# OJT Training Module Cover Sheet

**Title:** 302 How to document your decisions with soil descriptions, field notes, sketches, GPS coordinates, and photography.

**Type:** □ Skill  X Knowledge

**Performance Objective:** Trainee will be able to:
- Understand the value of documentation for soil survey.
- Understand where to look for guidance in developing documentation.

**Target Proficiency:**
- Awareness  X 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.
- Have available:
  - description and field note forms (or computer hardware, if recording observations electronically)
  - *Field Book for Describing and Sampling Soils*

**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:**
- 301 Understand documentation standards in soil survey

**Notes:**
None

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**Approved by:**
Marc Crouch
The Five-Step OJT Cycle for **Declarative Training**

(Knowledge)

Cycle Step 5
Trainer/Trainee
Debrief

Cycle Step 1
Trainer/Trainee
establish shared
Mental model

Cycle Step 4
Trainer observes
Trainee performs
task provided as
Feedback

Cycle Step 2
Trainer/Trainee
review materials
provided

Cycle Step 3
Trainer and Trainee
Discuss information

Trainer and Trainee
# OJT Module Lesson

## Title: 302 How to document your decisions with soil descriptions, field notes, sketches, GPS coordinates, and photography.

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</th>
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</thead>
<tbody>
<tr>
<td>Cycle step 1</td>
<td>Trainer and trainee review objective(s) of module.</td>
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| Cycle step 2 | Trainee should access via the internet and:  
• Read/review SSM Chapter 5.  
• Read/review NSSH Part 627.08 and NSSH Exhibit 627-8. |
| Cycle steps 3 and 4 | Trainer and trainee discuss, in general, the purpose of documentation as outlined in NSSH Part 627.08.  
Trainee and trainee discuss, in general, the kinds of documentation outlined in NSSH Part 627.08 and how each is utilized in your survey area:  
• Field notes  
• Pedon descriptions (includes points in transects)  
• Map unit descriptions  
• Images (photographs)  
• Investigations  
Discuss importance of GPS location points.  
• Discuss importance of locating point data.  
• Discuss where the data are stored in your MLRA SSO.  
Discuss use of images as documentation.  
• Photographs as documentation  
  o Pedon profiles  
  o Landscapes  
• Discuss where photographs are stored in your MLRA SSO.  
Discuss use of sketches as documentation.  
• Discuss the utility of sketching 2-d (hillslope) and/or 3-d (geomorphic) representations of the landscape.  
• Discuss where this is done and how it is stored in your MLRA SSO. |
| Cycle step 5 | Debrief; trainer addresses any questions from trainee. |
| Refresh | • Trainer and trainee should continue to discuss documentation.  
• Trainee should schedule time to review |
- On a regular basis, trainer and trainee should review the Soil Scientist’s documentation; the trainer should provide constructive feedback, the two should work together to resolve questions that arise.
**OJT Module Lesson Measurement of Learning**

**Title:** 302 How to document your decisions with soil descriptions, field notes, sketches, GPS coordinates, and photography.

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<td>Trainee’s learning is measured.</td>
<td>Have the trainee complete the quiz below to reinforce the concepts in this module.</td>
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<tr>
<td>Apply knowledge gained to field work.</td>
<td>The trainee successfully documents mapping according to National Cooperative Soil Survey standards.</td>
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**SF-182**

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

1. The NSSH provides requirements for recorded points to document map unit composition.
   a. Yes
   b. No

2. You need to be an artist to be able to create useful landscape/landform sketches.
   a. Yes
   b. No

3. The MLRA SSO provides quality control for all documentation.
   a. True
   b. False

4. Correlating soils with ecological sites is one purpose of documentation.
   a. Yes
   b. No

5. For a soil description to be of greatest value, the part of the landscape that the pedon represents and the vegetation should be described.
   a. True
   b. False