IMPLEMENTATION POLICY FOR MLRA OFFICE No. 9 OFFICIAL SOIL SERIES DESCRIPTIONS

Supersedes Implementation Policy for MLRA Office No. 9 Official Soil Series Descriptions, May 1999.

This policy is intended only for Official Series Descriptions (OSDs) that are the responsibility of the Temple MLRA office. The policy for completion of all future Official Soil Series Descriptions is as follows:

All new OSDs submitted to the Temple MLRA office must use the new guidelines and template.

Prior to the Final Field Review, all new OSDs used in a survey area should be reformatted using the new guidelines and template.

Responsibility for reformatting all other OSDs will be handled on a case-by-case basis between the MO and the project office.

Upon receiving an OSD, the MO will run the OSD through spell check and the OSD checking program. Any OSDs not passing spell check and/or the OSD checking routine will be returned to the originating office for correction.

ALL FORMATTING WILL BE DONE USING GUIDANCE GIVEN IN NSSH.

For information on proper formatting, refer to NSSH Part 614 (Exhibit 2).

Series and revisions will be sent in a word document (*.doc) format using Courier New font, size 10!! There is no need to bold, italicize, use hidden characters, or to use fonts other than above. Special care is required to follow spacing requirements. Make sure commas, hyphens, and colons are used properly.

If any of these formatting issues are wrong, the OSD will not be accepted into the database.

It is very important to read, understand and follow the guidance in the NSSH.

Should you or your staff find any inconsistencies or errors in this document, please contact Jamey Douglass.