



Owner: \_\_\_\_\_ Business I.D.: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_  
Operator: \_\_\_\_\_ Tract No. \_\_\_\_\_ Field No(s). \_\_\_\_\_  
Contract No./Revision No. : \_\_\_\_\_ Contract Item No.: \_\_\_\_\_ Field Office: \_\_\_\_\_

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GENERAL INFORMATION:

**Background Conservation Plan/Casefile Information** is documentation that is gathered or prepared by the conservation planner during the first 7 steps of the conservation planning process (refer to the NRCS National Planning Procedures Handbook (NPPH) for details). This information should be included in the client's casefile. While information within a client's casefile is subject to the Freedom of Information Act (FOIA), the client may sign a waiver which would allow access of this material to a Technical Service Provider or other interested party as designated by the client.

**Practice Design, Installation and Checkout Requirements** are documentation deliverables that apply to the individual practice. Design, Installation and Checkout are categories of technical assistance which can be completed and submitted separately for certification.

**Use of this Form:** This form will be used as a checklist for verification of practice design, installation and checkout deliverables. Checked items are required to be documented.

**Documentation submittal:** Documentation of deliverables in each category including this form must be provided before work can be submitted for payment.

**References:** Nebraska NRCS Field Office Technical Guide (FOTG) ([http://efotg.nrcs.usda.gov/efotg\\_locator.aspx?map=NE](http://efotg.nrcs.usda.gov/efotg_locator.aspx?map=NE)), Section IV, Conservation Practice Standard – Pest Management (595) and Section I, Agronomy References; National Planning Procedure Procedures Handbook; NRCS General Manual 190, Part 404; NRCS National Agronomy Manual (NAM); NRCS; NRCS Windows Pesticide Screening Tool (WIN-PST) NRCS National Environmental Compliance Handbook and Cultural Resources Handbook.

CONSERVATION PLAN/CASEFILE INFORMATION NEEDED:

- Client's objectives (assistance notes)
- Resource inventory (NE-CPA-52 or equivalent)
- Conservation plan for the treatment unit (NE-CPA-68, Toolkit Plan or equivalent)
- Location (Map or photo including legal description)
- Soil leaching and runoff potential from WIN-PST.
- Purpose of the practice (List all that apply/design must account for these purpose(s)): \_\_\_\_\_
- Pest Management general practice requirements, including records to be kept, job sheets to be utilized, etc. For more information refer to the NPPH, Amend NE16, Sec. 3 NE3-4.

**Check the box(s) to indicate supporting practices needed to facilitate Pest Management (refer to the conservation plan for the more information):**

- |   |  |
|---|--|
| <input type="checkbox"/> 328 Conservation Crop Rotation   | <input type="checkbox"/> 329, 345 or 346 Tillage/ Residue Management |
| <input type="checkbox"/> 344 Residue Management, Seasonal | <input type="checkbox"/> 386 Field Border                            |
| <input type="checkbox"/> 391 Riparian Forest Buffer       | <input type="checkbox"/> 393 Filter Strip                            |
| <input type="checkbox"/> 449 Irrigation Water Management  | <input type="checkbox"/> 590 Nutrient Management                     |
| <input type="checkbox"/> 633 Waste Utilization            | <input type="checkbox"/> Other (specify by practice code) _____      |

DESIGN DELIVERABLES: (Provide copies/verification/documentation for each deliverable to NRCS)

**(Refer to FOTG Sec. IV, 595; NPPH w/ State supplements; University of Nebraska Extension Circulars; and NebGuides, Nebraska Conservation Planning Sheet No. 10 for guidance on the following items:**

- Integrated Pest Management (IPM) Plan (cultural, biological, mechanical, pesticide, or a combination of these measures and scouting techniques to be used to manage/assess pests and minimize environmental losses based on economic thresholds).
- Soil / Pesticide Interaction Report or Information from WIN-PST or UNL Weedsoft software and Mitigation Measures to be utilized according to 595 mitigation guide (only applicable when pesticides are utilized).
- Maps that identify each Pest Management area.
- All activities are conducted in compliance with the National Environmental Policy Act (NEPA). All Special Environmental Concerns listed on NE-CPA-52 will be evaluated during all phases of work. **If environmental concerns arise during design, installation or checkout, NRCS must be contacted for consultation prior to proceeding.** If concerns are



found, NRCS will certify NEPA compliance by signature on NE-CPA-52, prior to commencing design or installation of the practice.

- Narrative statements verifying that other Considerations from NE NRCS FOTG 595 Standard have been addressed: (attach additional sheets, as needed): \_\_\_\_\_
- Operation & Maintenance requirements described in NE NRCS FOTG 595 Standard are provided to client (copy to NRCS).
- Verification of client review/concurrence with the design (date reviewed): \_\_\_\_\_
- Verification that applicable permits are obtained (prior to installation) and applicable local, state and federal laws and regulations are adhered to, including setbacks, utilities, safety and zoning regulations.

**INSTALLATION DELIVERABLES:** (Provide copies/verification/documentation for each deliverable to NRCS, including job sheets referenced under the Design Deliverables or equivalent documentation)

- Operation and Maintenance requirements reviewed with the client (date reviewed): \_\_\_\_\_
- Review recordkeeping procedures, risk assessment mitigation measures and other pertinent components of Pest Management with the client or contractor (date reviewed): \_\_\_\_\_
- Record any relevant correspondence with the client or contractor.
- Verification that applicable permits and pesticide licenses were obtained (prior to installation) and applicable local, state and federal laws and regulations are adhered to, including setbacks, utilities, safety and zoning regulations.
- Setback requirements for mixing, loading, and application of pesticides next to wetlands, streams, wells and other pesticide-sensitive areas are obeyed and identified.
- Field boundaries of alternative treatments, pest scouting procedures and notes to be kept.
- Modifications to the design during installation of IPM plan (include basis).
- Oversight of the practice installation/application (record pertinent notes).
- Advise the client and NRCS of any environmental compliance, resource or regulatory issues that arise during installation and discontinue installation until resolved. All activities are conducted in compliance with the National Environmental Policy Act (NEPA). All Special Environmental Concerns listed on NE-CPA-52 will be evaluated during all phases of work. **If environmental concerns arise during design, installation or checkout, NRCS must be contacted for consultation prior to proceeding.** If concerns are found, NRCS will certify NEPA compliance by signature on NE-CPA-52, prior to commencing design or installation of the practice.
- Verification that installation of IPM plan meets design and other requirements (rate, timing, form, method, setbacks, permits, setbacks, etc.).
- Verification of mitigation measures installed based on WIN-PST assessment.

**COMMENTS:** Use this space for installation notes or explanation of unchecked items (attach additional pages as needed):

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**CHECK OUT DELIVERABLES** (Provide copies/verification/documentation for each deliverable to NRCS)

- Provide records that Pest Management Plan was conducted according to specifications including completed job sheets & required recordkeeping (NE-CPA-29, NE-CPA-39, NE-CPA-42, or NE-CPA-79).
- Check a minimum of 10% of the records for pest management areas (no less than one management area per client) to determine if 595 standards have been met.
- Progress reporting completed in Performance Results System (PRS):  
Amount applied: \_\_\_\_\_ Date: \_\_\_\_\_ Reported by Whom: \_\_\_\_\_

**CERTIFICATION:**

I have completed a review of the technical assistance documentation submitted for this practice and certify that NRCS Standards and Specifications are met and all applicable laws and regulations are complied with.

- Design  Installation  Checkout (Check each category of documentation submitted with this certification)

Certified by: /s/ \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Representing: \_\_\_\_\_