

Formatting Requirements for Map Data Submission

Document Title : Formatting Requirements for Map Data Submission

Document Code : RSPO-GUI-S01-002 V2

Document Type : Guidance

Effective Date : 23 March 2020

Contact : Luqman Mohamed, luqman@rspo.org
GIS Unit

The Roundtable on Sustainable Palm Oil (RSPO) **requires** that members that own plantations to submit **boundaries of their palm oil plantations** in the form of **Shapefile**, as mandated by [Resolution 6g GA 10](#). Members can also voluntarily submit the boundaries of their milling operations, and scheme/associated smallholders.

In previous years, map data submissions have been problematic. To better streamline the map data submission process, the RSPO strongly encourages members to maintain GIS capacity, and requests that members with access to GIS software to follow this data submission guidance.

This guidance explains the data submission template that members should use when submitting data as part of their ACOP and membership application. Members should follow the general folder structure and naming guidance, and the shapefile attribute table guidance.

General Folder Structure:

Map data should be submitted according to a folder format containing two hierarchies:

1. a folder
2. shapefiles

This folder format as it would appear in ArcCatalog is shown in Figure 1 below.

A folder can have up to three shapefiles, corresponding to the three map data members can submit as part of ACOP reporting and membership application:

1. Palm oil plantation boundaries (**mandatory**)
2. Milling operations (voluntary)
3. Scheme/associated smallholder boundaries (voluntary)

Within each shapefile, one or multiple records can be stored.

