field office (based on your **Type** choice)
- Edit location information for your specific offices, districts, states (based on your **Type** choice)
- Approve registration requests
- You will be able to approve requests for all **Roles** up to and including your access level
- You will be able to approve requests for all **Types** up to your access **Type** that are in your location area. For example, a State Office approver can approve requests for District and Field Office users for their State.

**Verifier account can:**

- View all data
- Upload data for your specific offices, districts, states (based on your **Type** choice)
- Verify data for the state, district or field office (based on your **Type** choice)
- Edit location information for your specific offices, districts, states (based on your **Type** choice)

**Editor account can:**

- View all data
- Upload data for your specific offices, districts, states (based on your **Type** choice)
- Edit location information for your specific offices, districts, states (based on your **Type** choice)

**Reader account can:**

- View approved, verified, and informational data
- Does not have upload, edit, verify or approve capabilities

To choose your access **Type** click on the radio button next to the access type you need. You can choose only one type.

**Types** are listed in order from highest to lowest access:

- National
- State Office
- District Office
- Field Office
- Reader

For all **Types** except **National** and **Reader** you will also select the location(s).

- You are able to choose multiple locations
- Click in the Selection text box to pull up the list of locations or begin typing the name of the office in the text box to narrow your search

To choose **multiple locations**:

- Open the office list and click on your first selection
- Click in the **Selection** text box again to reopen the office list or start typing in the name of the next location you need
- Click on your next selection
- Continue this process until all needed locations have been selected
- To remove a selected location, click on the **X** at the right of the location name
- Click on the "**I'm not a robot**" spam checker by clicking the check box
- Once the green check mark appears in the "I'm not a robot" box click the **Submit** button
- If your registration is successful the **Registration Successful** window will appear

You can click on **Submit Another Registration** if you need to complete another registration or close the Registration window if you are done.

You will receive an email, sent to the email address you registered, from [myusgs@usgs.gov](mailto:myusgs@usgs.gov) once your request has been approved. The email will have the subject **SDARTT User Registration Request Approved**, and will also contain:

- Your username
- Who approved your request
- What locations were approved

If you registered a **public email address** you will receive an additional email from [myusgs@usgs.gov](mailto:myusgs@usgs.gov) once your request has been approved.

- The email will have the subject **New myUSGS Account**.
- The email will have your username and temporary password for logging into the SDARTT website the first time.

See the [Logging In](#) section of this help document for the steps to log in to SDARTT once you have received your login information and, if needed, changed your password.

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## Changing your temporary password

**Note:** If you registered a **DOI** email address you will not receive a temporary password. You will use your Active Directory password to log in to SDARTT.

If you registered a **public email address** you will need to change the temporary password you received in your email with the subject line **New myUSGS Account**.

You can use the password change link included in the email. The temporary password sent in the email will expire after **90 days**.

- Click the Change Password link in your email. The **Change Password** link takes you to the myUSGS homepage login screen. Fill in the following information:

Your myUSGS Username. This is the public email address you registered for SDARTT, listed as **username** in your **New myUSGS Account** email.

The temporary password you received in your email with the subject line New myUSGS Account.

- Click **Login**

You will then be in your **myUSGS** screen.

- Verify that your information is correct
- If your information is not correct contact the USGS Service Desk at 703-648-HELP (4357).
- Click **Change Password**, you will then be in the **Change Password** screen
- Create a new password and type it in the **Password** box. Your new password must:
  - Be at least 12 characters long
  - Contain at least one upper case letter
  - Contain at least one lower case letter
  - Contain at least one number
  - Contain at least one special (non-alphanumeric) character
- Confirm your new password by re-typing it in the **Confirm Password** box
- Click the **Update Password** button
- If a [my.usgs.gov](#) says window appears click the **OK** button

If your password was successfully changed your screen will return to your **myUSGS page** and the **Password updated** message will be showing at the top left of the screen.

If your password change was **not** successful an error message will appear in the **Change Password** screen and the **Password** and **Confirm Password** boxes will be cleared. Make any adjustments needed to your password, then re-enter and re-confirm it.

**Examples** of possible error messages:

- Password and Confirm Password must match
- Property (password) of class (class gov.usgs.resources.PasswordCommand) is less than the minimum size of (12)
- Password must contain at least one lower case character, one upper case character, one digit, and one special (non-alphanumeric) character

**Reminder:** If you registered a **DOI email address** you will not receive a temporary password. You will use your Active Directory password to log in to SDARTT.

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## Logging In

- Click on the Login URL - <https://blm.sciencebase.gov/sdartinfor/>
- Click on the **Launch Tool** button at the top left of the page under the SDARTT title

The SDARTT login page will load:

- **DOI users** – Click the **DOI Log in with BisonConnect** button.
- **Non-DOI users** – Under the **“Other ScienceBase Accounts enter** your [my.usgs.gov](#) username (the public email address you registered in the **Registration** steps) and password. Click **Log In with ScienceBase**

## Forgotten Passwords

- **DOI Users** - If you forget your password contact the **USGS Service Desk at 703-648-HELP (4357)**  
**OR**  
you can use the [USGS Service Desk Web Page](#) as well. (Requires USGS intranet access)

- **Non-DOI Users** - Forget your Password?

