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USING THE GS2001 GUIDESHEET EXCEL WORKBOOK

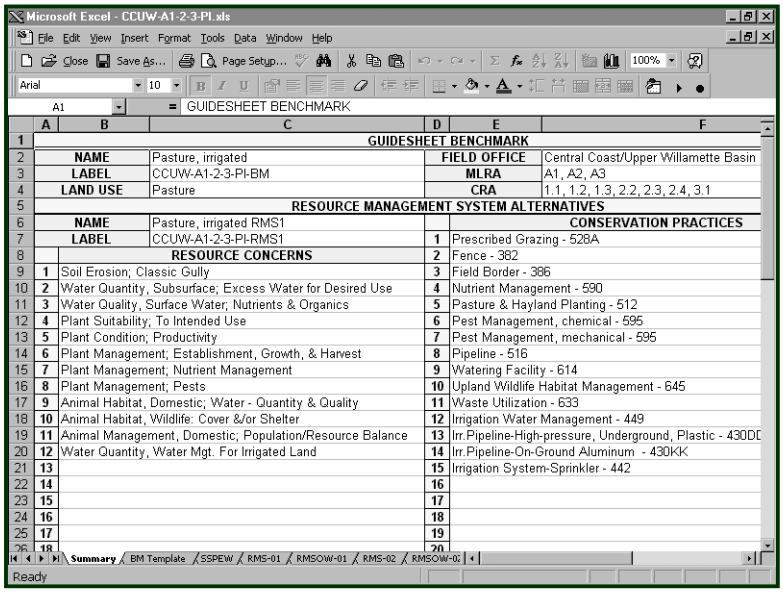
General

This workbook is designed to assist you in developing a guidesheet for section III of the Field Office Technical Guide. The guidesheet shows RMS alternative effects on resource concerns for a particular landuse in a particular MLRA and CRA. The guidesheet documents the resource setting, alternatives considered, the relative effects and impacts of the system, and describes the typical agricultural conservation systems most commonly used in the work area.

Description of Sheets

The guidesheet workbook has several parts (sheets – tabs at the bottom of the screen):

1. **SUMMARY** – This page is protected, there is no data entry required. The fields are populated when the information is entered in other sheets. Use this sheet as a cover page, to quickly locate a guidesheet appropriate for a particular conservation plan, and to document the guidesheet and alternative referenced in the development of the conservation plan.



	A	B	C	D	E	F
1	GUIDESHEET BENCHMARK					
2		NAME	Pasture, irrigated	FIELD OFFICE	Central Coast/Upper Willamette Basin	
3		LABEL	CCUW-A1-2-3-PI-BM	MLRA	A1, A2, A3	
4		LAND USE	Pasture	CRA	1.1, 1.2, 1.3, 2.2, 2.3, 2.4, 3.1	
5	RESOURCE MANAGEMENT SYSTEM ALTERNATIVES					
6		NAME	Pasture, irrigated RMS1		CONSERVATION PRACTICES	
7		LABEL	CCUW-A1-2-3-PI-RMS1	1	Prescribed Grazing - 528A	
8		RESOURCE CONCERNS		2	Fence - 382	
9	1	Soil Erosion; Classic Gully		3	Field Border - 386	
10	2	Water Quantity, Subsurface; Excess Water for Desired Use		4	Nutrient Management - 590	
11	3	Water Quality, Surface Water; Nutrients & Organics		5	Pasture & Hayland Planting - 512	
12	4	Plant Suitability; To Intended Use		6	Pest Management, chemical - 595	
13	5	Plant Condition; Productivity		7	Pest Management, mechanical - 595	
14	6	Plant Management; Establishment, Growth, & Harvest		8	Pipeline - 516	
15	7	Plant Management; Nutrient Management		9	Watering Facility - 614	
16	8	Plant Management; Pests		10	Upland Wildlife Habitat Management - 645	
17	9	Animal Habitat, Domestic; Water - Quantity & Quality		11	Waste Utilization - 633	
18	10	Animal Habitat, Wildlife: Cover &/or Shelter		12	Irrigation Water Management - 449	
19	11	Animal Management, Domestic; Population/Resource Balance		13	Irr.Pipeline-High-pressure, Underground, Plastic - 430DD	
20	12	Water Quantity, Water Mgt. For Irrigated Land		14	Irr.Pipeline-On-Ground Aluminum - 430KK	
21	13			15	Irrigation System-Sprinkler - 442	
22	14			16		
23	15			17		
24	16			18		
25	17			19		
26	18			20		

2. **BM Template** – Information entered in this page describes the BENCHMARK conditions. Resource Concerns set here are used in the rest of the guidesheet.

3. **SSPEW** – Site Specific Practice Effects Worksheet. This list shows individual practice effects on the resource concerns. This is a master list of all of the practices from section IV of the FOTG that will treat the resource concerns. Both positive and negative effects are shown. Alternatives are subsets of this list of practice effects.

4. **RMS-01** – Resource Management System # 1 Template. Information about the first RMS alternative. Practices, narrative, resource concerns, effects, and impacts of this system, and quality criteria documentation (does the system treat the identified resource concerns?). This RMS alternative usually describes the system with the most significant effects and impacts in treating resource concerns. It may also be the most expensive and/or complex.

5. **RMSOW-01** – Resource Management System Options Worksheet # 1. This displays the system effects of resource concerns on the alternative. Both positive and negative effects for the short term and long term are shown. Negative effects in any column should be offset by positive effects to achieve and RMS. Practice specifications should describe the steps necessary to alleviate negative effects.

6. **RMS-02** – Resource Management System # 2 Template. Information about the second RMS alternative. This RMS alternative usually describes the system with moderate effects and impacts in treating resource concerns. It may also be moderately expensive and/or complex.

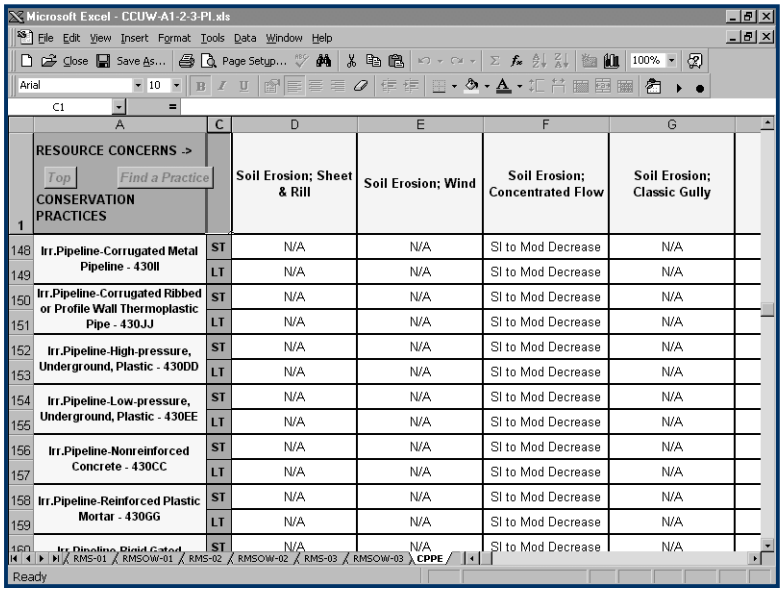
7. **RMSOW-02** – Resource Management System Options Worksheet # 2.