Figure 1. Folder Format, seen in ArcCatalog

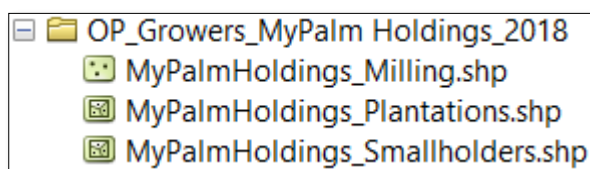


Figure 2. Detailed Structure of the Folder Format

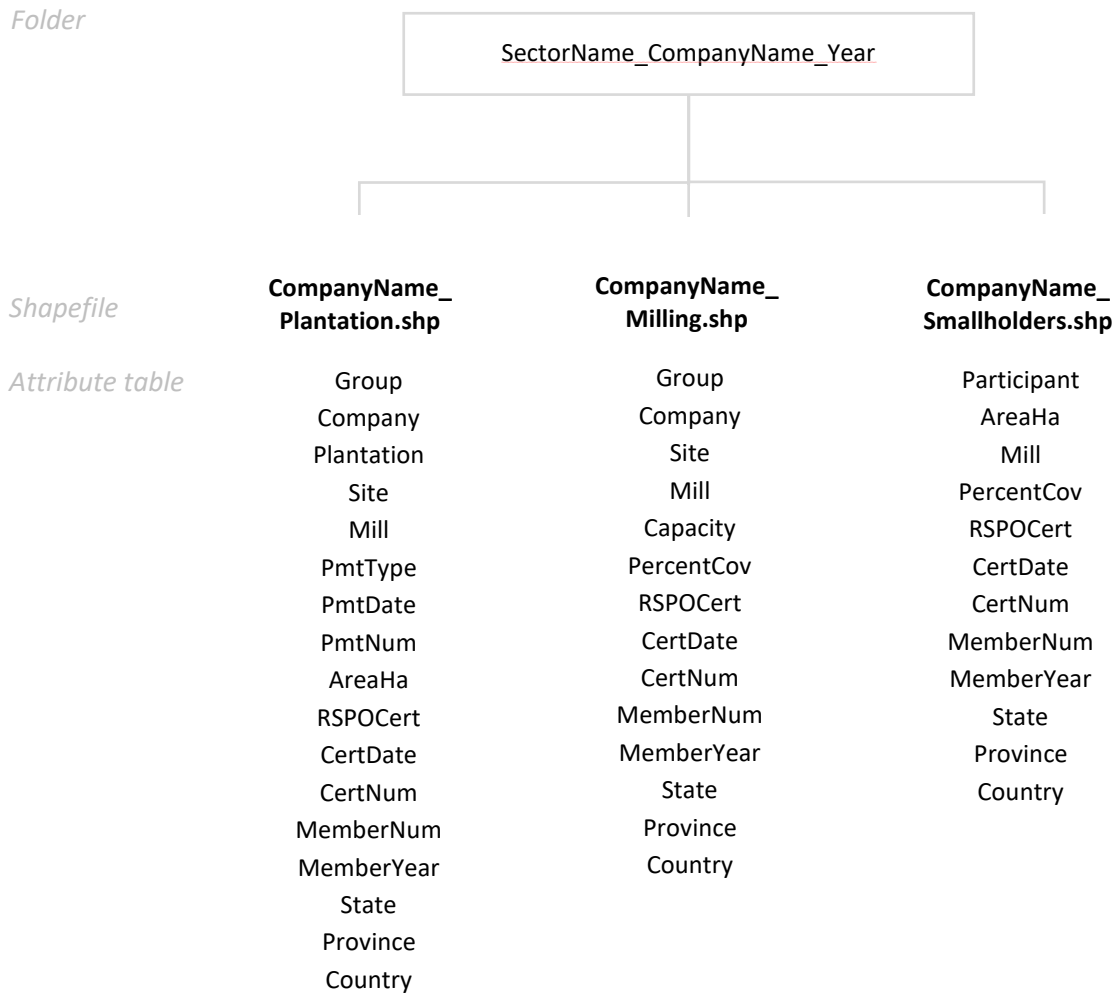


Table 1. Naming Guidance

Name	First Part of the Name	Second Part	Third Part
<p><u>Folder Name</u> For example: OPGrowers_MyPalm_2017</p>	<p><u>ACOP sector name (use the field name in parentheses)</u></p> <ul style="list-style-type: none"> • Affiliate members, (AffiliateMember) • Banks & Investors, (Banks/Investors) • Consumer Goods Manufacturers, (Manufactures) • Environmental & Conservation NGOs, (ConservationNGO) • Oil Palm Growers, (OPGrowers) • Palm Oil Processors & Traders, (POProcessors/POTraders) • Retailers, (Retailers) • Social & Developmental NGOs, (SocialNGO) • Supply Chain Associate. (SupplyChain) 	<p><u>Group Name</u></p>	<p><u>Year:</u> Submission Year</p>
<p><u>Shapefile Name</u> For example: MyPalm_Plantation</p>	<p><u>Company Name</u> Subsidiary/Management Unit Name</p>	<p><u>Shapefile Type</u></p> <ul style="list-style-type: none"> • Plantation • Milling • Smallholders 	

Shapefile Attribute Tables:

1. Company plantation boundaries (mandatory):

Scope of requirement: Submission must show the boundaries of **all** oil palm growing operations, globally, whether certified or uncertified.

Preferred detail: Should show the boundaries of planted areas

Format: Shapefile (CompanyName_Plantation)

Geometry: Polygon

Attribute data table fields (.dbf): Should include the following fields:

Table 2. Attribute list for company plantation boundaries Shapefile

Field Name in ArcGIS	Type	Dropdown List	Description
Group	Text		RSPO membership name
Company	Text		Subsidiary/management unit name
Plantation	Text		Plantation name
Site	Text		Site location name
Mill	Text		Mill name
PmtType	Text		Permit type (e.g. HGU/land title/ IUP)
PmtDate*	Date	Month/Date/ Year	Permit expiry date
PmtNum*	Text		Permit number
AreaHa	Text		Area (hectares)
RSPOCert	Text	True/False	True means this plantation is RSPO certified
CertDate	Date	Month/Date/ Year	RSPO certification assessment date (if applicable)
CertNum	Text		RSPO certificate number (if applicable)
MemberNum	Text		RSPO membership number
MemberYear	Text		Year RSPO membership is granted
State	Text		State for the concession (if applicable)
Province	Text		Province for the concession (if applicable)
Country	Text		Country for the concession

Note: * This attribute will be stored for RSPO's internal record and will not be disclosed to the public.