Reset your password here - <https://www.sciencebase.gov/directory/forgottenPassword>

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## SDARTT Page

The **Surface Disturbance Analysis and Reclamation Tracking Tool**

### Navigation

**To zoom in or out:**

- Use the scroll wheel on your mouse
- Use the + and – (plus and minus) buttons located in the upper left corner of the map

**To drag the map:**

- Hover over the map and hold down the left mouse button
- The cursor will change to cross arrows
- While holding down the left mouse button move the mouse to drag the map around
- Release the left mouse button to stop

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### My Account

You can see all of your account information by clicking on your email **address** in the top right corner of the application. The account information listed includes:

- User email
- Current role
- Current BLM offices
  - If you would like to request additional offices, click on the green "Request Additional Offices" link and a drop-down with all possible offices will appear. Click on all offices you would like to add and click submit.
  - If you would like to request a different role or type, click on **Request Different Role or Type** and you will see two drop-downs
  - Click the roles or types you would like to request and then click submit
  - A notification will be sent to the appropriate approver
  - You will receive an approved/changed or rejected email when your requests have been approved or rejected
  - If you wish to delete your request click the "Delete Pending Request" button that will appear after you submit your request

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### Identify Results Window

The **Identify Results** window returns data snapshots of features plotted on the SDARTT map.

To activate the Identify Results window:

- Left click any point on the map that is populated with feature(s).
- SDARTT will load data associated with all features in the area you clicked and display that data in the Identify Results window.
- If you are having difficulty viewing all the data in the window use the bottom scroll bar and drag it to scroll right until you can access the side scroll bar.
- To activate the tabs within the Identify window, the matching layers must be turned on in the Legend (located in the Task Bar)

You can zoom in to get a single feature's data or zoom out to get data on several features all at once.

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### Switch Basemap

The **Switch Basemap** menu is located at the upper right of the SDARTT map, just below the Task Bar. Click on the **Switch Basemap** button to open the menu then click on the Basemap you would like to use.

**Note:** Switching the Basemap is temporary. It will not load into your files or change the default map view.

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### Cap and Decadal Calculation Tables

**Draw, Import Shapefile, and Project Tracking Tool** all return the **Disturbance Cap, Density Cap, Decadal Calculation, and Verification Status Tables**.

## Disturbance Cap Area Table – Draw and Import

There are two Disturbance Cap Area Tables:

- Disturbance Cap (Standard Categories) – shows data for the 19 Standard SDARTT disturbances
- Disturbance Cap (All Categories) – shows data for the 19 Standard disturbances **plus** the data for uploaded Agriculture Conversion and Fire disturbances.

For the **Draw** and **Import Shapefile** functions, the Disturbance Cap (Standard Categories) Area Table is the table that opens first when the Analysis of Disturbance and Reclamation window opens.

Both of the **Disturbance Cap** reports show the following data:

- Disturbance Category
- Restricted Disturbance acreage (Total disturbance acreage minus the exempt reclamation acreage)
- Percent of Total Acres that are Restricted Disturbance acres
- Exempt Reclamation acreage (reclamation with status of “final” or “final approved”)
- Percent of Total Acres that are Exempt Reclamation acres
- Total Disturbance acreage
- Percent of Total Acres that are Disturbance acres
- Disturbance Cap input field

You can enter an optional **disturbance cap** percentage in the **Disturbance Cap input** field if desired. **Disturbance cap** is the maximum amount of disturbed acres allowable within the analysis area e.g. there may be a 5% cap for the analysis area due to its proximity to a Priority Habitat Management Area (PHMA).

You can export the data by clicking on the **PDF** or **CSV** button.

## Density Cap Area Table – Draw and Import

The **Density Cap** Area Table tab is located below the **Disturbance Cap** tables.

Clicking on the **Density Cap** tab will bring up the Density Cap Area Table.

Currently the **Density Cap** table shows the following:

- Disruption Category name (does not include hydroelectric or nuclear energy or any infrastructure disturbance)
- Number of disruptions per category in the submitted polygon area (disruptions with “final approved” reclamation acreage are not counted)
- The calculated density per 640 acres per category
- Total number of disruptions in the submitted polygon area (disruptions with “final approved” reclamation acreage are not counted)
- The total number of disruptions and calculated density per 640 acres
- The Density Cap input field

You can enter an optional **density cap** percentage in the **Density Cap** input field if desired. You can export the data by clicking on the **PDF** or **CSV** button.

## Decadal Calculation Table – Draw and Import

For the **Draw** and **Import Shapefile** functions, the Decadal Calculations (Standard Categories) Table is the available table when the Analysis of Disturbance and Reclamation window opens.

For the **Project Tracking Tool** function, the available Decadal table depends on the location of the project. For Montana, North Dakota, and South Dakota the Decadal Calculation (All Categories) table is the available table. For all other states, the Decadal Calculation (Standard Categories) will be the available table.

The **Decadal Calculation** tab is located below the **Density Cap** Area Table.

Clicking on the **Decadal Calculation** tab will bring up the Decadal Calculation Table.

Currently the **Decadal Calculation** Table shows the following:

- Disturbance category
- Number of disturbed acres per category
- Percent of disturbed acres per category
- Total Disturbance Acres
- Total Percent of disturbed acres
- Total Allowed Disturbance (currently 3% of total boundary acres)
- Total Potentially Available Acres Allowed to be Disturbed
- Total Potentially Available Acres Allowed to be Disturbed – 1<sup>st</sup> decade
- Total Potentially Available Acres Allowed to be Disturbed – 2<sup>nd</sup> decade

## Verification Status Table (Standard Categories) – Draw and Import

The **Verification Status** Table tab is located below the **Decadal** table.

Clicking on the **Verification Status (Standard Categories)** tab will bring up the Verification Status Table.

Currently the **Verification Status** table shows the following:

- Disturbance Category
- Number of Verified acres per category
- Percent of Verified acres per category
- Number of Unverified acres per category
- Percent of Unverified acres per category
- Total Disturbed acres and percent disturbed for both Verified and Unverified disturbances

You can export the data by clicking on the **PDF** or **CSV** button.

