Natural Resources Conservation and Development

Level II

Learning Guide-37

Unit of Competence: **Participate in Rehabilitation and Restoration of Degraded Areas**

Module Title: **Participating in Rehabilitation and Restoration of Degraded Areas**

LG Code: **AGR NRC2 LO4-LG-37**

TTLM Code: **AGR NRC2 M08 TTLM 0919v1**

LO 4: Document and report information

Instruction Sheet	Learning Guide #37

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- Reporting problems or difficulties or hazards information
- Recording and documenting all rehabilitation and restoration activities
- Documenting and reporting work outcomes

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, **upon completion of this Learning Guide, you will be able to**:

- Report problems or difficulties or hazards information in completing work to required standards or timelines to appropriate personnel.
- Record and document all rehabilitation and restoration activities are on daily basis in standard organizational formats
- Document and report work outcomes are according to organizational guideline Following up and evaluating Rehabilitation activity progress

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 Sheet 5 and Sheet 6. ”
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 Self-check 4 Self-check 5 and Self-check 6” **in page -6, 9, 12 , 14, 16 and 17** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” **in page -15.**
6. Do the “LAP test” **in page – 16** (if you are ready).

Information Sheet-1	Reporting problems or difficulties or hazards information

4.1. Reporting problems or difficulties or hazards information

The most common workplace hazards include safety hazards like slip-and-falls or electrical hazards. But there are also ergonomic workplace hazards, environmental, chemical and others.

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Biological Hazards

- Blood and other body fluids.
- Fungi/mold.
- Bacteria and viruses.
- Plants.
- Insect bites.
- Animal and bird droppings.

Hazard identification is part of the process used to evaluate if any particular situation, item, thing, etc. may have the potential to cause harm. The term often used to describe the full process is risk assessment: Identify hazards and risk factors that have the potential to cause harm (hazard identification).

One of the most common challenges in communicating risk data is not having a standardized and effective process in place. When a claim or incident occurs, employees are not sure about the best way to submit relevant information to the risk team.

In this scenario, they will likely turn to the method that is most convenient in the moment, regardless of how this impacts risk managers. Even worse, an employee may be unable to submit information or willingly decide not to if the process is too difficult.

On a high-level, risk data can create communication challenges across the organization. Employees know that it is important to analyze data about claims, losses, and trends, but who should be responsible for owning and acting on this data? The lack of a standardized process creates two key issues that will be discussed in the following sections: time-consuming processes and redundant tasks that frustrate employees.

Use technology to create a defined process

Technology-based communication processes are easy to standardize. When something goes wrong in the organization, an employee will know exactly what is required to report the incident to the risk team. The process may go something like this:

- The employee accesses a data submission web portal from their computer, tablet, or cellphone.
- The employee fills in all relevant details including the names and contact information of all parties, a description of what happened, and any relevant images or documentation. Mandatory fields and drop-down menus will prompt the employee and ensure nothing is missed.
- The employee submits the form and data is instantly sent to the risk team and uploaded into the risk system for further action.
- From the system, the risk team can quickly share data and reports with executives or other team members as necessary.

With this process, there is no more confusion among employees on what to do when an incident occurs.

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. *What is the* **Biological Hazards***?* (3 pts)

Note: **Satisfactory rating - 2 points** **Unsatisfactory - below 2 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____

Information Sheet-2	Recording and documenting all rehabilitation and restoration activities

4.2. Recording and documenting all rehabilitation and restoration activities

Goals. Restoration projects differ in their objectives and their methods of achieving those goals. Many restoration projects aim to establish ecosystems composed of a native species; other projects attempt to restore, improve, or create particular ecosystem functions, such as pollination or erosion control**.**

Restoration ecology is the scientific study supporting the practice of ecological restoration, which is the practice of renewing and restoring degraded, damaged, or destroyed ecosystems and habitats in the environment by active human intervention and action

It is important to document all steps taken during any recovery, no matter the size or extent of damage. This documentation will help later to reevaluate your Vital Records Plan or to verify which records were beyond recovery and were immediately destroyed. Water damage to records starts within the first 8 hours after a disaster. After 24 hours, records will start to stick to each other, and within 48 hours paper will begin to chemically breakdown and to show the initial stages of fungal growth. With photographic and magnetic/electronic media, the breakdown will begin sooner and can be more devastating.

The concept of **record** is variously defined. The ISO 15489-1:2016 defines *records* as "information created, received, and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business".[2] While there are many purposes of and benefits to records management, as both these definitions highlight, a key feature of records is their ability to serve as evidence of an event. Proper records management can help preserve this feature of records.

The format and media of records is generally irrelevant for the purposes of records management from the perspective that records must be identified and managed, regardless of their form.