8. **RMS-03** – Resource Management System # 3 Template. Information about the third RMS alternative. This RMS alternative usually describes the system with slight or minimally acceptable effects and impacts in treating resource concerns. It may also be the least expensive and/or complex.

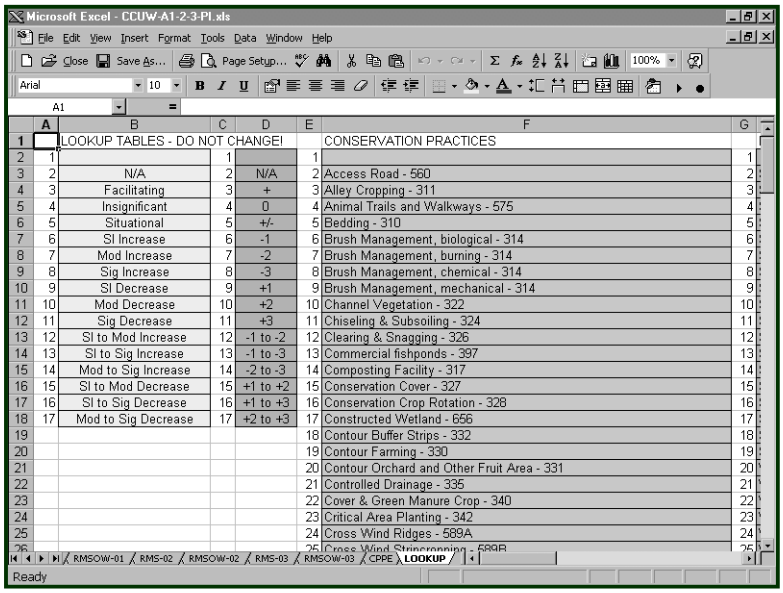
9. **RMSOW-03** – Resource Management System Options Worksheet # 3.

Hidden Sheets

10. **CPPE** – The Conservation Practice Physical Effects spreadsheet is rather large and contains all of the default short term and long term effects used in the SSPEW.



11. **LOOKUP** – The Lookup page contains all of the lists needed by the workbook. Drop down menus and formulas access this sheet. Included are the lists of conservation practices, resource concerns, SSPEW, and RMSOW effects.



Microsoft Excel - CCUW-A1-2-3-PI.xls

	A	B	C	D	E	F	G
1		LOOKUP TABLES - DO NOT CHANGE!				CONSERVATION PRACTICES	
2	1		1		1		1
3	2	N/A	2	N/A	2	Access Road - 560	2
4	3	Facilitating	3	+	3	Alley Cropping - 311	3
5	4	Insignificant	4	0	4	Animal Trails and Walkways - 575	4
6	5	Situational	5	+/-	5	Bedding - 310	5
7	6	SI Increase	6	-1	6	Brush Management, biological - 314	6
8	7	Mod Increase	7	-2	7	Brush Management, burning - 314	7
9	8	Sig Increase	8	-3	8	Brush Management, chemical - 314	8
10	9	SI Decrease	9	+1	9	Brush Management, mechanical - 314	9
11	10	Mod Decrease	10	+2	10	Channel Vegetation - 322	10
12	11	Sig Decrease	11	+3	11	Chiseling & Subsoiling - 324	11
13	12	SI to Mod Increase	12	-1 to -2	12	Clearing & Snagging - 326	12
14	13	SI to Sig Increase	13	-1 to -3	13	Commercial fishponds - 397	13
15	14	Mod to Sig Increase	14	-2 to -3	14	Composting Facility - 317	14
16	15	SI to Mod Decrease	15	+1 to +2	15	Conservation Cover - 327	15
17	16	SI to Sig Decrease	16	+1 to +3	16	Conservation Crop Rotation - 328	16
18	17	Mod to Sig Decrease	17	+2 to +3	17	Constructed Wetland - 656	17
19					18	Contour Buffer Strips - 332	18
20					19	Contour Farming - 330	19
21					20	Contour Orchard and Other Fruit Area - 331	20
22					21	Controlled Drainage - 335	21
23					22	Cover & Green Manure Crop - 340	22
24					23	Critical Area Planting - 342	23
25					24	Cross Wind Ridges - 589A	24
26					25	Cross Wind Stripcropping - 589B	25

RMSOW-01 | RMS-02 | RMSOW-02 | RMS-03 | RMSOW-03 | CPPE | LOOKUP

Ready

Tips & Techniques (Opportunities & Limitations)

- The guidesheet workbook is designed to have a maximum of 18 Resource concerns and 20 conservation practices.

- You can enter up to 3 alternatives per file. If you need more alternatives use a file for the first three, copy the file (Save As) and rebuild alternatives to describe RMS alternatives 4, 5, & 6. You can renumber the alternatives (from 1,2,3 to 4,5,6 and back again) by using the macro button at the bottom of the BM Template page.

- NEVER USE THE CUT COMMAND. You can COPY and PASTE information but 'cutting' may delete necessary formatting or formulas that make the workbook work properly.

- Use the macro buttons! Read the message boxes before deciding what to do. Every macro gives you the option of canceling the action.

- Use Print Preview regularly to see how your information will look when it is printed.

- All of the sheets are protected – you can only enter information in fields that require data entry. Do not unprotect sheets.

- Colors on your screen are set to describe functions. Light blue areas require no data input, are protected, and are used for formatting. Yellow areas require no data input, are protected, and are guidesheet data cells where the information is imported from another sheet or area. White cells are unprotected for data input

- Use drop down menus when available. When setting a drop down menu to "blank" ALWAYS SET THE HIGHLIGHT TO THE TOP POSITION. Any other location will cause errors.

- Use "Go To" menu on templates and buttons on worksheets for quickly moving within a worksheet.

Guidesheet Development Steps

1. **"Open" GS2001.xls file**

Make sure you enable macros. Click the box on the window that appears before loading the workbook.

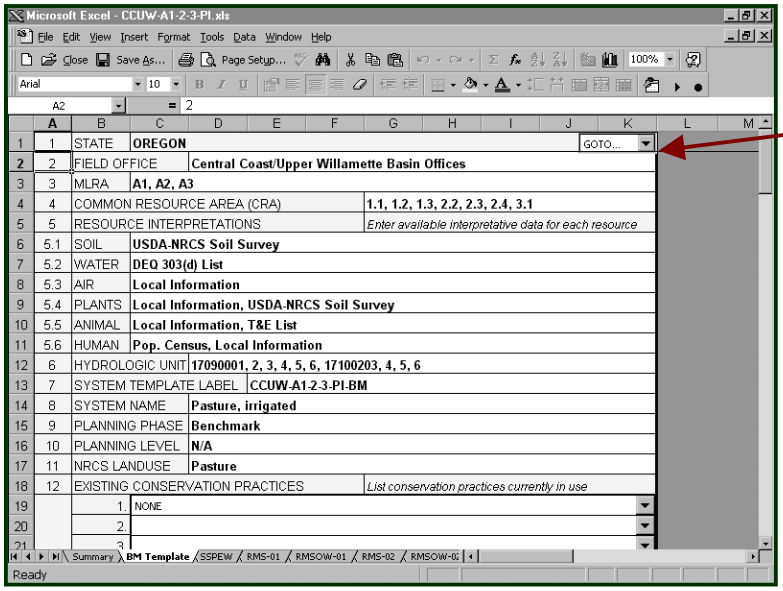
2. **Immediately save it with a different name**

The file is READ ONLY and should be saved under a different name. Use SAVE AS to assign the guidesheet name.

