

ATTACHMENT 1

Eight-Step Process for Preparing Maps and Legal Descriptions

Step #1 – Prioritize Wilderness Areas

Field Office Wilderness Specialists, in consultation with management and other Field Office resource specialists, will prioritize designated Wilderness Areas for which official maps and draft legal descriptions must be prepared. Priority may be based on any criteria the Field Office considers relevant. Examples of relevant criteria might include unresolved or contested boundary disputes, known or anticipated proposed actions near Wilderness borders such as proposed mineral extraction or withdrawal, land disposal or conveyance propositions, and boundaries adjacent to private or other government lands. Priority lists, together with rationale, will be sent to the State Office Wilderness Coordinator. The State Office Wilderness Coordinator will consult with the Chief of the Branch of Geographic Services to develop a statewide prioritized list of Wilderness Areas to be officially mapped and legally described.

Step #2 – Create 7.5 Minute Maps

At the request of the State Wilderness Coordinator and utilizing the Wilderness legislative maps found in the State Office serialized case files, the State Office Geographic Science Team will superimpose the GIS Wilderness legislative boundaries on 7.5 minute (1:24,000) USGS quadrangle maps. This is not only a condition in the H-8560-1 handbook and the standard map base used for portrayal of the official Wilderness boundary, but it also provides a superior level of detail not available on the legislative maps. The maps shall be reviewed and approved by the State Wilderness Coordinator.

Step #3 – Prepare Annotated Maps and Draft Boundary Descriptions

At the request of the State Wilderness Coordinator, the Chief of the Branch of Geographic Services (Cadastral Survey Section) will review Wilderness boundaries on the legislative maps, any Congressional intent found in the written legislative record, and the superimposed 7.5 minute USGS quadrangle maps prepared in Step #2. The Cadastral Survey Section will then identify and annotate on copies of the superimposed 7.5 minute USGS quadrangle maps, those segments of the Wilderness legislative boundary line that are “unambiguous.” The word “unambiguous” in this context means that a segment is clearly tied to, or can be identified with one of the seven methods described in Chapter II, Section B.3.a. of H-8560-1. Annotations should be reproducible on a standard black and white copying machine, so avoid using color codes. The Cadastral Survey Section will then prepare dated draft legal boundary descriptions for the “unambiguous” annotated segments of the USGS quadrangle maps.

“Ambiguous” segments of the Wilderness legislative boundary will be annotated as such on the 7.5 minute USGS quadrangle maps. The word “ambiguous” in this context means that a segment is not clearly tied to, or identified with one of the seven methods described in Handbook H-8560-1 and that “ambiguous” segments may need to be field-verified to determine the legislative intent as to features on-the-ground which are not obvious or evident on the legislative or USGS quadrangle maps. No draft legal boundary description will be prepared at this time for “ambiguous” annotated segments of the Wilderness legislative maps.

Step #4 – Field Verification of Maps and Draft Boundary Descriptions

The State Wilderness Coordinator will mail or otherwise transmit to the appropriate Field Office copies of the legislative maps, the superimposed, annotated 7.5 minute USGS quadrangle maps and the draft legal boundary descriptions. The Field Office Wilderness Specialist and other pertinent personnel will review the maps and legal descriptions to ensure the “unambiguous” segments of the Wilderness boundary are correct. Some “unambiguous” segments of the Wilderness boundary may entail on-the-ground examination by the Field Office Wilderness Specialist, and others to verify accuracy.

The Field Office will coordinate with the State Office Chief of the Branch of Geographic Services (Cadastral Survey Section) on “ambiguous” Wilderness boundary segments that need to be clarified. If necessary, a Cadastral Survey Section representative will meet with the Field Office Wilderness Specialist and other pertinent personnel to discuss and decide how “ambiguous” Wilderness boundary segments will be legally described.

