



eLINK Guidance Document

Technical Approval Authority

Updated May 1, 2015

Purpose: This document provides basic guidance on how to track technical approval authority in eLINK, as well as basic information on NRCS job class codes.

Creating a TAA Record

Technical Approval Authority is tracked by organization and year. While staff with TAA credentials to be reported do not necessarily need to have an eLINK user account, they will need to have their contact information added into eLINK with the contact type of "Staff" so that the information can be entered on their behalf. All eLINK users with a contact type of **Staff** within an SWCD or TSA can view and edit TAA records for their organization's staff.

TAA can be updated at any time, either throughout the year as TAA is obtained or once each year in preparation for the posted reporting deadline. If there have been no changes in TAA since the last report was filed, you can skip to section VI.

I. Add Staff Members to your Organization's Contacts

1. Click on the **Contacts and Organizations** icon in the main menu. Click on **Contacts**, then **Search Contact**.
2. If a staff member does not appear in the list of your organization's contacts, click on **Add New Contact**, then enter the staff member's contact information. **Save** the information you have entered to add the individual to your primary organization. The name should now appear in your organization's TAA reporting.

To request changes to Contacts or Organizations, including requests to delete contacts who are no longer with your organization, please contact eLINKsupport@state.mn.us. Please consult the Managing Contacts guidance Document for more details.

II. Find the TAA Records for your Organization

1. TAA is accessed via the Contacts and Organization icon in the main menu. Select TAA from the dropdown menu.
2. Select the **Organization** for which you want to find the record.
3. Specify the **Year** that you wish to view and select go.
4. A list of all staff members will be displayed.
5. If it is a previous year's records, those records will be viewable but cannot be altered. If it is the current year's records, those records will be editable.
6. Underneath the Action column on the grid, there are three icons associated with each staff member row:

 = Engineering Practices

 = Eco Science Practices/Planning

 = Mark as Not Applicable

III. Entering Engineering Practices Information

1. Click the  icon next to the staff member whose records are to be updated.
2. An Engineering Practices screen will pop up.
3. Select the BMP Type
4. Rate the I&E, Design and Construction by using the associated drop downs.
5. Click  to save the entry or  to cancel.
6. Repeat steps 3-5 as needed.
7. To edit an existing entry, click the  icon. This will make the row editable and all of the values can be changed as required.
8. To delete a record, click the  icon.
9. Close the screen by clicking on the X in the top right corner of the screen.

IV. Entering Eco Sciences Practices/Planning Information

1. Click the  icon next to the staff member whose records are to be updated.
2. An Eco Sciences Practices/Planning screen will pop up.
3. Select the BMP Type
4. Rate the Plan and Design by using the associated drop downs.
5. Click  to save the entry or  to cancel.
6. Repeat steps 3-5 as needed.
7. To edit an existing entry, click the  icon. This will make the row editable and all of the values can be changed as required.
8. To delete a record, click the  icon.
9. Close the screen by clicking on the X in the top right corner of the screen.

V. For Staff Whose Positions Don't Require TAA

1. All current staff members will show up in the grid. For staff members whose positions are unrelated to TAA practices, click the green  action icon next to their name to Mark as N/A.
2. If you mark an individual N/A in error, you can click the red  Activate icon to remove the N/A designation and proceed with reporting.

VI. Finalizing a Year's Record and Starting a New Year's Record

1. When the records for a year are complete, check the **Finalize and Lock** checkbox that is in the center of the screen. This will lock the current year's records and will also enable the **Start New Year** button. **Once you finalize and lock a year, you will not be able to edit what you have entered for that year.**
2. Select the **Start New Year** button. This will copy the previous year's data, for this organization, into the new year's records. These records are now available for editing.

A Note on TAA Job Codes

Engineering Practices have TAA job classes of I, II, III, IV, V for design, I&E, and/or construction. The higher your job class number, the more authority you have. For example, TAA approval for an Animal Mortality Facility job class of I means you can design or construct a facility up to a 1250 cubic feet. A job class of II means you can design or construct a facility up to 2500 cubic feet. For the entire list of NRCS job classes, please visit: http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_023076.pdf

Practice Code	Practice Name	Limiting factors	Job Class					Maximum Approval Authority			
			Units	I	II	III	IV	V	I & E	Design	Construction
560	Access Road	Use	Type	Private	Private	Private	Private	Public*			
366	Anaerobic Digester (10)	Size	au	150*	300*	500*	1000*	All*			
316	Animal Mortality Facility	Capacity, dead animals	cu ft	1250*	2500*	5000*	All*	All*			
584	Channel Bed Stabilization	Design capacity	cfs	50	100	200	300*	500*			
		Design velocity	fps	2	4*	6*	8*	10*			
326	Clearing & Snagging	Drainage area	sq mi	0	0	1	4	All			
	Closure of Waste		1000								

Eco Science Practices and Planning use TAA approval levels of A, B, and C. If you have any Engineering TAA with an A, B, or C level, that means it should be reported under the Eco Science Practices and Planning section. Level A is the highest approval, authorizing individuals to independently develop detailed practice designs. Level C authorizes the individual to develop designs only with supervision.