

OJT Training Module Cover Sheet

Title: 413 How to prepare, handle, and ship samples to the NSSC Kellogg Soil Survey Laboratory.

Type: Skill Knowledge

Performance Objective: Trainee will be able to ...

- Demonstrate proper handling of soil samples.
- Prepare samples for shipment to the NSSC Soil Survey Laboratory.

Target Proficiency:

- Awareness Understanding Perform w/ Supervision
 Apply Independently Proficiency, can teach others

Trainer Preparation:

- Trainer should be familiar with the assigned reading/review material in the lesson plan that follows.
- If possible, time the training so that it coincides with a sampling project.

Special Requirements:

Initiate an external learning request with a SF-182 in Aglearn for this activity. Instructions and a template are located on the training webpages for OJT modules.

Prerequisite Modules:

- 406 Understand the standard procedures for sampling soils—overview.

Notes:

None

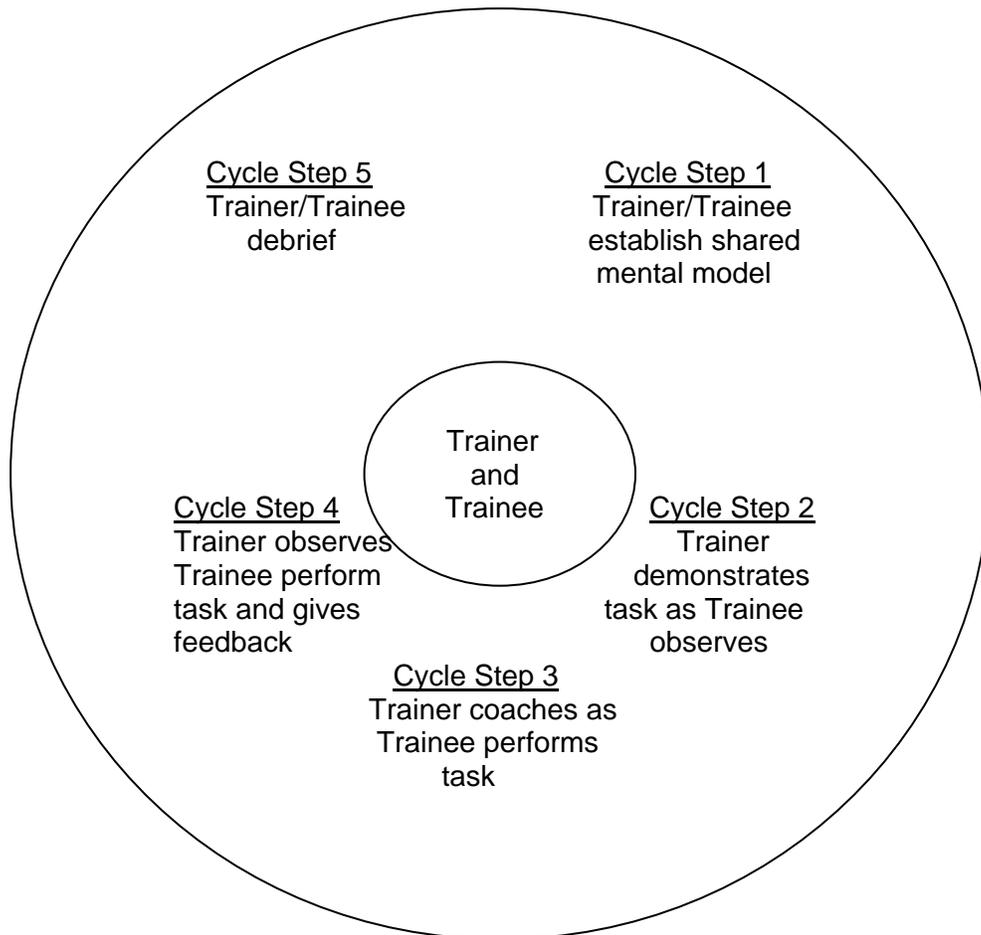
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The Five-Step OJT Cycle for Procedural Training (Skill)



OJT Module Lesson

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WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle step 1	<p>Trainer and trainee access via the internet and read/review:</p> <ul style="list-style-type: none"> • Soil Survey Field and Laboratory Methods Manual, SSIR #51: <ul style="list-style-type: none"> ○ Field Assessment and Sampling Strategies <ul style="list-style-type: none"> • Pedon Sampling Techniques • Specific Pedon Sampling Techniques • Attachments: <ul style="list-style-type: none"> ○ Field Sampling Techniques.pdf ○ SSL Pedon Field Sheet.pdf
Cycle step 2	<p>Trainer demonstrates how to label samples, fill out the SSL Pedon Field Sheet, and package the samples for shipment. Discuss the two methods (freight and FedEx) used for shipping samples and when it is appropriate to use each.</p>
Cycle steps 3 & 4	<p>If training is provided as part of a project, trainer asks the trainee to prepare several bulk and clod samples for shipment. Have the trainee assist with completing documentation and the SSL Pedon Field Sheet as well as assembling required information about the samples.</p> <p>Depending on the weight of equipment and samples to send to the SSL, have the trainee select the appropriate method and arrange for shipment.</p> <p>During project activities, assign the trainee the task of handling and preparing samples.</p>
Cycle step 5	<p>Answer any questions. Repeat any steps as necessary.</p>

OJT Module Lesson Measurement of Learning

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WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Prepare and ship samples during project activities.	During project activities, assign this task to the trainee. Sign off on performance when target proficiency is achieved.

SF-182

Trainee and/or supervisor access Aglearn to verify completion of the module via its SF-182.