2. Milling operations (voluntary):

Scope of request: Submission should show the location of **all company** owned milling facilities, globally, whether certified or uncertified. If applicable, it is requested that **all** milling facilities of your **suppliers**, globally, whether certified or uncertified, are also submitted¹.

Format: Shapefile (CompanyName_Milling)

Geometry: Point

Attribute data table fields (.dbf): Should include the following fields:

Table 3. Attribute list for milling operations Shapefile

Field Name	Type	Dropdown List	Description
Group	Text		RSPO membership name
Company	Text		Subsidiary/management unit name
Site	Text		Site location name
Mill	Text		Mill name
Capacity	Text		Mill processing capacity (e.g.: 30t/hr)
PercentCov	Short Integer		Provide the percent of milling operations that the dataset represents. Put 100 if the dataset you have disclosed constitutes 100% of your company's milling operations.
RSPOCert	Text	True/False	True means this plantation is RSPO certified
CertDate	Date	Month/Date/Year	RSPO certification assessment date (if applicable)
CertNum	Text		RSPO certificate number (if applicable)
MemberNum	Text		RSPO membership number
MemberYear	Text		Year RSPO membership is granted
State	Text		State for the mill (if applicable)
Province	Text		Province for the mill (if applicable)
Country	Text		Country for the mill

¹ For supplier mill sites, please note that this data will only be used as part of an aggregated database that does not show the linkages between producer and buyer.

3. Scheme/associated smallholder boundaries (voluntary):

Scope of request: Submission should show the boundaries of **all** scheme/associated smallholder producers, globally, whether certified or uncertified.

Format: Shapefile (CompanyName_Smallholders)

Geometry: Polygon

Attribute data table fields (.dbf): Should include the following fields:

Table 4. Attribute list for scheme/associated smallholder boundaries Shapefile

Field Name	Type	Dropdown List	Description
Participant	Text		Name of the smallholder
AreaHa	Text		Area of production (hectares)
Mill	Text		Name of associated mill
PercentCov	Short Integer		Provide the percent of scheme/associated smallholder boundaries that the dataset represents. Put 100 if the dataset you have disclosed constitutes 100% of your company's scheme/associated smallholder boundaries.
RSPOCert	Text	True/False	True means this plantation is RSPO certified
CertDate	Date		RSPO certification assessment date (if applicable)
CertNum	Text		RSPO certificate number (if applicable)
MemberNum	Text		RSPO membership number
MemberYear			Year RSPO membership is granted
State	Text		State (if applicable)
Province	Text		Province (if applicable)
Country	Text		Country

Important notes:

1. The file format must be **Shapefile**. Other file formats such as KML, JPEG, PNG, PDF, DWG and TIFF will not be accepted.
2. Please make sure the shapefile consists of its **associated files**: .shp, .shx, .prj and .dbf.
3. Due to the global nature of the RSPO data, the maps should be projected to **GCS_WGS_1984 geographic coordinate system**.
4. Attributes of the Shapefile must be provided completely as listed in Table 2, 3 and 4. String attributes such as group name and company name must be spelled out in full with **no abbreviations**.
5. Make sure there are **no overlapping polygons** in the plantation boundary Shapefile. Overlapping polygons will likely cause errors in hectare calculation.
6. Shapefiles must be organised within **correct folder structure** and used **proper naming conventions** as listed in Table 1. If needed, please use underscores (_) instead of other symbols such as (,).-<> to avoid problems with accessing data.
7. Please ensure that only plantation/mill data are provided. Other **unrelated auxiliary data** such as rivers, roads, buildings and lakes should be omitted out of the submission. If you do not have milling operations or scheme/associated smallholder maps, or do not wish to submit this data, **do not submit empty shapefiles**.



The RSPO is an international non-profit organization formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.



RSPO will transform markets to make sustainable palm oil the norm

FIND OUT MORE AT

www.rspo.org