

Official Series Descriptions (OSDs) - Development and Revision

Reference NSSH, Part 614

A. MLRA Soil Survey Office Leader Responsibilities

1. Assemble and analyze all data currently available (tabular, spatial, and historical).
2. After data analysis, conceptualize the series concept and range of characteristics and write it down. Be practical. Try to consider as many factors of soil formation and other details as possible. (Ex: The series concept is prairie-forest influenced soils formed in 50 to 100 centimeters of late-Wisconsin age loess and the underlying till on low relief interfluvial, head slopes and long side slopes on dissected till plains. These soils are frequently saturated between depths of 0.75 and 1 meter during the wettest periods of normal years.)
3. Present series concept to the MLRA Soil Survey Regional Office (MO), Soil Data Quality Specialist (SDQS).
4. Use spatial analysis to determine extent of series.
5. Select a typical pedon to represent the concept (consider not only central concept of the series but also, centrally located to spatial extent if possible).
6. Classify the selected typical pedon using the latest edition of Keys to Soil Taxonomy.
7. Test the series concept. Check for competitors using query options in the OSD and Soil Classification system (<http://soils.usda.gov/technical/classification/osd/index.html> or <http://soils.usda.gov/technical/classification/scfile/index.html>).
8. Decide on the best course of action. Is the concept:
 - a. Within normal errors of observation (see NSSH, Part 614.06 (b))?
 - b. Within the range of characteristics of an existing series (established, tentative, or inactive)?
 - c. Just outside the range of characteristics of an existing series, where the concept can be accommodated by expanding the range without creating a conflict with a competitor?
 - d. Something new and significant to use and management of the soils, can be clearly separated from all competitors based on series criteria, and meets criteria for a new series as described in NSSH 614.06(a)(2)?

IF ANSWER IS YES TO a., b., or c. above, and NO to d. above, PROCEED TO OFFICIAL SERIES REVISION SECTION BELOW.

IF ANSWER IS NO to a., b., or c. above and YES to d. above, PROCEED TO NEW SERIES DEVELOPMENT SECTION BELOW

NEW SERIES DEVELOPMENT [NSSH 614.06(c)]

A. MLRA Soil Survey Office Leader Responsibilities

1. Collect documentation to support series concept as per standards in NSSH, Part 627.08 (e)(3).
 - a. MO 10 strongly encourages that any proposed new series be sampled and fully characterized by the National Soil Survey Laboratory
 - b. Consider geographic distribution for full laboratory characterization.
 - c. Incorporate lab data results into NASIS property data and series range of characteristics.
2. Enter pedon descriptions into NASIS Pedon.
3. Develop proposed series description.
 - a. Helpful hint: Download a recently updated OSD of a competing or similar series to attain correct format, save as a word file, and change text to meet your needs.
 - b. Follow guidelines in NSSH 614.06(j) and guidelines as detailed by the MO.
4. Perform quality control check (100 percent inspection) of proposed series description.
 - a. Runs OSD Check program on proposed series description and resolves any errors.
 - b. Ensures data in NASIS Pedon agrees with the properties stated on the series description.
5. Submit proposed series description to the MO.

B. MLRA Regional Office (SDQS) Responsibilities

1. Performs quality assurance check on proposed series description and resolves any issues.
2. Enters the name and classification into the soil series classification file.
3. Posts the proposed series description into the official series description file.
4. Notifies MLRA SSO Leader of posting of proposed series.

C. MLRA Soil Survey Office Leader Responsibilities

1. Notifies appropriate parties of timeline and procedure to comment on proposed series.
2. Evaluates and addresses comments and prepares a revision to the series description as needed.
 - a. The revised series description is rerun on OSD Check and errors are resolved.
 - b. Rechecks NASIS soil property data to ensure data agrees with properties as stated on the series description.
3. Submits revised proposed series description to the MO.

D. MLRA Regional Office (SDQS) Responsibilities

1. Performs quality assurance check on the revised proposed series description and resolves any issues.
2. Posts the proposed series description into the official series description file.
3. Changes the series status to Established through the correlation process.

OFFICIAL SERIES DESCRIPTION REVISIONS

Reference NSSH, Part 614.06 (d), Part 614.06 (j), and Exhibits 614-1 and 614-2

A. MLRA Soil Survey Leader Responsibilities

1. Download and save existing series description as a word document.
 - a. Runs existing series description through OSD Check program and notes errors
 - b. Briefly review format for problems (misspellings, missing spaces, no paragraph breaks, too many paragraph breaks, etc.
2. Create and save a working copy of the OSD revision.
 - a. Turn on "Track Changes".
 - b. Perform edits as per NSSH 614.06(j) and guidelines as detailed by the MO.
 - c. Save working copy with changes.
3. Recheck the classification of the selected typical pedon using the latest edition of Keys to Soil Taxonomy.
4. Perform quality control check (100 percent inspection) of revised series description.
 - a. Runs OSD Check program on revision and resolves any errors.
 - b. Ensures data in NASIS Pedon agrees with the properties stated on the series description.
5. Submit revised series description with tracked changes electronically to the MO.

B. MLRA Regional Office (SDQS) Responsibilities

1. Creates a historical record of changes to the series.
 - a. Saves the revision with tracked changes to the appropriate shared folder.
2. Performs quality assurance check on revised series description and resolves any issues.
 - a. Reviews and accepts or rejects changes.
 - b. Saves a working copy the appropriate shared folder.
 - c. Notifies MLRA SSO Leader of significant changes.
3. If necessary, makes changes or updates to the soil classification file.
4. Runs OSD Check program on revision and resolves any errors.
5. Posts the revised series description into the official series description file.
6. Notifies MLRA SSO Leader of posting of revision.

C. MLRA Soil Survey Office Leader Responsibilities

1. If needed, notifies appropriate parties of timeline and procedure to comment on series revision.
2. Evaluates and addresses comments and prepares a revision to the series description as needed.
 - a. The revised series description is rerun on OSD Check and errors are resolved.
 - b. Rechecks NASIS soil property data to ensure data agrees with properties as stated on the series description.
3. Submits revised series description to the MO.

D. MLRA Soil Survey Regional Office (SDQS) Responsibilities

1. Creates a historical record of changes to the series.
 - a. Saves the revision with tracked changes to the appropriate shared folder.
2. Performs quality assurance check on the revised series description and resolves any issues.
3. Posts the revised series description into the official series description file.
4. Changes the series status to Established through the correlation process.