HINT: It's best to follow naming conventions similar to the "System Template Label" (I.e.: Basin Name – MLRA – Land Use-Other.XLS)

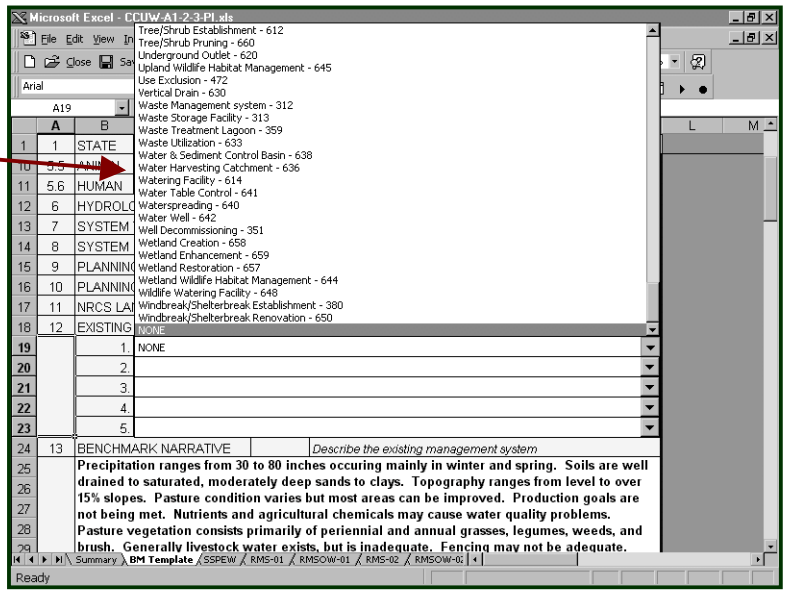
3. **BM Template worksheet**

a. Enter lines 1-11 following naming conventions (i.e.: 8 digit HUC).



Use the GOTO menu to navigate around the worksheet

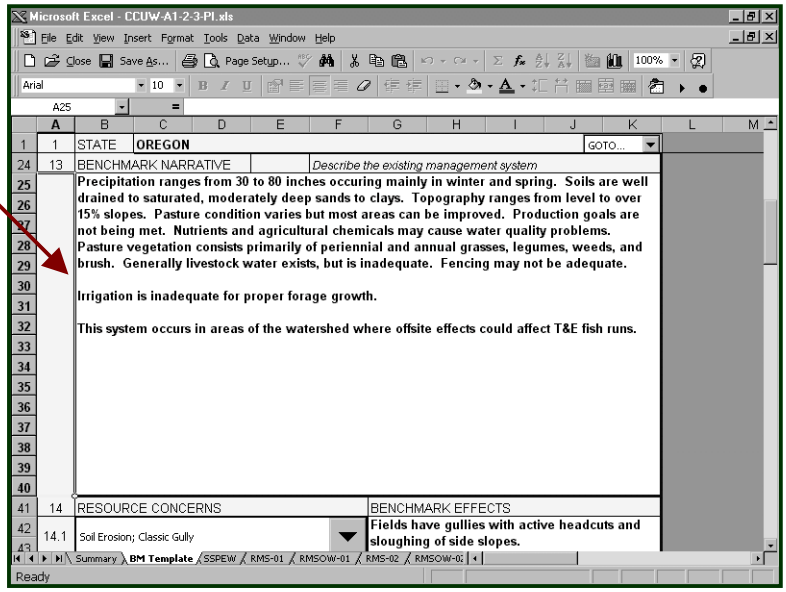
b. Line 12; select existing practices from pull down menus or "NONE" (at bottom of list).



The entire section IV practice list is available

c. Line 13, enter benchmark narrative – include the resource setting, soils, climate, management, concerns, opportunities, etc.

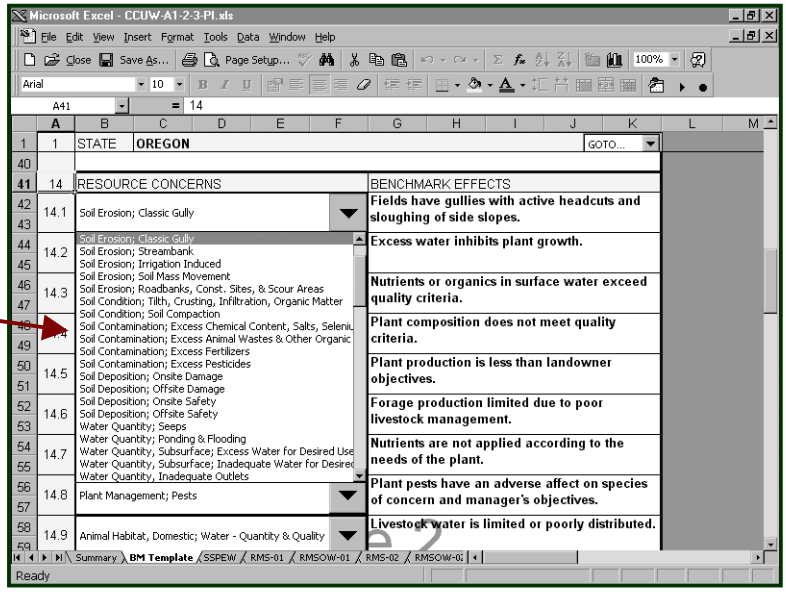
If the text fails to wrap itself, use ALT-ENTER to format the text manually



HINT: Use [ALT] + [Enter] to put a carriage return in your narrative or if text does not wrap around to fit within box

d. Select Benchmark resource concerns from drop down menus (scroll through choices). These are the resource concerns do not currently meet section III Quality Criteria on the planning unit (see **f.** below).

