### STANDARD TASK ANALYSIS FORM

**STEPS (Required to Perform the Task)**

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<tr>
<td>1 Fertilize soil conditions/health</td>
<td>Analyze soil conditions/health: including drainage, amount of organic matter, pH, weed pressure</td>
<td>Basic soil science knowledge, basic math skills, knowledge of sustainable farming practices, analytical skills</td>
<td>N/A</td>
<td>Analytical, thorough, detail-oriented</td>
<td>What are the soil conditions like in this field? Is there adequate drainage? What is the soil type?</td>
<td>Soil sample test results, visual observation</td>
<td>Poor soils will not support good crop production unless the issues are addressed</td>
</tr>
<tr>
<td>2 Determine which soil health issues to address</td>
<td>Basic soil science knowledge, knowledge of sustainable farming practices, analytical skills</td>
<td>N/A</td>
<td>Analytical, discerning, decisive</td>
<td>What soil health issues are top priority? What food crop will be planted in this particular plot after this cover crop? Can I afford to address the priority soil health issues that I have identified?</td>
<td>Previous experience, extension agent recommendations</td>
<td>May not be able to address all the soil health issues, only those that will have the most impact can be done</td>
<td></td>
</tr>
<tr>
<td>3 Select specific cover crops needed to address soil health issues</td>
<td>Basic soil science knowledge, knowledge of cover crops</td>
<td>N/A</td>
<td>Analytical, conscientious</td>
<td>Which specific cover crop is appropriate to address this soil health issue?</td>
<td>Previous experience, extension agent recommendations</td>
<td>Won’t improve soil health, won’t increase crop production/skills</td>
<td></td>
</tr>
<tr>
<td>4 Compare availability, pricing and payment options of needed cover crop(s)</td>
<td>Basic math, decision-making, communication and computer skills</td>
<td>N/A</td>
<td>Problem-solver, detail-oriented, thorough</td>
<td>Which supplier/vendor will be the most cost-effective to use? Which payment option should I select? Is the cover crop available locally?</td>
<td>Price list, payment options, cover crop availability</td>
<td>Won’t get the best price possible for purchasing the desired cover crop, may not be able to afford the crop desired</td>
<td></td>
</tr>
<tr>
<td>5 Determine delivery and application costs and options</td>
<td>Communication and computer skills</td>
<td>N/A</td>
<td>Inquisitive, discerning, analytical</td>
<td>What are my delivery and application costs and options for the cover crop desired?</td>
<td>Price list, payment options, cover crop availability, delivery options and timelines</td>
<td>Won’t get the best price possible for purchasing the desired cover crop, may not be able to afford the crop desired</td>
<td></td>
</tr>
<tr>
<td>6 Order the specific type(s) and amount(s) of desired cover crops</td>
<td>Analyzed soil conditions/health, basic math skills, knowledge of sustainable farming practices, analytical skills</td>
<td>N/A</td>
<td>Analytical, thorough, detail-oriented</td>
<td>Which vendor will I order from? How much should I order? How long will it take to receive my order? How and when will I pay for the order?</td>
<td>Transaction, payment options, vendor list</td>
<td>Won’t get the desired cover crop needed to improve soil health</td>
<td></td>
</tr>
<tr>
<td>7 Confirm delivery of cover crops</td>
<td>Analysis of soil conditions/health, basic math skills, knowledge of sustainable farming practices, analytical skills</td>
<td>N/A</td>
<td>Analytical, problem-solver, detail-oriented, thorough</td>
<td>Did I receive what I ordered? Is the quantity correct?</td>
<td>Order/packing form, visual observation</td>
<td>Delivery order may not be correct, may need to be returned or supplemented</td>
<td></td>
</tr>
<tr>
<td>8 Arrange for proper seed storage</td>
<td>Communication and computer skills</td>
<td>N/A</td>
<td>Detail-oriented, accurate</td>
<td>How will I store the seeds? Under what conditions should the seeds be stored? Do I have sufficient space to store what I ordered?</td>
<td>Available storage, seed storage requirements</td>
<td>Quality of seed may be compromised which will result in loss of revenue</td>
<td></td>
</tr>
<tr>
<td>9 Plant the cover crop</td>
<td>Mechanical knowledge, equipment knowledge, math skills, knowledge of equipment calibration</td>
<td>N/A</td>
<td>Industrious, accurate</td>
<td>What is the best way to plant the cover crop? What is the cover crop/seed planting rate? When should I plant the cover crop? Is my equipment calibrated correctly?</td>
<td>Experience, equipment manual, extension agent recommendations</td>
<td>Necessary equipment may not be available, inadequate seed rates, poor crop performance, loss of revenue, lost production</td>
<td></td>
</tr>
</tbody>
</table>

