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MAINE BULLETIN NO. ME450-2-12

SUBJECT: TCH – Technical Guide Section I, II, and V

Purpose: To transmit the following changes and updates to Sections I, II and V of the FOTG.

Expiration Date: January, 2003

Section I

- (1) Reference File – The following reference material is being canceled and destroyed from the Reference File:

<u>Location</u>	<u>Document</u>
(RP) Wetland	“Maine NRCS Guidance for Conducting Wetland Determinations on Non-Agricultural Land”
(RP) Wetlands – FSA/FACTA	“Guidance for Approving Wetland Non-Agricultural (CWNA) Plans”
(RP) Wetlands – FSA/FACTA	“Minimal Effects (MW) – Guidance for Use and Procedures”

- (2) Cost Data – Remove and destroy 2001 Average Cost Data Listings. We are issuing for each Soil and Water Conservation District a new cost data list in the eFOTG. Remember these average cost lists are for conservation planning only. These lists are not used for cost share contracts.
- (3) All remaining material in Section I including the above mentioned changes will be accessible in the eFOTG under Section I.

Section II

Remove and destroy all documents relating to soils in **S. Aroostook, Franklin and Kennebec counties ONLY**. These counties **ONLY** are accessible and printable from the new eFOTG site in Section II. We are in the process of posting soils information for the other soil surveys on the eFOTG and will issue a bulletin once this information is available. All sections of the FOTG Section II is now available on the eFOTG site.

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

Section V – Conservation Effects

The following is a list of the remaining completed CPPE's which are accessible and printable from the eFOTG site.

702cppe -	Agrichemical Handling Facility
707cppe -	Barnyard Water Management
410cppe -	Grade Stabilization Structure
430BBcppe -	Irrigation Water Conveyance Asbestos Cement Pipeline
430GGcppe -	Irrigation Water Conveyance Reinforced Plastic Mortar Pipeline
719cppe -	Milking Center Waste Water Treatment System
701cppe -	Agricultural Fuel Secondary Containment Facility

The above mentioned Sections can be reached two different ways. The first way is by going through the Maine NRCS website. On the Maine NRCS website, click on "TECHNICAL INFORMATION" and then click on "Maine Technical Guide". This will bring you to the eFOTG site. The second way is by using Internet Explorer and typing the URL address (<http://my.nrcs.usda.gov>) . Once you have arrived at <http://my.nrcs.usda.gov>, you will need to do the following steps:

1. click on the "Sign in" icon.
2. Type in your PRMS User ID and Password
3. Select the "Tree Menu" not the default which is the "Tab Menu". This is located in the area labeled "Choose eFOTG Page Layout". This is located directly above the State of Maine map.
4. Click on the "eFOTG-ME" or the map of Maine.
5. Close the "Security Warning" window (if it comes up).
6. On the left side of the screen scroll down to the appropriate section and click on the appropriate file you need.
7. There are a variety of files under these sections. You need to click on the document you wish to view by clicking on the "W", which represents a word document or click on the "A", which represents an Adobe pdf document or "E" for an Excel spreadsheet. The document will show up on the right side of your screen where it can be printed.

Any further questions, contact Deb Gray at 990-9552.

/s/ Russell A. Collett

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State Conservationist

DIST: F,S

ELECTRONIC FIELD OFFICE TECHNICAL GUIDE (eFOTG) INFORMATION SHEET

The Electronic Field Office Technical Guide (eFOTG) is the first phase of the SmarTech initiative sponsored by the Natural Resources Conservation Service (NRCS) Science and Technology Consortium. It is a Web-based application that provides States (and equivalent) with a framework to establish an official, certified, electronic FOTG for field staff and, in the near future, third-party vendors. It includes linkage to a Technology Web site on an intranet for all NRCS employees to be called "my.NRCS". Phase I also provides for Content Manager Accounts restricted to individuals with logins authorized by the State Technical Guide Committees (STGCs). The second phase of SmarTech scheduled for deployment in November will involve greater customization of eFOTG, new interactive conservation tools, and a resource data viewer.

Pilot testing a eFOTG was conducted May 9 through 23, 2002. Ten States participated: California, Colorado, Connecticut, Florida, Georgia, Missouri, Nebraska, Pennsylvania, South Dakota, and Texas. During the pilot, approximately 40 STGC members used the application to enter technical information as Content Manager onto a live production server in the NRCS Web farm. While offering some suggestions for improvement, all agreed that the eFOTG Content Manager tool was easy to use and was an efficient method for updating the FOTG. Their feedback was very positive regarding the ease of navigating through the sections and downloading information. Both Content Managers and field office employees believed the learning curve for gaining proficiency in the use of eFOTG was short and not much training was required.

A few points for your information:

- Initially all NRCS employees will have access to the State (and equivalent) eFOTG through a "my.NRCS" Web site based on their logins. Later during Phase I there will be access for certified third-party vendors and the general public. A State's (and equivalent) eFOTG will contain State Conservation Practice Standards, soils information, and other technical references that have been approved by the STGC. If the information is approved for use in a specific area, e.g., Major Land Resource Area(s) or county(s) rather than statewide, it should be categorized as such in the appropriate section of the eFOTG.
- Links to the National Handbook of Conservation Practices, as well as to other national technical references such as the National Planning Procedures Handbook, will be provided on the "my.NRCS" Technology page, which is separate from the State (and equivalent) eFOTG.
- Phase II implementation, November, 2002, will provide NRCS field staff and third party vendors the means to create FOTG "Thunderbooks" of frequently used material, which can be downloaded to laptops and hand-held computing devices. Deliverables include:
 - "my.NRCS" customizable eFOTG pages
 - SmarTech intelligent search capability
 - Thunderbook download
 - Resource Data Viewer