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## Disturbance Cap Area Table – Project Tracking Tool

The **Project Tracking Tool Disturbance Cap** table shows the following:

- Project Status
- Boundary Type
- Boundary Acres
- Existing or Approved Disturbance Acres (does not include associated reclamation acreage with a status of “final” or “final approved”)
- Unapproved Disturbance Acres
- Total Disturbance Acres (does not include associated reclamation acreage with a status of “final” or “final approved”)
- Disturbance Cap [input optional field]

You can enter an optional **disturbance cap** percentage in the **Disturbance Cap** input field at the bottom of the table if desired. You can export the data by clicking on the **PDF** or **CSV** button.

## Density Cap Area Table – Project Tracking Tool

The **Density Cap** tab is located below the **Disturbance Cap** report.

Clicking on the **Density Cap** tab will bring up the Density Cap Area Table.

The **Project Tracking Tool Density Cap** table shows the following:

- Project Status
- Boundary Type
- Boundary Acres
- Existing or Approved density per 640 acres (disruptions with “final approved” reclamation acreage are not counted)
- Unapproved density per 640 acres
- Total density calculation per 640 acres (disruptions with “final approved” reclamation acreage are not counted)

You can enter an optional **density cap** percentage in the **Density Cap** field of the table if desired. You can export the data by clicking on the **PDF** or **CSV** button.

## Decadal Calculation Table – Project Tracking Tool

The **Decadal** tab is located below the **Density Cap** table.

Clicking on the **Decadal Calculation** tab will bring up the Decadal Calculation Table.

The **Project Tracking Tool Decadal Calculation** shows the following:

- Project Status
- Boundary Type
- Total Allowed Disturbance (currently 3% of total boundary acres)
- Existing or Approved Disturbance Acres
- Unapproved Disturbance Acres
- Total Disturbance Acres
- Total Potentially Available Acres Allowed to be Disturbed
- Total Potentially Available Acres Allowed to be Disturbed – 1<sup>st</sup> decade
- Total Potentially Available Acres Allowed to be Disturbed – 2<sup>nd</sup> decade

## Verification Status Table (Standard Categories) – Project Tracking Tool

The **Verification Status** Table tab is located below the **Decadal** table.

Clicking on the **Verification Status (Standard Categories)** tab will bring up the Verification Status Table.

Currently the **Verification Status** table shows the following:

- Project Status
- Boundary Type
- Boundary Acres
- Existing or Approved Disturbance Acres (verified)
- Unapproved Disturbance Acres (verified)
- Existing or Approved Disturbance Acres (unverified)
- Unapproved Disturbance Acres (unverified)
- Total Disturbance Acres

You can export the data by clicking on the **PDF** or **CSV** button.

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## The Task Bar Tabs

The following tabs are located on the Task Bar at the top of the SDARTT map.

### Map Extent Tab

Click the drop down arrow for options:

1. Full Extent – full area for the active map
2. Previous Extent – prior extent view
3. Next Extent – next extent view – if available

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### Measure Tab

Click the **Measure** tab to open the Measure tool. The **Measure Tool** window opens in the bottom right corner of the map area.

**Area** – click on the drop down arrow to the right of Sq Kilometers to view choices:

- Acres
- Sq Miles
- Sq Kilometers
- Hectares
- Sq Yards
- Sq Feet
- Sq Miles

To use the Measure Tool to measure **Area**:

- Click on the Measure icon at the top of the screen. The Measure Tool opens in the lower right corner of the webpage. You may have to adjust the size of the webpage to see the measurement results field.
- Zoom to the area on the map to be measured if necessary
- To measure **area**, click the **area icon** (the left icon)
- Pick your measurement type. Sq. Kilometers is the default
- Single click the points on the map to enclose the area you are measuring
- Double click the last point to complete the measurement
- Clicking a new point once you have terminated a measurement will start the process over

**Distance** – click on the drop down arrow to the right of Sq Kilometers to view choices:

- Miles
- Kilometers
- Feet
- Meters
- Yards
- Nautical Miles

To use the Measure Tool to measure **Distance**:

1. Click on the Measure tab at the top of the screen. The Measure Tool opens in the lower right corner of the webpage. You may have to adjust the size of the webpage to see the measurement results field.
2. Zoom to the area on the map to be measured if necessary.
3. To measure **distance**, click the **distance icon** (the middle icon) on the Measure Tool.
4. Pick your measurement type. Kilometers is the default.

Single click the starting point for the measurement. A green marker flag will appear on the map. Move the cursor to the next point and single click. Continue until all needed points are flagged. Double click the final point to terminate the measurement.

- Clicking a new point once you have terminated a measurement will start the process over.

**Location** – click on the drop down arrow to the right of Degrees to view choices:

- Degrees
- DMS (Degrees Minutes Seconds)

To use the Measure Tool to find a location's **Longitude** and **Latitude**:

- Click on the Measure icon at the top of the screen. The Measure Tool opens in the lower right corner of the webpage. You may have to adjust the size of the webpage to see the measurement results field.
- Zoom to the area on the map to be measured if necessary
- Click on the **Location icon** (the icon on the right) in the Measure Tool
- Choose Degrees or DMS
- Navigate to the needed location on the map and single click the location, a green flag will appear to mark the point
- Clicking a new location will move the flag.

**Note:** To clear measurements from the map, click on a different measurement icon or use the **Clear** icon located in the Task bar at the top of the web page. Closing the Measure Tool will also clear all measurements from the map.

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## Legend Tab

Lists the options for layers. You can select multiple layers at the same time. Default selection is **Non-Provisional Features**.

