



Natural Resources Conservation Service  
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SUBJECT: Technical Guide Notice No. 88

DATE: January 3, 2005

TO: All Holders of the PA Technical Guide

FILE CODE: 450

**Purpose:** To transmit a notice on the conversion to eFOTG as the official version of the Field Office Technical Guide for Pennsylvania.

**Background:** The electronic version of the Field Office Technical Guide (eFOTG) is now the official version of the Field Office Technical Guide for PA. The PA FOTG is also known as the Pennsylvania Technical Guide or the Pennsylvania Soil and Water Conservation Technical Guide. The eFOTG can be accessed at the following web address: [www.nrcs.usda.gov](http://www.nrcs.usda.gov) and clicking on Electronic Field Office Technical Guide (eFOTG).

It is no longer necessary to maintain a paper copy of the FOTG, except as noted below. It is the field office staff or other user's discretion as to what parts of the FOTG is maintained as paper copies. The official version of the FOTG is always what appears in PA's eFOTG.

The Section I "Technical Guide Reference File" should still be maintained, except for the items which are available through electronic links in the eFOTG Reference List.

When updates or revisions are made to the eFOTG an electronic notice will be sent to all field office NRCS employees and other FOTG users. Except as noted below, paper versions of the FOTG can be discarded and replaced with the eFOTG.

### **Filing Instructions:**

#### **SECTION I FOTG:**

Discard the material in the Technical Guide Reference File which is now available electronically, except what the FOTG user decides to keep. Numbered references currently available on the Web are:

- 6. Crop & Livestock Annual summary.
- 7. PA Agronomy Guide
- 112. PA Farm\*A\*Syst Farm Evaluation System

Most Technical Guide Reference material is not available electronically and field office staff should retain a hard copy of the material and list where each is filed.



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**SECTION II FOTG:**

Soil Data- Soil Reports are available for every county through the FOTG and the Soil Data Viewer (SDV). The versions of soil data (maps and reports) on the eFOTG and in field office computers accessed through the SDV are to be the same and are the official soil data for USDA programs. Where the digital soil maps are not yet SSURGO certified, but are digitized, the versions of the soil maps on the field office computer (SDV) are the official soil maps. Until the maps are digitized for the last few counties (Greene, Washington, Erie, and Potter) the published soil maps are the official version. Retain other parts of Section II until further notice.

**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 Pennsylvania. Existing paper copies should be discarded if they cannot be maintained in accordance with information maintained on eFOTG. The eFOTG will also ensure that all users are using current technical material.

*/s/ Gary P. Smith, acting*

ROBIN E. HEARD  
State Conservationist

DIST: AO