

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service - Northeast Technical Service Center
1974 Sproul Road, Broomall, Pennsylvania 19008

July 13, 1978

NETSC TECHNICAL NOTE - WATERSHEDS-34

RE: WS-1-Authorizations and Directives -
Substantiating Data Guide, Preparation
and Assembly

This technical note provides guidelines for the preparation and assembly of substantiating data. It replaces Technical Note - Watersheds-UD-23, dated February 16, 1970. These guidelines may be used for gathering, organizing, and assembling substantiating data needed for the development of Watershed Plans, River Basin Investigation Reports, and RC&D Measure Plans.

Substantiating data of high quality, properly recorded, organized, and filed, contribute to understanding and use of the data. Being able to readily understand and use basic data when revising a plan or in designing a structure is essential.

The substantiating data should be recorded by each discipline as planning progresses and assembled into distinctive sections in three-ring binders or bound folders for ease of reviewing and future reference. Each section should contain narrative information, charts, maps, computations, etc., which lead to a clear understanding of the studies made, methodology and criteria employed, results obtained, conclusions reached, and future action required. Computations should show the checkers' initials and date checked. Engineering designs and costs should include appropriate notes of concurrence by the state conservation engineer. Land treatment data should indicate concurrence by the state resource conservationist. An overall review for completeness should be made at the state level before submitting for TSC review and subsequent filing.

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Preliminary Investigation Reports (PIR) and Preliminary Reports (PR) are different than preliminary investigations of the past. This phase now usually terminates after the existing conditions have been established and the alternatives have been presented. The plan phase starts with the selection of an alternative and continues through the development of that selected alternative to an implementable plan. The post planning phase starts with the authorized plan and continues until the plan is completely implemented. FHS and FIS refer to Flood Hazard Studies and Flood Insurance Studies.

Generally, the data collected in one phase should be usable in subsequent stages and should not need to be redone. In some cases a more intensive study based on additional or improved data could be made. If the same method is to be used, a more intensive effort should be done in obtaining the data initially, thereby avoiding a duplicate and more intensive study later on. The "X" indicates generally when a particular phase of work is to be done. This does not mean that it must be done at that time.

Forms and worksheets are very important in improving quality and clarity of data and reducing the time for computations. Samples which the NETSC does not intend to stock are included in the guides. These samples, other approved forms, or your own versions, should be used whenever possible.

The guides give general steps in developing substantiating data. These steps are guidelines and are not a substitute for good judgment. Items are cross-referenced between sections to indicate their source or input into other sections.

For these guidelines to attain the maximum value, it will be necessary for all users to submit to us their suggestions for changes and for new exhibits. Periodically, we may add exhibits and revise the guides.



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Head, Planning Technology Staff

Attachment

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