Some “ambiguous” boundary segments may be changed to “unambiguous” upon field examination using only the legislative maps. For example, a boundary road may have to be examined in the field to determine the type and standard of the road and the appropriate set back distance prescribed in Chapter II, Section B.3.a. of the H-8560-1 handbook. Generally, however, “ambiguous” segments of the Wilderness boundary may require more intensive field verification by the Wilderness Specialist, and others utilizing the 7.5 minute USGS quadrangle maps. Materials such as aerial photographs, MTPs, copies of grazing and mineral files, etc. may be used to verify and resolve “ambiguous” Wilderness boundary segments. Regardless of how the on-the-ground information is recorded (e.g., notes on the 7.5 minute maps, photographs, field logs, etc.), references should always relate back to the appropriate “ambiguous” boundary segments on the annotated USGS quadrangle maps.

It may be difficult to satisfactorily clarify and resolve some “ambiguous” Wilderness boundary segments during the field verification process. Nevertheless, the best clarification for preparation or revision of the draft legal boundary description must be provided to the State Office Cadastral Survey Section.

While in the field, the Field Office Wilderness Specialist, the Cadastral Survey representative and others may become aware of “significant management problems” within “unambiguous” and “ambiguous” Wilderness boundary segments such as roads, pipelines, mining activities, dumps, and other disturbed areas, as alluded to in Chapter II, Section A.2.d. of the H-8560-1 handbook.

These should be documented and an alternative boundary should be identified and submitted to the State Director through the State Office Wilderness Coordinator. A written explanation or justification for the alternative boundary is required. In some cases, the inclusion of photographs or portion of a 7.5 minute map may help illuminate problems and recommendations.

Step #5 – Revise Draft Legal Descriptions

After field verification of the legislative and 7.5 minute maps and the draft legal boundary descriptions, the Field Office will send maps and draft legal boundary descriptions to the State Wilderness Coordinator who, in turn, will forward the documents to the State Office Chief of the Branch of Geographic Services (Cadastral Survey Section). The Cadastral Survey Section will revise, as necessary, the draft legal descriptions for “unambiguous” Wilderness boundary segments to conform with the legislative maps and annotated USGS quadrangle maps, and will prepare legal descriptions for the “ambiguous” Wilderness boundary segments. Revision and preparation dates will be noted on the legal Wilderness boundary descriptions. These will be sent back to the State Wilderness Coordinator who will send them to the proper Field Offices for final review and confirmation.

Step #6 – Field Review and Confirmation of Maps and Legal Descriptions

Upon receipt of the legislative and annotated 7.5 minute maps and the revised and draft legal boundary descriptions, the Field Office Wilderness Specialist and other appropriate personnel will review and confirm these materials. If there are still discrepancies, the Field Office will need to communicate and coordinate these with the State Office Cadastral Survey Section for rectification. Once confirmed, the Field Manager will formally approve and transmit these materials to the State Director (NV-930) via memorandum stating the materials have been reviewed, confirmed and approved by the Field Manager.

Step #7 – Assemble and Submit Wilderness Map Packets

With assistance from the State Office Cadastral Survey Section and the Geographic Science Team, the State Office Wilderness Coordinator will then assemble the Wilderness map packets in accordance with instructions in the H-8560-1 handbook. Sets of each Wilderness map packet will be assembled for each Wilderness Area. Each Wilderness map packet will be certified, signed and dated by the State Director and then mailed to the Washington Office and the proper Field Office by “return receipt requested” registered mail.

Step #8 – Secure Wilderness Map Packets and Make Available For Public Inspection

The final step in the process is to ensure that official Wilderness map packets are safely kept in secured areas and are available for public inspection. In the State Office, the Wilderness Coordinator is responsible for making certain that one official Wilderness map packet is placed

in each appropriate serialized Wilderness case file. A second Wilderness map packet for each Wilderness will be in the possession of the State Office Wilderness Coordinator.

In the Field Office, the Wilderness Specialist will be responsible for safely filing and securing sets of the Wilderness map packets. These sets must not be lost, misplaced, discarded or destroyed. They must be permanently reserved in areas that are known to staff and management and that are available for public inspection.

As soon as possible after Wilderness map packets are secured, the State Office Wilderness Coordinator shall submit to the USGS, with the assistance of the State Office Geographic Science Team, official Wilderness boundary maps which are to be printed on future versions of 1:24,000 scale USGS topographical quadrangles.