The Layers include:

- All Projects
- Non-Provisional Features
- Report Features
- Land Cover
- Land Ownership
- BLM Administrative Units
- Habitat Management Areas
- Urbanized (impervious surface)

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## Draw Tab

Use **Draw** to draw a polygon around a disturbance and/or reclamation area to view an analysis of the area. The **Disturbance Cap, Density Cap, Decadal Calculation and Verification Status** tables are returned.

**To draw a polygon:**

Navigate to the area you will be querying. Use the scroll wheel on your mouse or the + and – (plus and minus) symbols located in the upper left of the SDARTT webpage to zoom in and out.

Click on the **Draw** tab in the Task Bar.

Move the mouse cursor to the map. A prompt box will appear with instructions for drawing the polygon.

- Press and hold the left mouse button to start drawing.
- Trace around the area to enclose it in the polygon.
- Release the left mouse button to finish the polygon. Make sure not to end at the exact location you started, as this will cause the polygon to error.

**Note:** If you receive an error that reads, "Error: Invalid input polygon. Please make sure there are no self-intersections and polygon otherwise looks valid." - try redrawing your polygon.

When you draw a polygon, SDARTT will process the polygon and return both a Disturbance and a Density analysis of the area, as well as a Decadal Calculation for the area. *This may take a few minutes.*

You can enter a **Disturbance Cap** or **Density Cap** percentage in the appropriate table if desired, and view the **Decadal Calculation and Verification Status tables**. You can also **export** the data to a .pdf or .csv document. See the **Cap and Decadal Calculation Reports** section for more information on these tables.

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## Import Shapefile Tab

Used to temporarily load shapefile data to the SDARTT map. This will not add the data to the SDARTT inventory, and the data is cleared from the map once you start another analysis, import another file or choose a new process.

To import data temporarily:



Click on the **Import Shapefile** tab in the Task Bar. The **Import Shapefile** window will open. **Note** that the file you are importing needs to be a .zip file containing:

- A valid shapefile (SHP)
- All the associated support files (PRJ, SHX, DBF, etc.)

Click the **Choose File** button and navigate to the .zip file you wish to load. SDARTT will load the shapefile data (loading time is based on the size of the file).

Once your data is loaded SDARTT will zoom to the location in your shapefile and plot it. The Analysis of Disturbance and Reclamation window will open showing the pertinent data for **Disturbance Cap, Density Cap, Decadal Calculations and Verification Status**. You may need to move the Analysis window to uncover the plotted polygon. To move the window, move your cursor to the title bar until cross arrows appear. Hold down your left mouse button and drag the window to a new location.

You can enter a **Disturbance Cap** or **Density Cap** percentage in the appropriate table, and view the **Decadal Calculation** and **Verification Status** tables. You can also **export** the data to a .pdf or .csv document. See the **Cap and Decadal Calculation Reports** section for more information on these reports.

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## Clear Tab

Use the **Clear** tab (located on the Task Bar) to clear all temporary data and measurements.

## Results Tab

Clicking the **Results** tab (located on the Task Bar) will recall the Analysis Report window. The Report will have the last data submitted using **Draw**.

## Query Tab

Use **Query** to generate a report based on multiple criteria (an Ad-Hoc query):

- BLM Field Office, State, Location Name, Public Land User
- Category/Subcategory
- Reclamation/Project
- Status/Verified/Provisional
- LR 2000 Case Type/Number
- Data Source/External System
- AFMSS Lease Number
- Collection Date
- Construction Date
- Upload Date

**To run the Query:**

Click on the **Query** tab on the Task Bar. The Ad-Hoc Query window will open.

Select and/or fill in as many or as few fields as you require.

Select the report **Format** – one row for each location **or** on row for each spatial report.

When you are done click the **Submit** button at the bottom left of the form.

If you need to clear the form click the **Reset** button at the bottom left of the form.

SDARTT will process the query and return the results in a **Results of Query** window and zoom the map to the location(s) that match the query. The query returns the following standard data for each location in the result set:

- **Name** – the location name (This is a clickable link that will zoom to that location and open the **Identify Results** window)
- **Office** – the associated office name
- **State Office** – if query included one or more state offices
- **Category** – feature category (i.e. Energy (oil and gas))
- **Subcategory** – Type of feature (i.e. Well Pad)
- **Collection Date** – link to the latest spatial report
- **Disturbance Status** – as-built or proposed
- **Reclamation Status**
- **Project Analysis Area** – project id (blank if no linked project)
- **Verified** – yes or no
- **Data System Source**
- **Upload Date**
- **Construction Date** – date of feature construction
- **AFMSS Lease Number**
- **LR2000 Case number**
- **LR2000 Case number Type** – Lease, Unitization, ROW, Permit, Other
- **Public Land User** – name of land user

SDARTT will also return type specific data such as **Well Number** for well pads, **Right of Way Width** for pipelines, etc. based on the features the query returned. Both standard and type specific data will be returned in the query results whether or not you selected those fields.

**Example** – if you only selected the BLM Office name, the query results would still include all the standard data listed above as well as any type specific data.

The results of the query can be exported to a .pdf or .csv document, or to a Shapefile. The PDF option includes the map extent showing at the time you export the data. To get a different map extent in the .pdf change the extent prior to exporting to a .pdf.

If you would like to change the parameters of the query use the Change Parameters link in the upper left corner of the **Results** window.