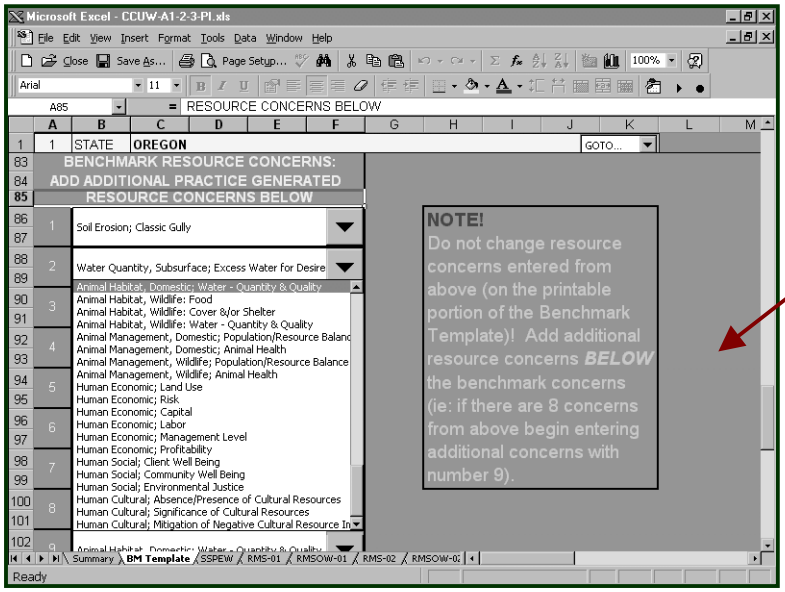
The entire list of resource concerns from the OR-EVT-1 is available



WARNING: The first resource concern must be on all alternatives in order for the condense function to work

e. Enter effects (text) in cells to right of drop down menus for each concern (see above).

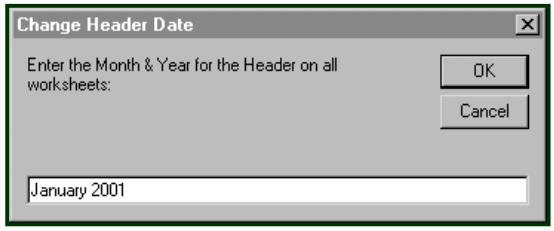
f. At bottom of sheet, select additional resource concerns. Enter these concerns BELOW the benchmark concerns (which are imported into this list).



The gray background indicates areas that are not printed

HINT: These are resource concerns that currently meet quality criteria but may be needed for some alternatives (i.e.: If you plan a Prescribed Burn in one of your alternatives you may need some Air Quality resource concerns in the RMSOW). These resource concerns will not print on the Benchmark Template but will appear on the SSPEW and RMSOWs.

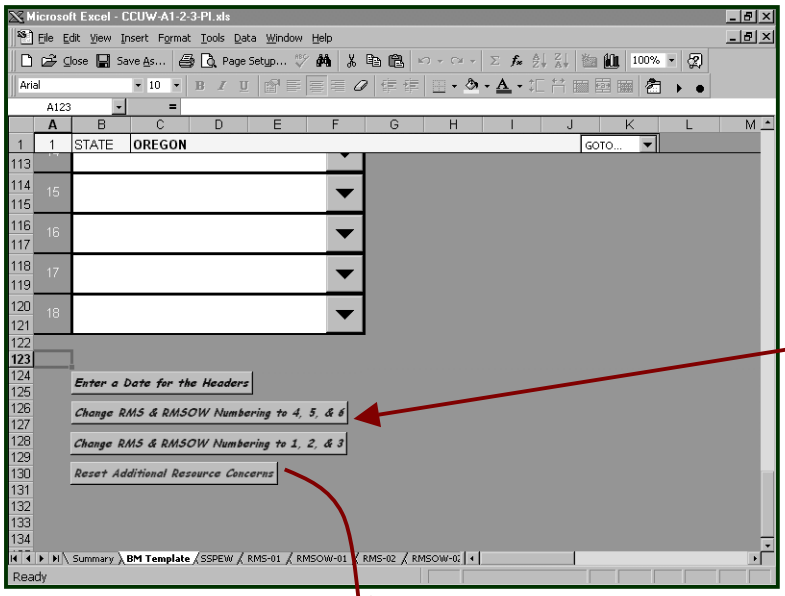
g. At bottom of sheet, click on "Enter date for header" and type in month & year.



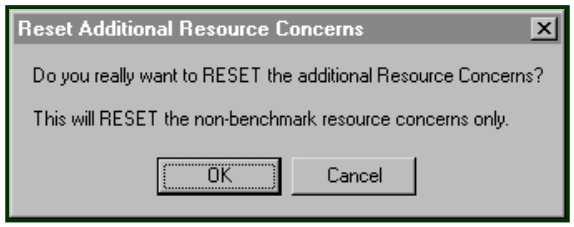
NRCS-OREGON	**Management System Template**	JANUARY 2001
	A. Benchmark System Worksheet	

NRCS - OREGON	Resource Management System Options Worksheet (RMSOW) Alternative # 1	JANUARY 2001

h. Use other buttons at the bottom as needed.

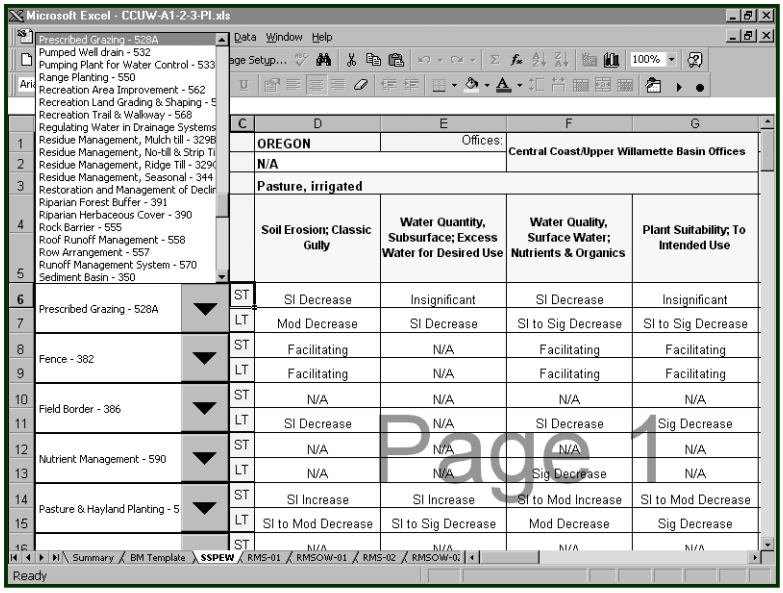


See "For Advanced Users" below for more information



4. **SSPEW worksheet**

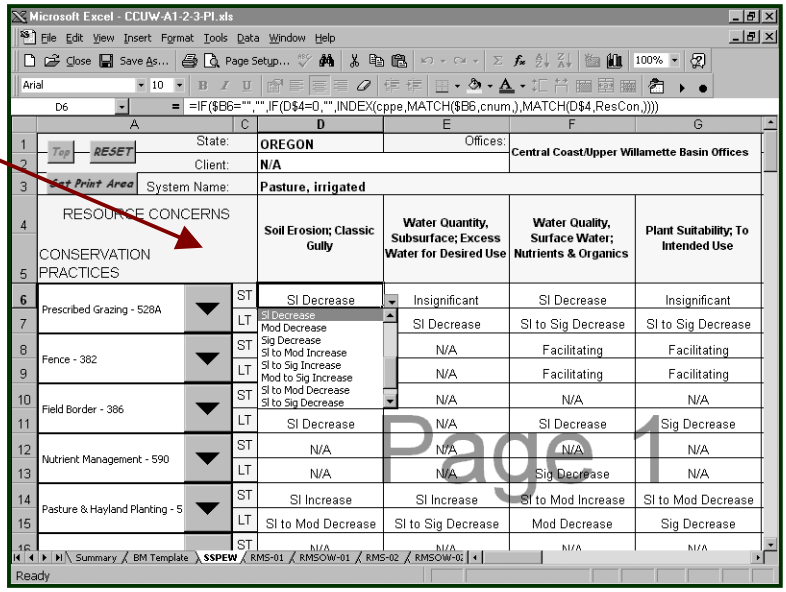
a. Select candidate conservation practices from drop down menu.