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**Expert Workers:**
- Christie Welch
- Valerie Kinsman
- Susan Pavilkey

**Analyst:**
- Susan Pavilkey

**Specific Relevant References:**
- CSA Manager
- Previous experience, extension agent recommendations

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**6/2/2011**

**STANDARD TASK ANALYSIS FORM**

**STEPS (Required to Perform the Task)**

1. Analyze soil conditions/health
2. Determine which soil health issues to address
3. Select specific cover crops needed to address soil health issues
4. Compare availability, pricing and payment options of needed cover crop(s)
5. Determine delivery and application costs and options
6. Order the specific type(s) and amount(s) of desired cover crops
7. Confirm delivery of cover crops
8. Arrange for proper seed storage
9. Plant the cover crop

**Tools, Equipment, Supplies & Materials (Needed):**
- Shovel, trowel, soil test results
- Soil sample test results, visual observation
- Price list, payment options, cover crop availability, delivery options and timelines, vendor list
- Transaction, payment options, vendor list
- Available storage, seed storage requirements
- Necessary equipment may not be available, inadequate seed rates, poor crop performance, loss of revenue, lost production

**Required Knowledge and Skills (Math, Science, & Language):**
- Basic soil science knowledge
- Basic math skills
- Knowledge of sustainable farming practices
- Analytical skills
- Decision-making, communication and computer skills
- Basic math, decision-making, communication and computer skills
- Basic math, decision-making, communication and computer skills
- Communication and computer skills
- Communication and computer skills
- Mechanical knowledge, equipment knowledge, math skills, knowledge of equipment calibration
- Basic soil science knowledge, knowledge of sustainable farming practices, analytical skills
- Basic soil science knowledge, knowledge of sustainable farming practices, analytical skills
- Basic soil science knowledge, knowledge of cover crops
- Basic math, decision-making, communication and computer skills
- Basic soil science knowledge, knowledge of cover crops
- Basic soil science knowledge, knowledge of cover crops
- Basic math, decision-making, communication and computer skills
- Basic math, decision-making, communication and computer skills

**Safety (Concerns):**
- Analytical, thorough, detail-oriented
- Analytical, discerning, decisive
- Analytical, conscientious
- Problem-solver, detail-oriented, thorough
- Inquisitive, discerning, analytical
- Analytical, thorough, detail-oriented
- Analytical, problem-solver, detail-oriented, thorough
- Detail-oriented, accurate
- Industrious, accurate

**Worker Behaviors (Important to Worker Success):**
- Analytical, thorough, detail-oriented
- Analytical, discerning, decisive
- Analytical, conscientious
- Problem-solver, detail-oriented, thorough
- Inquisitive, discerning, analytical
- Analytical, thorough, detail-oriented
- Analytical, problem-solver, detail-oriented, thorough
- Detail-oriented, accurate
- Industrious, accurate

**Decisions (Identify Decisions that Must be Made by the Worker):**
- What are the soil conditions like in this field? Is there adequate drainage? What is the soil type?
- What soil health issues are top priority? What food crop will be planted in this particular plot after this cover crop? Can I afford to address the priority soil health issues that I have identified?
- Which specific cover crop is appropriate to address this soil health issue?
- Which supplier/vendor will be the most cost-effective to use? Which payment option should I select? Is the cover crop available locally?
- What are my delivery and application costs and options for the cover crop desired?
- Which vendor will I order from? How much should I order? How long will it take to receive my order? How and when will I pay for the order?
- Did I receive what I ordered? Is the quantity correct?
- How will I store the seeds? Under what conditions should the seeds be stored? Do I have sufficient space to store what I ordered?
- What is the best way to plant the cover crop? What is the cover crop/seed planting rate? When should I plant the cover crop? Is my equipment calibrated correctly?