



### National Soil Survey Center (NSSC) Request for Assistance (RFA) Fiscal Year 2024 Supplemental Guidance for RFA FY24 Form

Questions from the Request for Assistance (RFA) Form may require additional explanation or definition. Please refer to the guidance below.

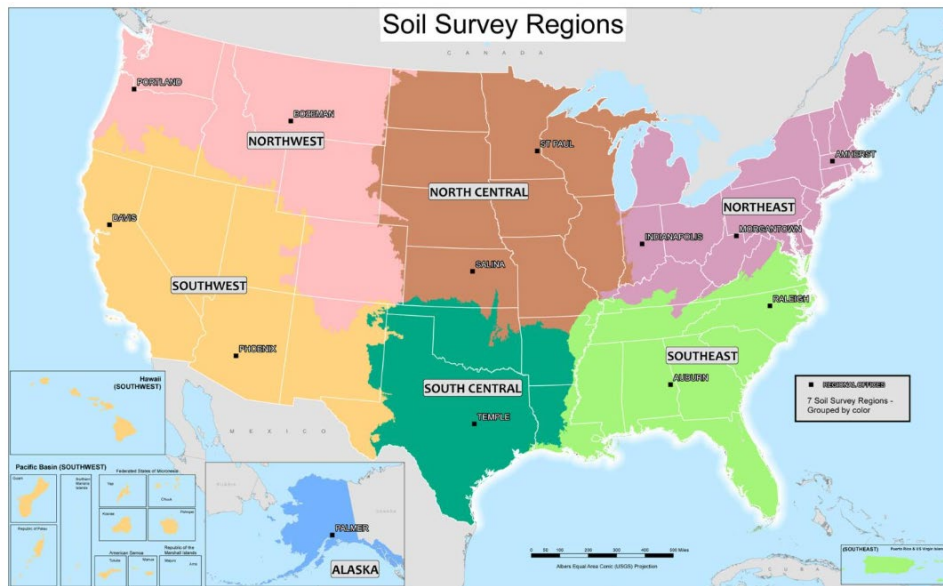
Form Questions are in **BOLD** type

**Soil Survey Regional Office requesting assistance (if soil survey office level request):**

Link to map of soil survey regions:

[Soil Survey Regions | Natural Resources Conservation Service \(usda.gov\)](https://www.nrcs.usda.gov/soil-survey-regions)

*Response required, select the appropriate Region*



**State or Territory requesting assistance (if State-level request):**

Please use 2 letter state abbreviation (ex. NE for Nebraska)

*Response required. Indicate the state from which the project will be submitted. For State-level requests, indicate which state is entering the requires for assistance and please include your Regional Director during project planning and approval.*

**Soil Survey Office (SSO) requesting assistance:**

Example: 1-IDF Idaho Falls, Idaho



**Which NSSC Branch are you requesting assistance from?**

- Soil Science Research
- Soil Business Systems
- National Ecological Sites
- National Plant Data Team
- Kellogg Soil Survey Laboratory

*Required question. Based on the selection for which NSSC branch you are requesting assistance from, the questions follow a different path.*

For Soil Science Research RFA submissions:

[Soil Science Research | Natural Resources Conservation Service \(usda.gov\)](#)

**What type of assistance is being requested from NSSC- Soil Survey Research?**

*Required question. Please enter a short description of the specific type of assistance you are requesting. Include information such as the project name, grant, or agreement with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.*

For Soil Business Systems RFA submissions:

**What type of assistance is being requested from NSSC- Soil Business Systems?**

*Please enter a short description of the specific type of assistance you are requesting. Include information such as the project name and objectives with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.*

For National Ecological Sites RFA submissions:

**What type of assistance is being requested from NSSC- National Ecological Sites?**

*Please enter a short description of the specific type of assistance you are requesting. Include information such as the project name and objectives with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.*

For National Plant Data Team RFA submissions:

**What type of assistance is being requested from NSSC- National Plant Data Team?**

*Please enter a short description of the specific type of assistance you are requesting. Include information such as the project name and objectives with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.*



For Kellogg Soil Survey Laboratory (KSSL) submissions:

**What type of assistance is being requested from NSSC-KSSL?**

*Select the type of assistance from the list:*

What type of assistance is being requested from NSSC-KSSL? \*

If you select the option for 'laboratory analysis' or 'laboratory analysis for DSP Intensive tier project', you will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question.

Laboratory analysis

Laboratory analysis for DSP Intensive tier project

Supplies for DSP Intermediate tier project

IRIS Tubes

Equipment, Consumables, or Shipping Supplies ONLY

Other

**Laboratory analysis:**

For general characterization projects or special projects to be analyzed at KSSL. You will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question. You will be asked if this project was sampled on Federal lands. If so, provide the Agency or entity (National Park Service, tribal lands, Bureau of Land Management, etc.)

**Laboratory analysis for DSP Intensive tier:**

For DSP Intensive tier projects to be analyzed at the KSSL. You will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question.