What Types of Documents

As the world's leader in property restoration and disaster recovery, our specialists are also trained and experienced in document recovery and document restoration. Thanks to advances in technology and equipment, we can restore almost any type of document including (but not limited to):

- Books, Files, Magazines, Manuscripts
- Archives, Special Collections, Library Materials
- Audio Tapes, Video Tapes
- Blueprints, Drawings, Maps, Plans
- Compact Discs, Diskettes, Laser Discs, Magnetic Media
- Data Files, Vital Records
- Film, Negatives, Photographs, Slides
- Microfiche, Microfilm
- Parchment
- Vellum
- Whiteprints
- X-rays

The main data to be collected deal with:

(a) Demography: population in the zone in question, agricultural population, number of working people, trends;

(b) Farming: type of farming (family, industrial, etc.), areas farmed, production (type, yield, costs), agricultural income;

(c) Soil utilisation: agriculture, animal breeding, forest, industrial or urban zones;

(d) animal breeding;

(e) Agricultural policy, development plans, current legislative measures.

Data analysis

An over-all review should be made of agricultural activity and soil utilisation in order to specify all sectors which might be affected by soil degradation.

Items which may be damaged or disrupted may be classified under three headings:

- permanent assets such as land, agricultural infrastructure (buildings, irrigation networks), the infrastructure of economic activity (roads, etc.);

- seasonal assets such as crops which may be damaged to different degrees depending on the intensity and period of occurrence of the phenomenon (flooding, crop destruction, etc.);

- economic activity which may be perturbed, due for example to the destruction of communication routes, water run-off or by wind-borne materials which may make cultivated land sterile or seriously compromise a region's industry.

Probable economic growth rates should be estimated in order to determine the growth trend in the value of these assets over coming years

It means that the data have to be understandable for another reader.

- **Recording data with its unit** help us :
  - To have definite and accurate reading
  - To make data handling simple
  - To document data for a long time
  - To make it understandable

Different types of soil erosion by water can be identified: loss of topsoil, gulley erosion, riverbank erosion, etc. Soil chemical deterioration Refers to the negative change of the chemical properties of soil. Fertility decline in agriculture productive areas is the most common type of chemical degradation.

Report includes data on the total area affected by soil degradation, Data is collected using questionnaires.

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What type of document you use in restoration degraded area (3 pts)

Note: **Satisfactory rating - 3 points** **Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____ _____.
2. _____ _____.

Information Sheet-3	Documenting and reporting work outcomes

4.3. Documenting and reporting work outcomes

Documenting is an official paper or book that gives information about something, or that can be used as evidence or proof of something. In this case, documenting the information means, recording in an official paper about accurate information

Therefore, documenting of information is process of writing and retaining record of every step of ex-situ conservation and its recommended action. Finally reporting to responsible bodies

Report - is a statement of the results of an investigation or of any matter on which definite information is required. The following stages are involved in writing a report:

- clarifying your terms of reference
- planning your work
- collecting your information
- organizing and structuring your information
- writing the first draft
- Checking and re-drafting

Outline of a Report format

- Title page
- Acknowledgements
- Contents
- Abstract or summary
- Introduction
- Methodology
- Results or findings
- Discussion
- Conclusion and recommendations
- References
- Appendices

Introduction, which:

- gives the background
- explains the purpose, scope and methods used
- outlines the terms of reference

It should be a brief, accurate background for the body of the report

- The body, which covers the work done and what you found. It's divided into topics which are arranged in a logical order with headings and sub-headings

Methodology – methods or procedure used

Result and discussion – out puts of findings

Conclusion covers the writer's judgment based on information in the body of the report.

Recommendations:

- ✓ gives solutions to the problems
- ✓ suggests possible courses of action as a result of the conclusions,
  e.g. Who should take action?
  What should be done?

When and how it should be done?

Appendices- contain evidence which supports the report but is not essential because it's either too long or too technical for the audience.

Bibliography -includes all sources of information used in the report and often those used for background reading as well.

Glossary- is an alphabetical list of special words, phrases and terms used in the report, accompanied by a short explanation of each.

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Discuss outline of reporting (10 pts)

Note: **Satisfactory rating - 5 points** **Unsatisfactory - below 5 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____

Reference:

https://www.youtube.com/watch?v=XOdPJDSTvjM

https://www.clearrisk.com/risk-management-blog/challenges-solutions-of-risk-data-communication

https://www.slideshare.net/RochelleNato/lesson-1-use-of-farm-tools-and-equipment

McCarty LS (December 2013). "Are we in the dark ages of environmental toxicology?". *Regulatory Toxicology and Pharmacology*. **67** (3): 321–4.