WARNING: The first Conservation Practice must be on all alternatives in order for the condense function to work

b. Modify site-specific practice effects if different from CPPE defaults using the drop down menus.

Window frames are frozen so practices & resource concerns are always visible

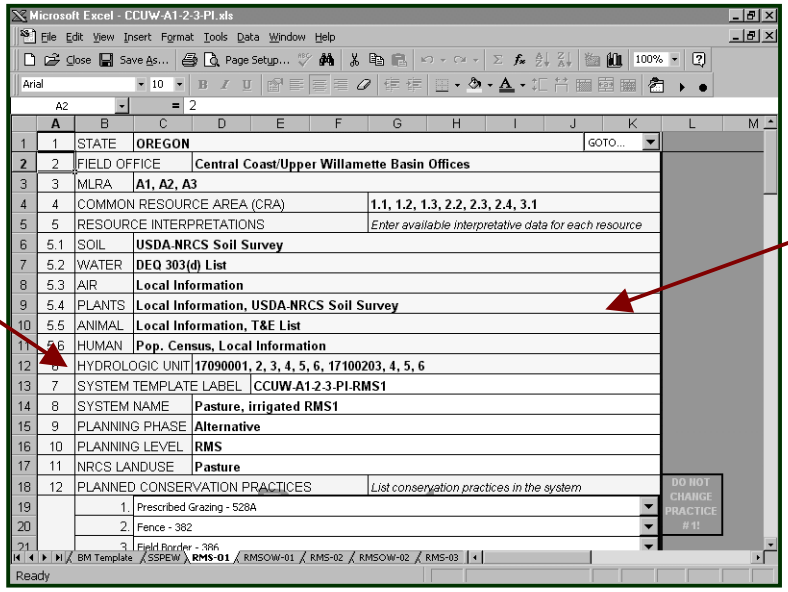


HINT: If you have problems you can use the RESET button to reset all effects to CPPE default effects.

c. When the SSPEW is complete use the "SET PRINT AREA" button to reset the number of pages (1 – 6) and properly re-number pages.

5. RMS-01

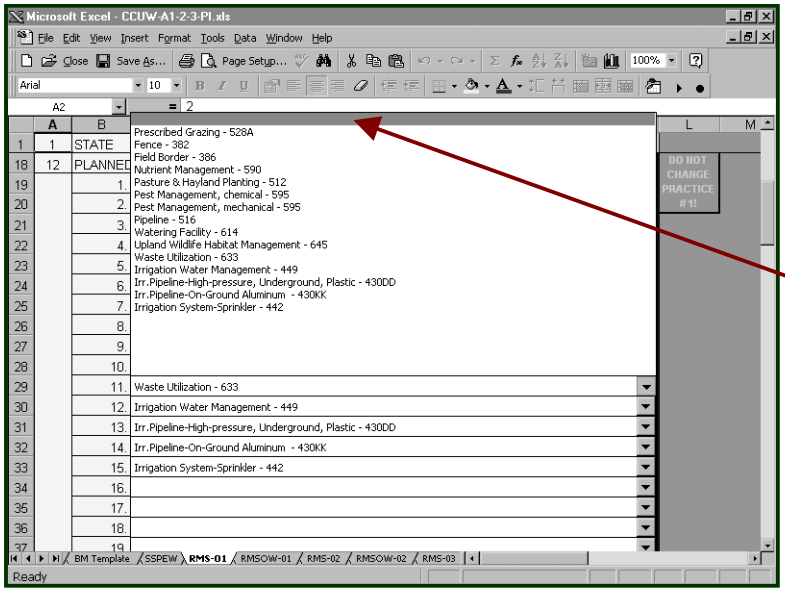
a. Enter information for lines 7 through 11. Information in lines 1 through 6 come from the BM Template sheet.



Blue areas indicate cells that do not require data entry

Yellow areas contain information from other sheets/cells - no entry is required

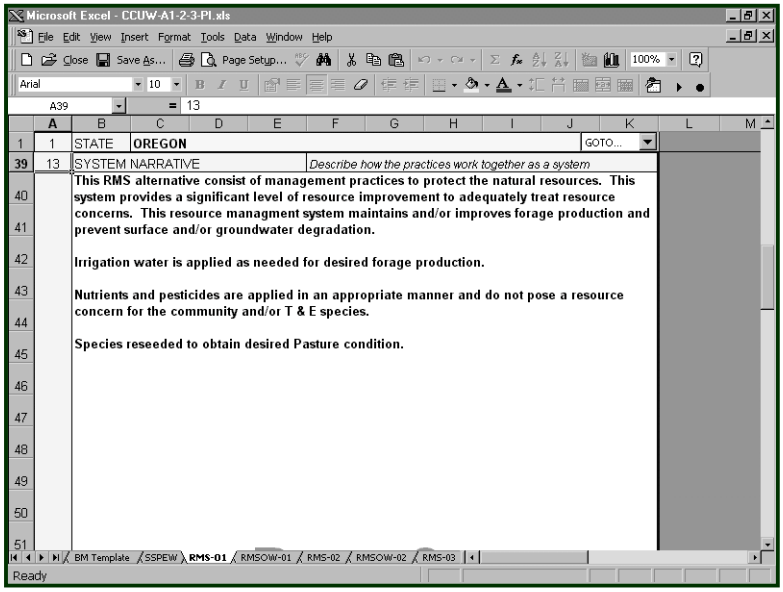
b. Practices are displayed as they appear in the SSPEW. To delete practices not needed for this alternative, move the drop down menu highlight to the topmost position to "blank" the practice.



For a deleted practice always set the highlight to the top position

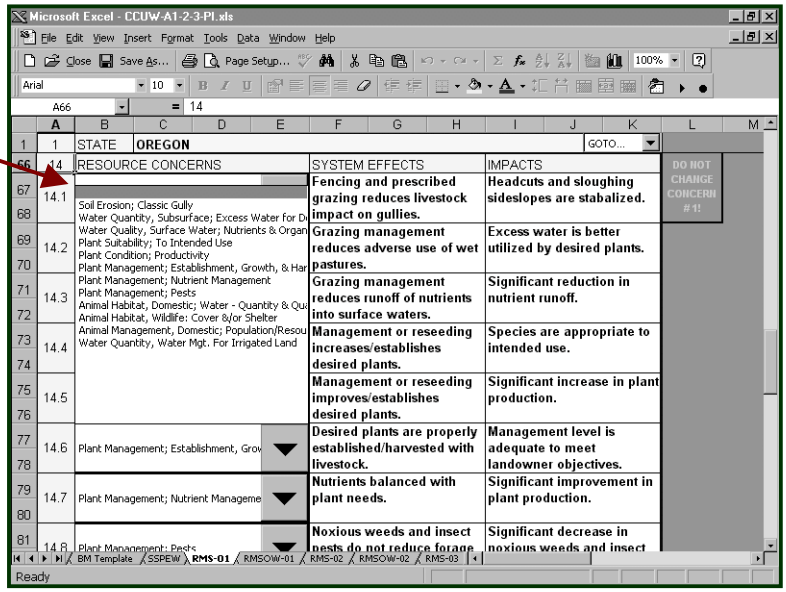
WARNING: DO NOT CHANGE PRACTICE #1 This practice needs to be in the first position of all the alternatives in order for the condense function to work

c. Enter System Narrative: include in the narrative how the practices work together as a system, treatments, effects (ecological, economic, and social) and the magnitude of the impact.