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## Reports Tab

Currently there are twelve reports available under the reports tab to **all access levels except Reader**:

- Disturbance by Field Office
- Disturbance and Reclamation by Field Office
- Approved Projects Over 3% Cap
- Constructed per Year
- Denied Project Analysis Areas
- Disturbance by Land Ownership (Acres)
- Disturbance in PHMA (Acres)
- Projects Approved per Year
- State Office Counts
- Two Year Old Projections
- Uploads per Year
- Analytics

Two additional reports can be viewed by **verifier level accounts** and viewed/edited by **approver level accounts**:

- Authorized Users
- Users Pending Approval

### Disturbance by Field Office

This Bar Chart report shows all BLM offices that have disturbances in the SDARTT inventory and how many disturbance acres are associated with that office

### Disturbance and Reclamation by Field Office

This Bubble Chart report shows both Disturbance and Reclamation acres per BLM field office.

### Approved Projects Over 3% Cap

The Approved Projects Over 3% Cap report lists all the projects that have been approved that are over the 3% Cap.

### Constructed per Year

The Constructed per Year report lists all the disturbance features that had a status change to "As-Built" in the past year (to date).

### Denied Project Analysis Areas

The Denied Project Analysis Areas report lists all project analysis areas that have a "denied" status.

### Disturbance by Land Ownership (Acres)

The **Disturbance by Land Ownership (Acres)** report show the total disturbed acres listed by **Land Owner** for the following **State Offices**:

- Alaska
- Arizona
- California
- Colorado
- Eastern
- Idaho
- Montana
- Nevada

- New Mexico
- Oregon
- Utah
- Wyoming

The report default is to show data for all the State Offices, but you can filter by just one or more states.

## Disturbance in PHMA (Acres)

The Disturbance in PHMA (Acres) report shows disturbance acres within PHMA boundaries, outside PHMA boundaries, and total disturbance acres for the following State Offices:

- Alaska
- Arizona
- California
- Colorado
- Eastern
- Idaho
- Montana
- Nevada
- New Mexico
- Oregon
- Utah
- Wyoming

The report default is to show data for all the State Offices, but you can filter by just one or more states.

## Projects Approved per Year

The Monthly Project Approvals report lists all the projects where the status changed from "Proposed" to "Approved" in the past year (to date).

## State Office Counts

The State Office Counts report shows current numbers per state office for the following:

- Number of Projects
- Number of Project Analysis Areas
- Number of Project Locations

This report assigns counts based on association with the state office, not the physical location of the project or disturbance.

## Two Year Old Projections

The Two Year Old Projections report lists all spatial data that has been in a "projected" status for over two years.

## Uploads per Year

The Uploads per Year report show the number of disturbances and reclamations uploaded to SDARTT. Report data is displayed by month. Default year is the current year, however report can be filtered to show previous years.

## Authorized Users (verifier/approver accounts only)

The Authorized Users report lists all the SDARTT accounts. Approver level accounts use this report to deactivate accounts.

## Users Pending Approval (verifier/approver accounts only)

The Users Pending Approval report lists all requests received that are still waiting approval or rejection. The request will become inactive after 4 weeks and will be dropped from the list at that time. Approver level accounts use this report to approve pending requests.

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## Tools Tab

### Project Tracking Tool

You can use the **Project Tracking** tool to do the following: view boundaries, view project edit history, edit project data or run analyses.

**Note:** The project must already be uploaded into the tool with the associated as-built and projected disturbances to successfully perform an analysis of the project.

**To use the Project Tracking Tool:**

- Click on the **Tools** drop down arrow, then click on **Project Tracking**
- The **Project Tracking Tool** window will open over the SDARTT map
- Click the **Select Project** drop down arrow then click on the project you want to analyze
- Click the **Submit** button

SDARTT will open a new map showing the boundaries of the specific project requested.

- Click on the **Analysis** button to open the analysis tables.
- Click on the title of each table in this window to see the following:

**Disturbance Cap Area Tables**

**2 Tables: Disturbance Cap (All Categories) and Disturbance Cap (Standard Categories)**

- Project Status
- Boundary Type
- Boundary Acres
- Existing or Approved Disturbance Acres
- Unapproved Disturbance Acres
- Total Disturbance Acres
- Disturbance Cap [input optional field]

**Density Cap Area Table**

- Project Status
- Boundary Type
- Boundary Acres
- Existing or Approved Disturbance Acres
- Unapproved Disturbance Acres
- Total Density
- Density Cap [input optional field]

**Decadal Calculation Table**

- Project Status
- Boundary Type
- Boundary Acres
- Total Allowed Disturbance (currently 3% of total boundary acres)
- Existing or Approved Disturbance Acres
- Unapproved Disturbance Acres
- Total Disturbance Acres
- Total Potentially Available Acres Allowed to be Disturbed
- Total Potentially Available Acres Allowed to be Disturbed – 1<sup>st</sup> decade
- Total Potentially Available Acres Allowed to be Disturbed – 2<sup>nd</sup> decade

**Verification Status Table (Standard Categories)**

- Project Status
- Boundary Type
- Boundary Acres
- Existing or Approved Disturbance Acres (verified)
- Unapproved Disturbance Acres (verified)
- Existing or Approved Disturbance Acres (unverified)
- Unapproved Disturbance Acres (unverified)
- Total Disturbance Acres

For the Disturbance Cap and Density Cap tables an optional cap percentage can be entered in the blank box in the right column.

You can export analysis data to a .pdf file, .csv file, or .shp file.

- To export individual table data, click on either PDF or CSV within the individual table tab to download that particular set of data.
- To export all data from all tables, scroll to the bottom of the Analysis window and click on either the All data: PDF button or the All data: Shapefile button.

**The Project Tracking Tool will also allow you to view the following:**

**Reports:** To select which boundary to view if there are multiple boundaries, click on the **magnifying glass** icon in the pink and grey box to the right side of the screen

**History:** To view a history of the project, click on the **Show History icon**. Histories are only captured for projects with a "verified" status.

