

STANDARD TASK ANALYSIS FORM

6/2/2011

Duty/Task:										
F-1 Prepare samples for testing (e.g., soil, water)										
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)		
1 1 Determine areas/sites to be tested	1 Correctly determined areas/sites to be tested in a timely manner	1 Plot/field map, water site	1 Map-reading skills, knowledge of requirements for soil/water tests	1 N/A	1 Detail-oriented, organized, discerning	1 Where do I get the plot/field map? What sites/areas need to be tested? What is the timeline for the tests to be completed? What are the test requirements?	1 Past experience, plot map specifications and other farm records, lab guidelines for soil/water testing	1 Won't sample the correct areas, results will not be of value in growing more/better crops		
1 2 Determine sample requirements based on intended crop or water use	2 Correctly determined sample requirements based on intended crop or water use	2 Crop rotation plan, water use plan, lab testing guidelines	2 Basic knowledge of soil fertility and water management, map-reading skills	2 N/A	2 Analytical, discerning	2 How do I know what the sample requirements are for various crops?	2 Lab guidelines for soil/water testing	2 Won't have good samples to analyze in order to maximize crop yields		
2 3 Collect multiple soil samples based on standard grid pattern or water sample from determined water site	3 Collected and mixed multiple soil samples based on standard grid pattern or obtained representative water sample from water site	3 Soil probe, bucket, water specimen bottles	3 Knowledge of soil sampling procedures and water specimen collection procedures	3 Avoid personal injury around water bodies	3 Accurate, thorough, compliant	3 What is the proper soil sampling procedure to use?? How do I collect the samples? How many samples do I collect? What is the correct procedure for collecting water samples?	3 Lab guidelines for soil/water testing, SOPs	3 Won't get reliable results if sampling methods do not follow best or recommended practices		
3 4 Prepare the samples for shipment/transport based on specific laboratory requirements	4 Correctly prepared samples based on specific laboratory requirements	4 Sample packages from specific laboratory, written lab instructions	4 Ability to read and follow specific laboratory instructions	4 N/A	4 Compliant, timely, responsible	4 How should the samples be prepared? What information does the laboratory need? How will I know I've prepared the samples correctly?	4 Lab guidelines for soil/water testing	4 Won't get reliable results if sampling methods do not follow best or recommended practices		
5 Send/deliver samples to laboratory	5 Sent/delivered sample to laboratory in a timely manner	5 Shipping supplies, postage, map/directions to lab	5 Map reading skills, shipping knowledge	5 N/A	5 Responsible, timely	5 How will I get the samples to the laboratory (e.g., shipping, mail, hand delivery)?	5 Timeline for needing results, sample requirements	5 Samples will not get tested, won't have results on which to base growing decisions		
Analyst: Susan Pavilkey			Specific Relevant References:							
Expert Workers:			1 Lab sampling guidelines							
Christie Welch										
Valerie Kinsman										