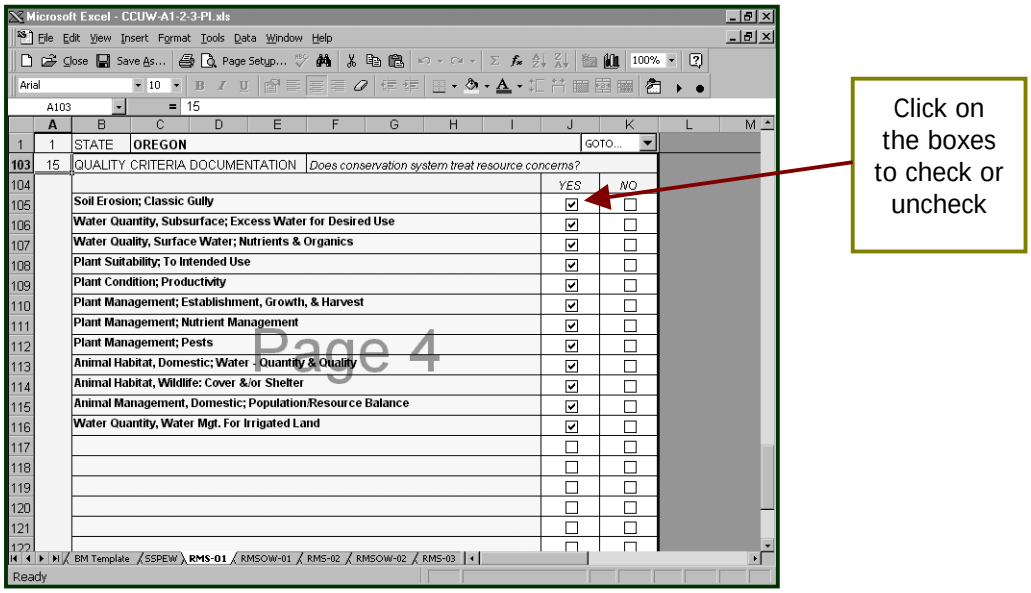
d. Enter effects and impacts (text) for each resource concern. To delete resource concerns not needed for this alternative, move the drop down menu highlight to the topmost position to "blank" the concern.

For a deleted resource concern always set the highlight to the top position

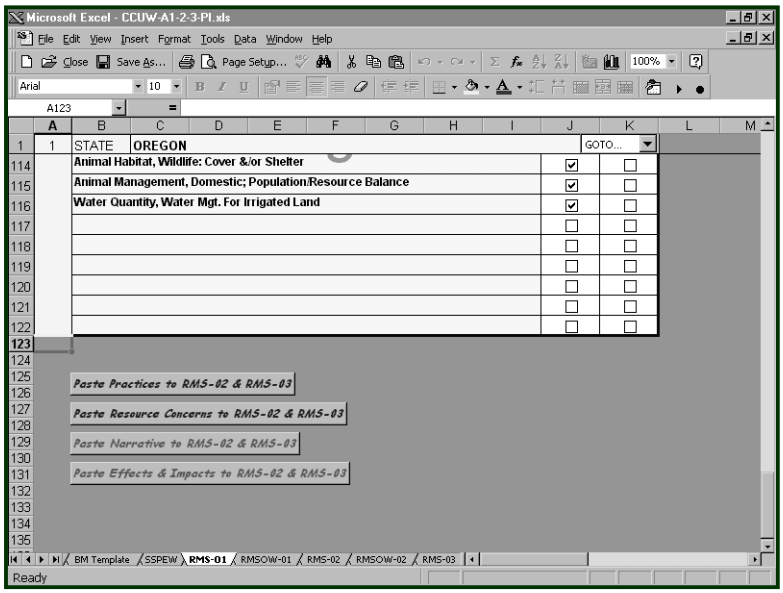


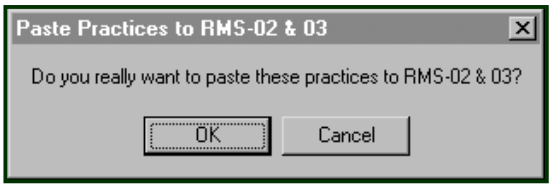
WARNING: DO NOT CHANGE RESOURCE CONCERN #1 This concern needs to be in the first position of all the alternatives in order for the condense function to work

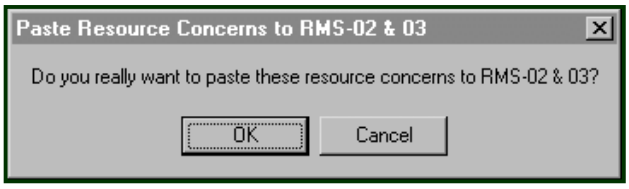
e. Review Quality Criteria documentation (then click on the "YES" checkbox). If you check "No" then you do not have an RMS (this may be explained in the system narrative).

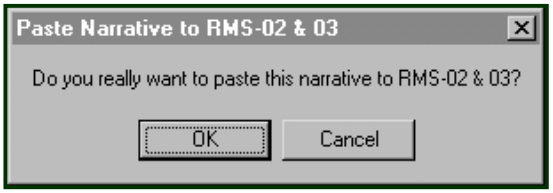


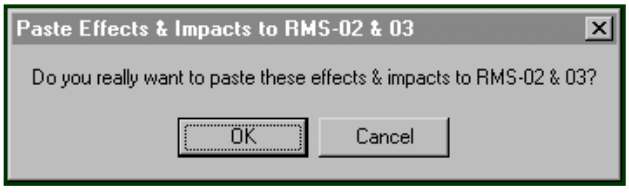
f. Use buttons at bottom to paste information to RMS-02 and RMS-03 to save some typing as needed.





