

MLRA Soil Survey Region 10 -Procedure to Obtain Official Series Descriptions

Updated - April 9, 2009



There are multiple steps that an official soil series description (OSD) must go through before it is stored in the Official Soil Series Description database. The first step in revising an existing series description is to start with the OSD already in the system.

OBTAINING OSDs

1. Go to <http://soils.usda.gov/technical/classification/osd/index.html>
2. Select - **View OSDs by List of Series Names (with FTP option)**
3. Type in the **series names** that you want to edit.
4. After you are finished typing in the series names, click on "**Process**".
5. The series names will be displayed. Click on "**FTP**".
6. Click on "**Zip file**" and "**DOS and MS Windows**".
7. At the bottom of the screen, click "**Download**".
8. To download the file to your system, **right click** on "**osd.zip**". A box will appear. Click on "**Save target as ...**".
9. Save the osd.zip file in the directory of your choice.
10. Log out by clicking on "**File**" and "**Close**".
11. Go to Windows Explorer and go to the directory where you saved the osd.zip file in step 9.
12. **Double click** on **osd.zip** file. This will open the winzip box, and the osds as text files will appear in the box.
13. With Windows Explorer open, **click and drag** the file into the directory where you edit official series descriptions.
14. Once you have the documents in a directory and ready to begin work, you can go back and delete the osd.zip file.
15. Now go to MSWord and go to the directory where the files are located.
16. Open the .txt file and **save as a .doc** file.

EDITING OSDs

17. Open the .doc file and go to "**Tools**" - "**Track Changes**".
18. If this is the first time you are tracking changes, click on "Options" in the Highlight Change box.
19. In the Track Changes box, do the following:

Insert text
Mark-none
Color
Delete text
Mark-strikethrough
Color
Changed lines
Mark-left border
Color-black

Then click "OK"

20. Make edits (using the Guidelines at <http://www.mo10.nrcs.usda.gov/references/osdguides/editingosds.pdf>). The additions should show up in red, and deletions should show up in red with a strikethrough. Record/Keep all changes marked on documents.
21. Add your initials to the Rev. line (line 4). Save the edited file as seriesname.date.doc (for example: cathro.06.16.06.doc).