**Edit Project Analysis Area:** To edit any **verified** project analysis area, click on the **pencil icon** where you can edit the following:

- Project Status
- Approval Date
- Revision Name
- Creation Date
- Verified
- Comments

You cannot edit a project if it has not been verified.

You can choose a new project by clicking the **Projects** button at the bottom of the screen, or click **Cancel** to close the Project window and return to the main SDARTT map.

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## Desert Renewable Energy Conservation Plan (DRECP)

You can use the **DRECP** tool to do the following: view boundaries, view project edit history, edit project data, and access analysis tables that incorporate California ACEC (Areas of Critical Environmental Concern) and California NCL (National Conservation Lands) data.

### To use the DRECP Tool:

- Click on the **Tools** drop down arrow, then click on **Desert Renewable Energy Conservation Plan**
- The **DRECP** window will open over the SDARTT map
- Click the **Select Project** drop down arrow then click on the project you want to analyze
- Click the **Submit** button

SDARTT will open a new map showing the boundaries of the specific project requested, as well as ACEC and NCL boundaries for California.

- Click on the **Analysis** button to open the list of ACEC and NCL subunits that fall within the project boundary.
- Click on each subunit link to open the related analysis table.

Each Subunit analysis table contains the following:

- Name of the subunit
- An identify icon next to the subunit name
- Date the table was generated
- The subunit cap percentage
- Total subunit acres
- Data for the 19 SDARTT disturbance categories

The category data is divided into the following:

- Authorized Disturbances
- Unauthorized Disturbances
- Projected Disturbances
- Total Disturbance acres

If an area has more than one subunit you will see a next > link at the bottom left side of the table. Clicking the link will take you to the next subunit table.

Disturbance acres do not include any reclamation acreage that has a “final” or “final approved” status.

Projected disturbances are those disturbances that are proposed to be built if the specific project is approved.

You can also download the data for the entire project to a .pdf, .shp, or .csv file by clicking the appropriate button in the upper right corner of the ACEC /NCL subunit list window.

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## Edit Locations

Use the **Edit Locations** option to change the field office, category or subcategory, status, and various other features of the location, or to delete a location.

To use **Edit Locations**, click on the **Tools** tab, then click on **Edit Locations** in the drop-down menu.

- The Search window opens
- If you want locations for a specific office or offices, click the **Office** drop-down to choose one or more offices from the drop down list
- Adjust other parameters as needed
- Click **Submit** in the bottom left corner
  - If you want to clear the parameters you selected, click **Reset** in the bottom left to reset your choices

On the next page, you will see the Edit table, listing all the locations that match your selected parameters. To the left of the location name is a small map icon. To see the location on the main map, click on the **map icon**. It may take a few minutes for SDARTT to go to the location and load the Identify window.

You can edit any field in the Edit table that has an edit box.

- To see all of the fields on the **Edit Locations** page, drag the scroll bar at the bottom of the page to scroll to the right or left

- To go to another page of Field Office locations, use the navigation numbers at the bottom of the page
- If you want to delete a location(s) from the list, click on the button(s) next to the map icon in the **Delete** column.

The Edit table loads all fields for all categories, regardless of the category you choose in the Search window. Changes to fields that do not match the disturbance category will not be saved.

**Example** – If you add a tower number to a pipeline location, the tower number will not be saved.

**Saving** - If you want save your edits or go to another page after making edits on the current page, be sure to click **Save Edits on Page** button at the top right of the page, before moving on.

**Reload Page** - To re-set or start over on a page if you have made edits you do not want to save, click on the **Reload** button at the top right of the page.

**Parameters** - To change the parameters of your search, click on the **Change Parameters** link at the top left of the page. This takes you back to the Search window

### Spatial Report Editing

Click on the date in the **Latest Spatial Report Date** column to access spatial report editing. You can edit the following fields from the **Edit Spatial Reports** page.

- Collection Date
- Disturbance Status
- Reclamation Status
- Verified \*
- Verification Comments \*
- Project Analysis Area
- Authorized flag

You can also view the Provisional status.

Once you are done click the **Submit** button at the bottom left of this screen to save your work.

To reset the fields, click the **Reset** button.

\* **NOTE:** The **Verify Spatial Reports** function is designed to quickly verify or unverify locations. We recommend you use the Verify function, instead of the Edit function, if verifying or un-verifying is the only task you need to complete, or if you have multiple locations to verify.

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## Verify Spatial Reports

Use the **Verify Spatial Reports** option to add or remove the **Verified** flag from a record, and to add verification comments.

To use **Verify Spatial Reports** click on the **Tools** tab, then click on **Verify Spatial Reports** in the drop-down menu.

- The Search window opens
- Use the **Office** drop-down to choose an **Office**
- If you wish to pull up only the non-verified locations for the field office, change the Verified field to no
- Adjust any other parameters as needed
- Click **Submit** in the bottom left corner
  - If you want to clear the parameters you selected, click **Reset** in the bottom left to reset your choices

On the next page, you will see a table listing all the locations that match your selected parameters. To the left of each location name is a small icon of a magnifying glass with a plus (+) sign. Clicking on the icon will toggle to a thumbnail image of the spatial feature. Clicking the image will toggle back to the magnifying glass icon.

- To verify a location click the blank Verified box for the location to add a check mark
- To un-verify a location click the check marked Verified box for the location to remove the check mark
- To add a verification comment click in the Verification Comments field and type your comment

**Saving** - If you want save your edits or to go to another page after making edits on the current page, be sure to click **Save Edits on Page** button at the top right of the page, before moving on.

**Reload Page** - To re-set or start over on a page if you have made edits you do not want to save, click on the **Reload** button at the top right of the page.