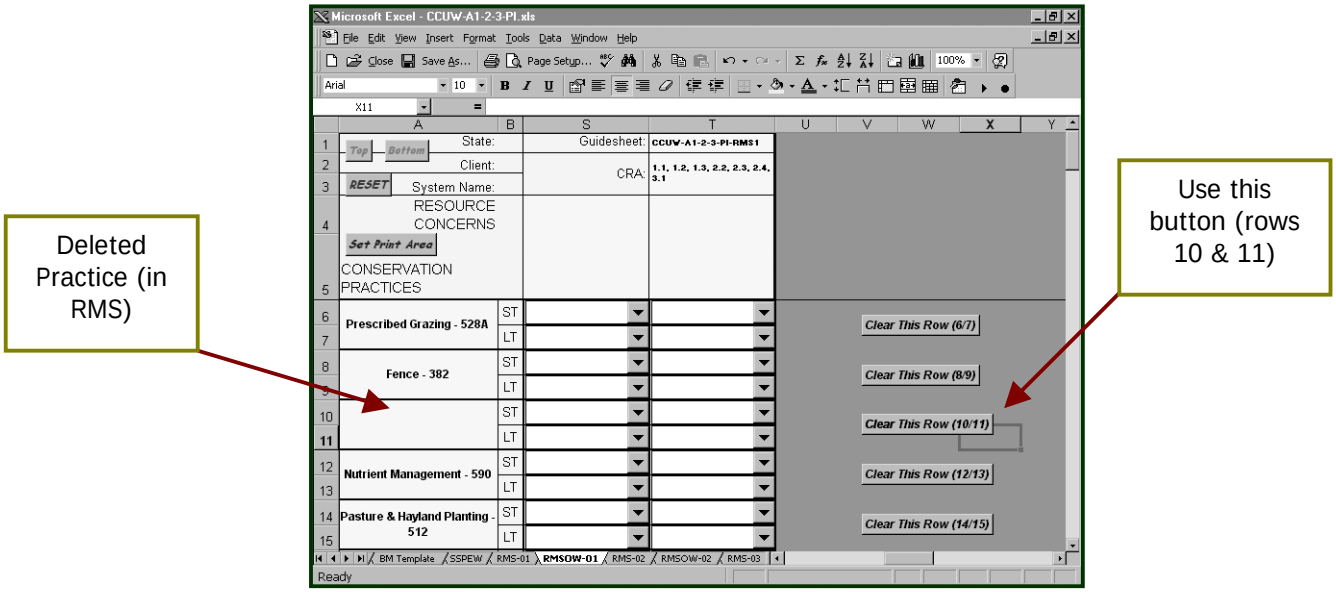




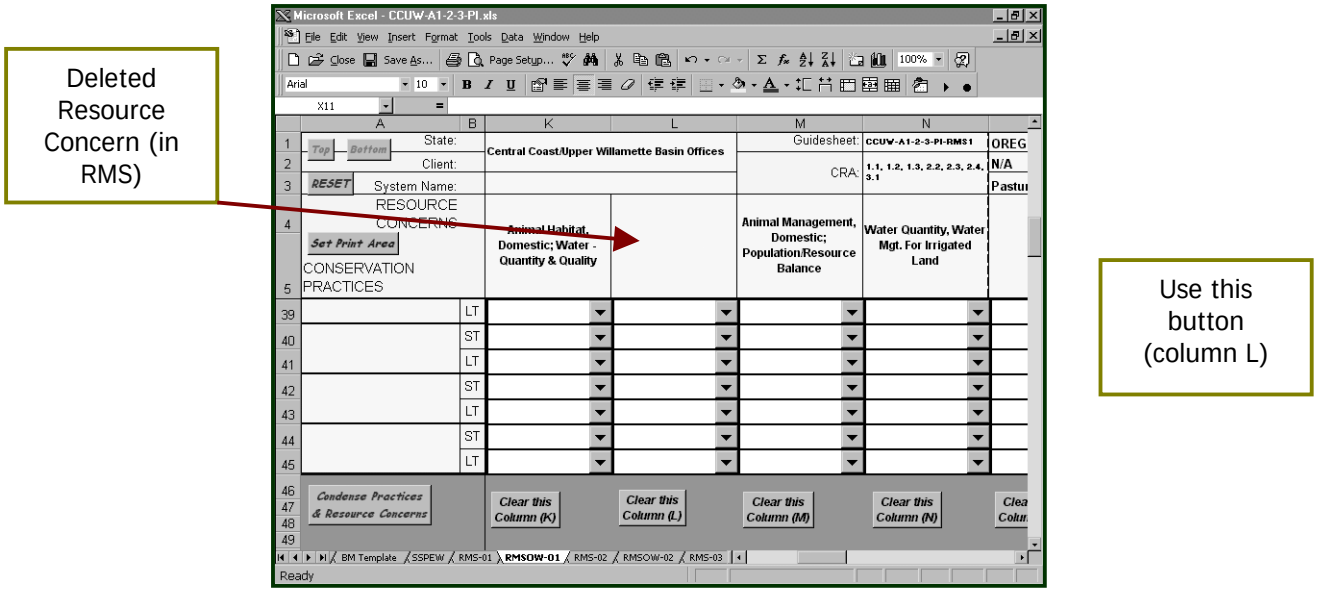


6. RMSOW-01

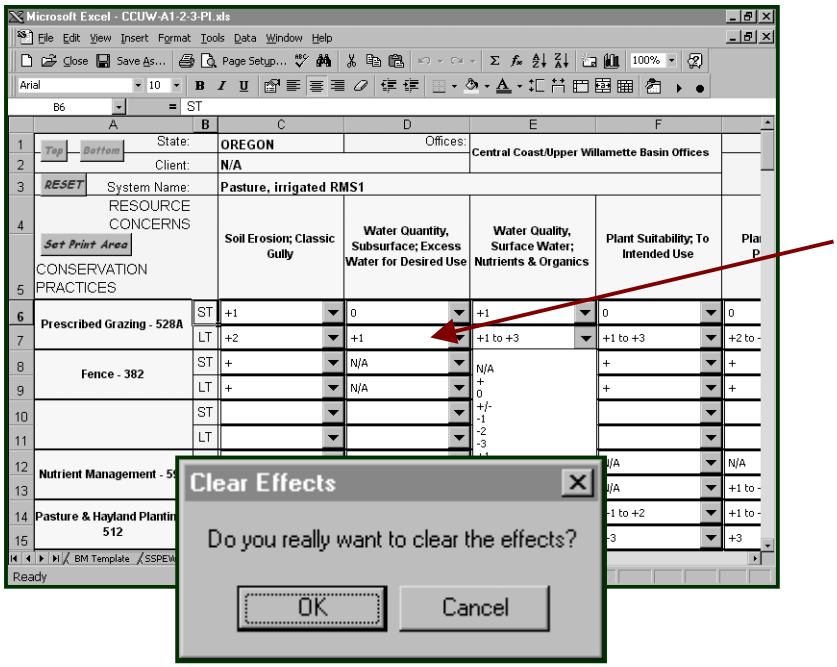
a. To eliminate practices not needed in the alternative, clear associated effects by clicking on “CLEAR THIS ROW” buttons located on the end of rows (to the right of the effects worksheet).



b. To eliminate resource concerns not needed in the alternative, clear associated effects by clicking on “CLEAR THIS COLUMN” buttons at bottom of worksheet.

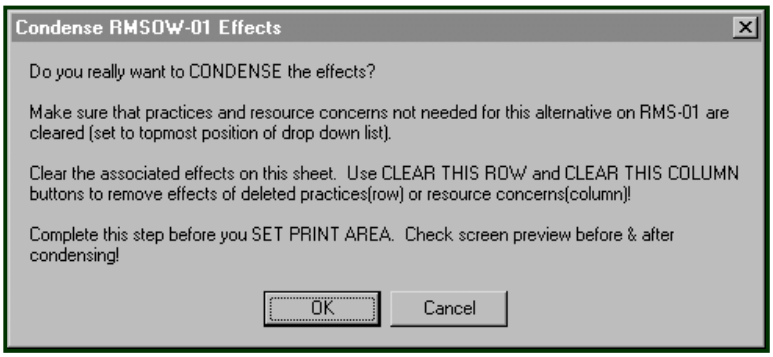


c. Modify effects if desired with drop down menus.



