

Part 540 – Operation and Management

Subpart D – Exhibits

540.62 Checklist for Development of Technology Products

The following procedures may be used as a guide or checklist for the development of Field-based Technology Products and Information-based Technology Products.

	Item	Date Completed
1.	A Study Plan (for Field-based Technology Products) or Outline (for Information-based Technology Products) has been prepared and approved.	
2.	Adequate consideration has been given to similar products already available to meet the specified need.	
3.	Adequate consideration has been given to identifying cooperators and partners who might be involved in preparation of the product, review, and/or printing and distribution.	
4.	A literature review and assembly of appropriate materials has been completed.	
5.	Information-based product development has been incorporated into the Business Plan for the PMC and in the Performance Goals for the PMC.	
6.	The appropriate format of the finished product is assessed during product development. For example, NRCS FOTG technical notes will follow state guidance for preparing a technical note, and manuscripts submitted to refereed or popular journals will follow the format required by the journal.	
7.	Final product should receive proper review to ensure technical adequacy. The type and depth of review depends upon the nature of the product. Refer to section 540.16(C) for details.	
8.	The final product clearly identifies that NRCS and the Plant Materials Program was involved in preparation of the product.	
9.	The state Public Affairs Specialist has been consulted for format, printing, and distribution requirements.	
10.	File properties have been added and the document has been made 508 compliant for the visually impaired.	
11.	The product has been recorded with the completed PMC performance goals in POMS and PRS. The electronic filename has been entered into POMS.	

12.	An electronic copy of the final product has been sent to the PM Webmaster for archiving and use on the Internet. Contact the PM Webmaster if an electronic copy is not available.	
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