**Parameters** - To change the parameters of your search, click on the **Change Parameters** link at the top left of the page. This takes you back to the Search window.

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## Administration (Admin Accounts Only)

Use the **Administration** option to add, edit or deactivate district and field offices.

To get to **Administration**, hover over the Tools tab and click on **Administration**.

From there, you can choose to edit District Offices, Field Offices or generate list of all the field offices.

#### **Adding a new District or Field office:**

- click on District Offices or Field Offices depending on which type of office you would like to add
- From the next screen, click on **Add Office** in the top left
- Type in the Name of the new office, choose a state the office is in in the State Office drop-down and whether or not the office is active
- Click **Submit**
- To Reset or clear the information, click **Reset**
- Click Cancel to cancel the operation altogether

#### **Editing a District or Field office:**

- From the Administration Tool page, choose whether you want to edit a District Office or Field Office
- From the next screen choose which office you would like to edit and click on the name of the office
- From the edit page you can edit the name of the office, change the state office field or make the office active or inactive
- Click **Submit**
- To Reset or clear the information, click **Reset**
- Click Cancel to cancel the operation altogether

#### **Generate Field Office File**

- To generate a field office list, click on the Generate Field Office File link
- Once the download is complete you can open the file with Adobe or Word

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## Upload Tab

Use the **Upload** tab to access the **Disturbance and Reclamation** and **Project/Analysis Boundaries** upload tasks. These tasks are used to upload data to the **SDARTT inventory**.

### **Spatial Data Rules**

- No point or linear features are accepted.
- Polygons may overlap with the most current polygon appearing on the top (determined by the collection date in the attribute table).
- No self-intersecting polygons are allowed.
- Multiple spatial reports for the same location must have unique collection dates.
- If a spatial report contains both a disturbance and a reclamation feature, the reclamation feature cannot extend outside the boundaries of the disturbance feature.
- A location must have a disturbance polygon existing in the tool before a reclamation polygon can be uploaded without a corresponding disturbance polygon.
- A disturbance polygon can be uploaded with or without a corresponding reclamation polygon.
- It is recommended to use a minimum ratio of 1:4000 when using heads up digitizing.

### **Disturbance and Reclamation Upload**

The **Disturbance and Reclamation Upload** has two distinct purposes. The first is to allow the user to upload as-built disturbance and reclamation shapefiles to the SDARTT inventory. As-built shapefiles do not need to be associated with a project or analysis boundary because they existed prior to the utilization of SDARTT.

Uploaded as-built disturbances into SDARTT are used to calculate the disturbance cap when a project or analysis boundary includes an area where as-built disturbances are located. The more as-built disturbances uploaded into the tool, the less digitizing using NAIP imagery will need to be done for accurate calculations of the disturbance cap.

The second use of Disturbance and Reclamation Upload is in conjunction with **Upload Project/Analysis Boundaries**. If you are uploading disturbance and/or reclamation shapefiles that have a projected (new proposed disturbance) status or shapefiles that need to be associated with a Project or an Analysis boundary you must first upload the project or analysis boundaries to the SDARTT inventory. Instructions on how to upload project/analysis boundary shapefiles can be found in the [Uploading Project / Analysis Boundaries](#) section.

To upload **Disturbance and Reclamation** data to the SDARTT inventory:

- If uploading shapefiles that need to be associated with a project or analysis boundary (this would include shapefiles with projected status) upload the project/analysis boundaries shapefile(s) first. See [Uploading Project/Analysis Boundaries](#). If the associated project and/or analysis boundaries have been uploaded or if you will not be associating your as-built disturbance and/or reclamation shapefiles to a project go to next step.

- Click on the **Upload** tab drop down arrow and select **Disturbances and Reclamations**. The **Upload Disturbances and Reclamations** window will open
- Click **Choose File** to load the .zip file with the shapefiles you wish to upload to the SDARTT inventory
- Click the drop down arrow for **Select Category** to view the list of Categories
  - Pick the category that matches the shapefile being uploaded; e.g. if Energy (coal Mine) is the shapefile being uploaded, select Energy (coal mine) from the drop down list
  - If your shapefiles include more than one Category type use the All (combined) selection
- Select a Project – all disturbance shapefiles with the status of projected need to be associated with an existing project. This step is only optional if you are uploading as-built disturbances. (see Step #1)
  - Click the drop down arrow for **Select Project and Date** to associate your shapefile(s) with a specific project.

**Note:** If you link the upload to a project that has not been approved (or expired), only the "projected" locations in the upload file will be linked to the project. "As-built" locations will be uploaded, but not linked to the project. If you link the upload to an approved (or expired) project, all locations in the upload file ("as-built" or "projected") will be linked to the project.

- Click **Submit**

The **Upload Category type Disturbances and Reclamations** window opens with a map of the disturbance/reclamation area and the associated data. Some data will be Category specific.

If errors were found in the data there will be **Warning** or **Error** text displayed in the **RowStatus** column.

- Hover over the warning or error to see details about the warning or error.
- Click the **CSV** button to download a .csv file that contains the data from the upload table, including the **RowStatus** messages.

**Examples** – examples of possible warning and error messages:

- Warning - Location office "Vernal Field Office" does not match the office ("White River Field Office") for the selected project. "White River Field Office" will be used.
- Errors -
  - Subcategory "Well Pad" is not valid for category "Energy (Wind)"
  - HubHgt is required for category Energy (Wind)
  - RotorDia is required for category Energy (Wind)
  - RotorHgt is required for category Energy (Wind)

If no errors are found in the data you can click **Save Records That Have No Errors** to save your shapefile(s) to the SDARTT inventory. If you do not want to save the data to the SDARTT inventory click **Cancel**.