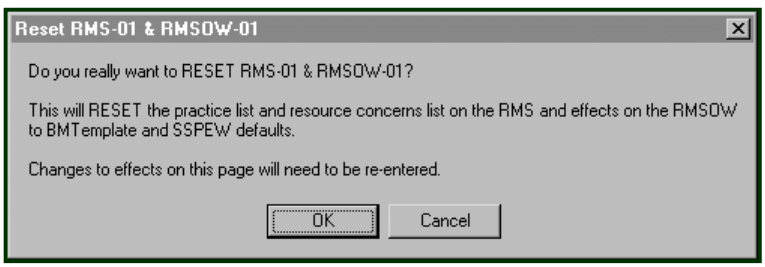
HINT: If you have problems you can use the RESET button to reset all effects to SPPEW defaults. You will have to rebuild the alternative in RMS-01 and RMSOW-01 (steps 5b, 5d, 6a – 6c)

d. Condense the effects matrix after clearing rows and/or columns of effects. View "PRINT PREVIEW" first then click on "CONDENSE PRACTICES AND RESOURCE CONCERNS" button at bottom of page. Check print preview again.



e. When the RMSOW is complete use the "SET PRINT AREA" button to reset the number of pages (1 – 6) and properly re-number pages (see SSPEW **c.**, above).

f. If you still have problems, you can use the RESET button to reset the RMS and RMSOW to SSPEW defaults. You will have to repeat steps a through e.



7. **REPEAT DATA ENTRY** (steps 5 & 6) for remaining alternatives (RMS-02 & 03 and RMSOW-02 & 03).

Tips & Techniques for Printing the Workbook

- The workbook pages are in Page Break Preview mode in order to show printing and non-printing areas of each sheet.
- This workbook was designed to be printed on a laser or ink-jet printer. Some printer drivers do not work. If the workbook prints strangely, or prints too many pages, select another printer.
- The Summary, BM Template, RMS-01, 02, & 03 sheets are already formatted for proper printing; no other actions are necessary.
- When complete, use the "SET PRINT AREA" button on the SSPEW, RMSOW-01, 02, & 03 to set the proper number and numbering of pages. The default is 6 pages – set print area will look for effects on each page and set only the print area that is needed – it will renumber the pages right to left, then top to bottom.
- For best results, choose "File" then "Print". Choose "Entire Workbook" in the print dialogue box, then "OK".
- The hidden sheets "CPPE" and "LOOKUP" will not print unless unhidden.
- To prevent printing of an alternative, click the sheet tab, choose "Format", "Sheet", and "Hide" to hide the sheet. Remember to hide both the RMS and RMSOW of the alternative. To avoid having resource concerns and practices from an unused alternative show up on the SUMMARY sheet set the drop down menus for concerns and practices to the topmost position to "blank" them before hiding the sheets.

For Advanced Users…

You can use the guidesheet spreadsheet to rapidly make new guidesheets from existing guidesheets or increase the number of RMS alternatives to 6. You can also use parts of the spreadsheet to develop client-specific planning documentation (SSPEW & RMSOW for several or selected alternatives). There are a few simple rules for each type of use.

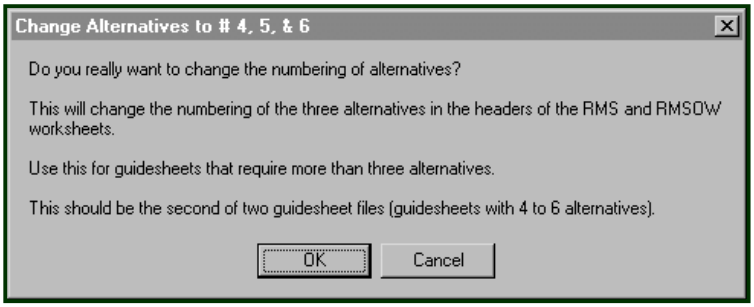
1. MAKING A NEW GUIDESHEET FROM AN EXISTING GUIDESHEET

- Load the guidesheet spreadsheet you want to modify. This guidesheet will probably have the same land use, and similar resource concerns and conservation practices.
- Save the file immediately using the "File" / "Save As" commands from the Excel menu. Follow guidelines for naming guidesheets.
- Fill out necessary information in the BM Template worksheet (lines 1-13). Include a new benchmark narrative and recheck the existing practices (if any).
- Change Resource Concerns and Effects as needed (use the drop down menus and type in changes to Effects). Change Additional Resource Concerns as needed (drop down menus at the bottom of the worksheet).
- On the SSPEW worksheet: make changes to the candidate practice list using the drop down menus. If needed, use the RESET button to reset the effects to CPPE defaults (you will lose custom changes made previously).
- When the SSPEW has the resource concerns, conservation practices, and effects needed, use the Set Print Area button to set the correct pagination of the SSPEW.
- On the RMSOW worksheets (all 3 if needed) use the RESET button to reset concerns, practices, & effects to SSPEW defaults.

- Re-build the alternatives as described in the Guidesheet Development Steps (see above).

2. DEVELOPING A GUIDESHEET WITH 4 TO 6 RMS ALTERNATIVES

- Load the guidesheet spreadsheet you want to extend (from 3 to up to 6 alternatives).
- Save the file immediately using the “File” / “Save As” commands from the Excel menu. Follow guidelines for naming guidesheets.
- Fill out necessary information in the BM Template worksheet (lines 1-13).
- Us the Change Alternatives to # 4, 5, & 6 button to change the headers in the worksheets.



- The SSPEW should not need any modification.
- On the RMSOW worksheets (all 3 if needed) use the RESET button to reset concerns, practices, & effects to SSPEW defaults.
- Re-build the alternatives as described in the Guidesheet Development Steps (see above).

3. DEVELOPING A CLIENT-SPECIFIC SSPEW AND RMSOW

- Load the GS2001.xls guidesheet file (blank).
- Save the file immediately using the “File” / “Save As” commands from the Excel menu. Follow guidelines for naming guidesheets.
- On the BM Template worksheet enter information for items 1 – 11. Use the drop down menus to select the benchmark and additional resource concerns needed for the plan.
- On the SSPEW enter the conservation practices needed using the drop down menus (effects will be pulled in from the CPPE). You can either set up the SSPEW to have a large amount of practices for more than one alternative or just enter the practices for the selected alternative. This is so easy that you could develop more than one alternative to show that others were discussed with the landowner and/or use them for comparing RMS’ or non-RMS, for progressive planning, to the benchmark – see NPPH, Amendment 3).
- For one or more RMSOWs – follow Guidesheet Development Steps for RMSOW.
- Print out the SSPEW and one or more RMSOWs for client and case file.

GOOD LUCK & ENJOY THE TIMESAVINGS!