

**FIELD OFFICE TECHNICAL GUIDE (FOTG)
450-VI
AMENDMENT WA6**

Purposes.

This amendment implements National Bulletin 450-4-11. Please note that the eFOTG reference means the local eFOTG contained in the Web Farm at NITC. The organization of folders and files for storing documents within the eFOTG is being clarified to facilitate access to information. Also, General Manual Title 450, Technology, Part 401 Technical Guides, requires that FOTG amendments, notices, and transmittals be tracked and filed

Effective Date. This notice is effective when received.

Instructions.

Section I of the eFOTG begins with a folder – STATE SPECIFIC NOTICES - that is a container for all transmittals, notices, amendments, tabulation sheets, disclaimers, links to FOTG policy, Technical Guide Committee information, and other information deemed appropriate by the State Technical Guide Committee. The tabulation sheet contained in the folder is the official tabulation sheet. The field office will no longer maintain the tabulation sheet in the hard copy of the FOTG in the office. Please remove.

Section IV of the eFOTG has been changed to meet policy requirements. Within the sub-folder – Washington Conservation Practices - each conservation practice has a folder with files with standardized names for

- a. **Conservation Practice Standard** – Conservation practice standards, including interim practice standards, establish the minimum level of acceptable quality for planning, designing, installing, operating, and maintaining conservation practices.
- b. **Practice Specification Guide Sheet** – Practice specification guide sheets, approved by each State, establish and list terms and conditions, and how the practice standard will be made site-specific.
- c. **Job Sheet** – Job sheets, approved by each State, will provide site-specific practice location and installation information to the client.
- d. **Practice Documentation Requirement** – Practice documentation requirements, approved by each State, will provide minimum documentation to be completed and provided to NRCS when the practice is completed and certified.
- e. **Statement of Work (SOW)** – SOWs provide the minimal requirements to design, install, and certify completion of conservation practices and other technical services.
- f. **Work Sheet** – Work sheets are a series of requirements, check lists, or forms used to ensure all aspects of the practice are considered and included during planning and installation.
- g. **Fact Sheet** – Fact sheets are used to explain a technology or process. It provides an overall explanation, but not the details on practice installation.

Please note that the Table of Contents, which lists all contents of each section of the eFOTG, is generated automatically. Therefore, the Table of Contents for eFOTG Section IV will show all documents in alphabetical order. The field office will no longer maintain the Index of Conservation Practices in the hardcopy FOTG but will utilize the ThunderBook function of myNRCS and bookmark the Table of Contents for Section IV eFOTG. Please remove hardcopy.

Date: September 7, 2004

NRCS-WA employees should access the eFOTG through <https://my.nrcs.usda.gov/>. Public access can be through either the NRCS homepage on the World WideWeb at <http://efotg.nrcs.usda.gov/> or through the NRCS-WA homepage on the World WideWeb at <http://www.wa.nrcs.usda.gov/>.

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