

United States Department of Agriculture



Natural Resources Conservation Service
200 North High Street, Room 522
Columbus, Ohio 43215-2478
(614) 255-2472 Fax (614) 255-2549

October 9, 2002

TECHNICAL GUIDE NOTICE #303

SUBJECT: OHIO FIELD OFFICE TECHNICAL GUIDE - *All Sections*.

Purpose. To transmit a notice on the conversion to eFOTG as our "Official Version of the FOTG."

Expiration Date. This notice expires when the contents have been read and fully discussed with the field office staff.

The electronic version of the FOTG (eFOTG) is now the official version of the FOTG for Ohio. The eFOTG can be accessed at the following web address (no www): <http://my.nrcs.usda.gov> using your PRMS login and password.

What this means is that it is no longer necessary to maintain a paper copy of the FOTG, including the Technical Guide Reference File, except as noted below. It is the field office staff's discretion as to what parts of the FOTG are maintained as paper copies to use as a quick reference or as a "Thunder Book." The official version of the FOTG is always what appears in Ohio's eFOTG.

The "Technical Guide Reference File" is no longer required. The district conservationist can keep and file whatever material is pertinent for use in the field office. The district conservationist shall inform staff where the material is filed. The OFFICIAL TECHNICAL GUIDE REFERENCES are now found in the eFOTG, Section I, A. Reference Lists. Much of the former Technical Guide Reference Material has been deleted.

When updates or revisions are made to the eFOTG an electronic notice will be sent to all field office NRCS and SWCD employees.

The paper versions of the FOTG and Technical Guide Reference File can be discarded and replaced by the eFOTG **EXCEPT** as noted below.

Filing Instructions.

SECTION I FOTG:

Discard the material in the Technical Guide Reference File, except what the district conservationist decides to keep. Inform field office staff of the location of the remaining material. The following Technical Guide Reference material is not available electronically and it is "suggested" that field offices retain a hard copy of the material, if desired, and list where each is filed.

1. Grass - "The Stockman's Crop" - Sunshine Unlimited, Inc. 1989 - from the Pasture folder.
2. Common Marsh Plants of the United States and Canada, USFWS, Resource Publication 93, 1970 - from the Wetlands folder.
3. Underwater and Floating Leaved Plants of the United States and Canada, USFWS, Resource Publication 44, 1967- from the Wetlands folder.
4. A Field Guide to Trees and Shrubs, Peterson Field Guide Series, Houghton Mifflin Co., 1975 -
5. A Field Guide to Wildflowers of Northeastern and North-central North America, Peterson Field Guide Series, Houghton Mifflin Co., 1968
6. Midwestern Wetland Flora
7. Judging Land and Soil for Agricultural Use, AGDEX 525, Rev. 1990 – from the Soils folder.
8. Judging Land and Soil for Urban Use, AGDEX 525, Rev. 1990 – from the Soils folder.
9. Land Capability Classification, Agriculture Handbook 210, USDA, SCS, Reprinted January 1973 – from the Engineering Irrigation folder.

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

10. Wetland Plants of Ohio, 1988; U. S. Department of Interior, Fish and Wildlife Service, including 1985 supplement – from the Wetlands folder.
11. Forested Wetlands—Function, Benefits and the Use of Best Management Practices, 1995 – from the Wetlands folder.
12. How to Use Average Annual Cost (Amortization) Card - from the Economics - Cost and Return folder.
13. A Guide to Ohio Streams, Ohio Chapter of American Fisheries Society - 20 -from the Biology, Fish Pond Management folder.

SECTION II FOTG:

Retain this entire section until further notice. Portions, but not all, of the soils data for each county is available on the eFOTG. The official material is still what is filed in the paper version of the FOTG or duplicated in the eFOTG.

SECTIONS I, III, IV, AND V FOTG:

All the remaining sections of the FOTG (I, III, IV, and V) are available on the eFOTG for Ohio. Existing paper copies can be discarded at the discretion of the district conservationist.

Use of the eFOTG will save time for the field and State office staffs. The eFOTG will also ensure that we are using "current" FOTG material. It is the responsibility of the State, area, and field staffs to be using the current technology when providing technical assistance.

KEVIN BROWN
State Conservationist

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