



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

January 28, 2009

## IOWA INSTRUCTION 430 - 380 – SOILVIEW CD REQUEST PROCEDURES

### Part 380.0 PURPOSE

This Iowa Instruction provides the process for ordering SoilView CD copies.

### Part 380.1 SCOPE

These instructions will be followed by all NRCS employees and other agency personnel when requesting copies of SoilView CD's.

### Part 380.2 FILING INSTRUCTIONS

This Iowa Instruction will be placed on the statewide shared drive under the following:  
S:\Service\_Center\NRCS\_statewide\_shared\Iowa Bulletins and Manuals\Iowa Instructions\430-SOI-Soil Survey.

### Part 380.3 EXHIBITS

See the attachment.

/s/Richard Sims  
State Conservationist

Attachment

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(IA Instruction 430.380 First Edition – January 2009)

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

## IOWA INSTRUCTION 430 - 380 – SOILVIEW CD REQUEST PROCEDURES

### 1. PURPOSE:

This Iowa Instruction provides the process for ordering SoilView CD copies.

### 2. ROLES AND RESPONSIBILITIES:

Requesting office orders CD's via email to [jill.clothier@ia.usda.gov](mailto:jill.clothier@ia.usda.gov) or by calling Jill at 515-284-4135.

State Office relays CD requests to Landcare and provides Landcare with CD's, cases, and ink cartridges.

Landcare burns CD's and ships CD's in cases directly to the requesting office.

Requesting office prints their own CD inserts which are on the statewide shared drive at:  
S:\Service\_Center\NRCS\_statewide\_shared\SOILS\SoilView CD Inserts.

### 3. PROCESS:

Landcare will be notified of request upon receipt from requesting office. Landcare will burn CD's and ship directly to requesting office within 2 weeks. The requesting office will print their own CD inserts from the statewide shared drive where they are listed by county.

### 4. EXCEPTIONS:

Shipment may be delayed in the case of equipment malfunction or personnel shortage.

Approved By:

January 28, 2009

/s/Richard Sims  
State Conservationist  
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