If some of the records to be uploaded have no errors and some do you can upload the files that do not have errors by clicking the **Save Records that have No Errors** button located at the bottom of the screen.

**Note:** Records with **warnings** will be uploaded. Changes that will be made to those records are noted in the Warning details.

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## Uploading Project/Analysis Boundaries

The Project/Analysis Boundaries Tool was developed to aid land managers with the approval process for proposed projects. In order to use this tool properly several steps must be taken prior to uploading any boundaries or other disturbance data.

Workflow Prior to Uploading Spatial Data

1. After the BLM land manager receives the proper documents and proposed project shapefiles from the public land user, the land manager must create a buffer around the new disturbances. This step varies state to state and will not be addressed in the user guide.
2. Once the project or analysis area has been created, the proposed disturbances are combined with digitized polygons using NAIP imagery for known disturbances not yet uploaded into SDARTT. To see all 19 disturbance threats tracked by SDARTT view the [Data Dictionary](#).
3. After these steps are completed the user should have 2 shapefiles: 1) a shapefile containing the project / analysis boundaries and 2) a shapefile containing the as-built and projected disturbances.

**Note:** The Project/Analysis boundaries must be uploaded prior to uploading the projected and as-built disturbances. To upload boundaries, follow the steps below.

**To upload Project/Analysis boundaries data to the SDARTT inventory:**

- Click on the **Upload** tab drop down arrow and select **Project/Analysis Boundaries**, the **Upload Project/Analysis Boundaries** window will open
- Click **Choose File** to load the .zip file with the shapefile(s) you wish to upload to the SDARTT inventory
- Click **Submit**

If multiple shapefiles are contained in the zip file an interim display will appear so that the correct shapefile can be selected.

- Choose the appropriate shapefile from the list and then click Submit.

The **Upload Project Boundaries** window opens with a map of the Project area and the associated data.



- If no errors are found in the data you can click **Save Records That Have No Errors** to save your shapefile(s) to the SDARTT inventory
  - If you do not want to save the shapefile to the SDARTT inventory click **Cancel**
  - If errors were found in the data there will be **Warning** or **Error** text displayed in the **RowStatus** column
  - Hover over the warning or error to see details about the warning or error
- Click the **CSV** button to download a .csv file that contains the data from the upload table, including the **RowStatus** messages.

If some of the records to be uploaded have no errors and some do, you can upload the shapefiles that do not have errors by clicking the **Save Records that have No Errors** button located at the bottom of the screen.

**Note:** Records with **Warnings** will be uploaded. Changes that will be made to those records are noted in the Warning details.

#### Upload the associated disturbances:

The second step to upload a proposed project or analysis for disturbance calculations is to upload the associated projected disturbances as well as any existing disturbances known and not housed in SDARTT. Return to the [Disturbance and Reclamation Upload](#) section and start at step #2 to upload the associated disturbance and/or reclamation shapefiles.

#### Running a disturbance calculation analysis:

To run a disturbance calculation analysis use the **Project Tracking Tool**. Instructions for using the Project Tracking Tool are located in the **Tools Tab - Project Tracking Tool** section.

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## Templates

Use this feature to download Shapefile and Geodatabase templates. There are separate templates for each of the 19 disturbance types, one for Agricultural Conversion, one for Fire, and one template that contains all disturbance types. This template is the "All Combined" template and allows the user to upload different disturbance types in one upload. There is also a project template.

- Click on the **Templates** tab to open the template selection window
- Select the **Zipfile** link next to the format you would prefer to use. We suggest using the Geodatabase file as this format uses drop down lists for the attributes table.\*

The template selection window also has a notification with the date of the latest update to the templates. Make sure your templates remain current.

Clicking the question mark at the end of the notification will open a log window with the list of changes made to the templates.

All shapefiles need to be zipped (.zip) in order to upload the file(s) to SDARTT. More than one shapefile can be stored in a single zipfile.

\* **Note:** When using Geodatabase templates you must export the Geodatabase layer to a shapefile (.shp) format.

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## Data Dictionary



SDARTT Data Dictionary.docx

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## Common Attributes Table



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## Data Dictionary - Projects Template



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## Example - Geodatabase Drop Down List



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## Example - Attribute Table for Energy\_OilandGas.gdb



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## Example - Attribute Table for Project.gdb



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## Legend Layers Table



SDARTT Legend L...ayer Table.docx

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## Agricultural Conversion and Fire Templates Table



AG Conversion an...plate Table.docx

## Glossary

STANDARD TERM	EQUATES WITH	MEANING
AS-BUILT	<ul style="list-style-type: none"> <li>known</li> <li>existing disturbance</li> </ul>	Disturbances that are physically on the ground and are tracked by the BLM
INVENTORY	<ul style="list-style-type: none"> <li>Database</li> </ul>	Repository of data that has been uploaded to SDARTT
NON-PROVISIONAL		<p>A projected disturbance connected to an approved project</p> <p>A disturbance with the status of "as-built"</p>
PHMA		Priority Habitat Management Area
PROJECTED		Data that has not yet been approved

	<ul style="list-style-type: none"> <li>Proposed</li> </ul>	
PROVISIONAL		A disturbance that is connected to a project with a status other than "approved"
SHAPEFILE	<ul style="list-style-type: none"> <li>Feature</li> <li>Polygon</li> </ul>	Combination of .shp, .prj., .shx., .dbf etc. files that make up the data file to be uploaded or imported to SDARTT

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## SDARTT Contact Information

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- As of 8/15/2019 the User Help document has changed to a User Manual and is found here.

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Common Attributes Table

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