Be prepared to provide the project approval letter date, the number of main sites to be sampled, the number of satellite sites to be sampled, and whether or not this project was sampled on Federal lands. If so, provide the Agency or entity (National Park Service, tribal lands, Bureau of Land Management, etc.)

**Supplies for DSP Intermediate tier:**

This selection provides only sample consumables for the DSP intermediate tier requirements. No analysis is performed at the KSSL for DSP Intermediate tier projects.

**IRIS Tubes:**

For obtaining IRIS tubes prepared by the KSSL only. If IRIS tubes are a part of a project that also requires laboratory assistance, please instead choose the selection for 'Laboratory analysis' and add an additional comment that IRIS tubes are required for the project at the end of the form.



**Equipment, consumables, or shipping supplies ONLY:**

This selection provides for equipment, consumables or shipping supplies ONLY where no samples will be sent to the KSSL for analysis. If you need equipment, consumables, or shipping supplies, AND laboratory analysis by the KSSL, please choose the selection for 'Laboratory analysis' instead.

**Other:** If you have a specific request for KSSL assistance that does not fit under any of the other selections, please choose "Other" and type a brief explanation of what is requested. We will do our best to fulfill the request or refer you to the correct person or office. You will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question.

**What equipment, consumables, or shipping supplies are needed?**

Link to description of Sample Equipment and Supplies:  
[KSSL Sampling Equipment and Supplies \(usda.gov\)](https://www.usda.gov/kssl-sampling-equipment-and-supplies)

**When do you need the equipment/consumables/shipping supplies requested?**

*\*\*\* The KSSL will be contacting Requesters 2-3 weeks prior the date entered. For FY24, the KSSL may be contacting Requesters well in advance of need due to the pending move of the KSSL to a new facility. \*\*\**

**What is the Project Name?**

**DO NOT ENTER MULTIPLE PROJECTS ON ONE ENTRY!**

Make a separate entry for each project. Please put only one project per form submission. Each project requires its own project entry to accommodate the requirements of each individual project. Project names should be less than 100 characters for the LIMS database.

*If this project is entered in NASIS, use the same Project Name as is entered in NASIS.*

*If this is a non-NASIS project, please enter a concise, descriptive title. Project names for Non-NASIS projects can address the focus of the project: Field Trip name, soil judging, soil texture for organization, etc.*

*If you will be submitting samples to KSSL for analysis, please make sure the Project Name used in the sample submission documents matches the Project Name on this Request for Assistance form.*

*When working with Liaisons and KSSL staff, you will be asked to refer to the Project Name and/or NASIS User Project ID. This will help us locate the project RFA including information such as project timing, needs, and objectives.*



**What is the NASIS User Project ID?**

*If this project is not entered in NASIS, please respond with N/A.*

**Name of Project Contact Person / Project Lead**

*Required question. This information is needed so NSSC staff and/or KSSL liaisons know who to contact in case there are any other questions or concerns about the project or if additional information is required.*

**Email of Project Contact Person / Project Lead**

*Required question.*

**What is the proposed start date of the assistance?**

*Required question. For sampling projects, indicate the proposed sampling date.*

*The KSSL will send an Initiation Letter to confirm needed equipment or consumables and an address for the shipment. Due to the pending move, KSSL will be sending requested supplies well in advance of the project start date.*

**Indicate the KSSL Regional Liaison for your area:**

Link to KSSL Regional Liaisons:

[National Soil Survey Center | Natural Resources Conservation Service \(usda.gov\)](#)

*Please select the KSSL Liaisons from your Region. If the project coordinator or NSSC point of contact for this submission is not listed here, please choose "Other" and enter the name of the person from NSSC coordinating this project.*

**If this request for assistance requires laboratory analysis by KSSL, please indicate the COUNTY / COUNTIES where samples are being collected:**

Please list the county name and FIPS code - example: Lancaster (NE109)

*\*\*\*Due to moving facilities, the KSSL will not be accepting samples in FY24. Offices will hold samples until contacted by the KSSL.\*\*\**

*If applicable. If this doesn't apply, you may skip this question or enter "N/A".*

**Will this project be sampled on Federal lands? If so, please list Agency or entity (Ex: National Park Service, Bureau of Land Management, any Pueblos or Native American lands). If no, please enter NA.**

*This information is key to project progress and success, and ensures effective communication between KSSL and non-NRCS partners. If there are no non-NRCS cooperators involved, leave this question blank.*



United States Department of Agriculture

**If sampling on Federal lands, do you have an approved permit from the applicable Federal Land Manager? If yes, email a copy of your permit to: [tiffany.allen@usda.gov](mailto:tiffany.allen@usda.gov).**

*Agreements must be in place with specific Agencies; sample handling and storage requirements must be followed within the MOU.*

**Please enter any additional comments, information, or requests here (if necessary):**

*Use this space to enter any additional information regarding project focus, specific project needs or analyses/results of special interest.*