



Alaska Conservation Planning Technical Note 2
Conservation Plan Format
Alaska 4/2008

This technical note outlines the content and format for conservation plan documents provided to clients as well as plans retained by Alaska NRCS field offices.

Client Plans

The plan document **provided to the client must** be a quality document containing meaningful information for the client. It should include the following items:

1. A folder, binder, or other means to assemble the contents of the plan.
2. A conservation district cooperative agreement, where applicable.
3. A soil map with appropriate interpretations, such as land capability groupings, woodland suitability groups, pasture and hayland suitability groups, and other interpretive information regarding suitability for specific land uses.
4. Appropriate worksheets developed with the client. The worksheets should include such things as forage inventories, erosion estimates, and cost estimates.
5. Available job sheets and other prepared material applicable to the client's specific planned practices.
6. Operation and maintenance agreements and procedures. Detailed operation and maintenance procedures, depending on their extent and complexity, may be contained in a separate document, but must be referenced in the conservation plan in conjunction with the conservation system and practices contained in the plan.
7. In some cases designs may be included; however, they are generally kept in the office file under the client's name.
8. A conservation plan map. At a minimum, each map should include the following:

(a) Title block showing:

- "Conservation Plan Map"
- "Prepared with assistance from USDA - Natural Resources Conservation Service" or from "_____"



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- Name of the conservation district, county, and state
- Scale of the map
- Data needed to locate the specific land unit, such as section numbers, etc.
- Date prepared
- North arrow

(b) Body of map with:

- Boundary lines of the planning unit outlined
- Field boundaries
- Land use and acres for each land unit correlating to client land use in the case file
- Appropriate map symbols and a map symbol legend on the map or as an attachment using NRCS map symbols (see the National Map Symbol Handbook, Title 170, Part 601)

(c) Land use designations:

Client-specific land use designations can be used on the plan map as desired. Secondary land use, when appropriate to the client's objectives, may also be designated.

9. A record of the client's decisions.

- Use reports generated electronically as applicable
- The recorded decisions will apply to land units reflecting common land use, objectives, and treatment needs (referred to as conservation management units)
- Include the appropriate land unit label, official practice name, brief description of the practice, and schedule of practice application in the proper sequence by calendar year

10. Available maps, sketches, and designs resulting from the planning process that will be useful to the client in implementing the plan.

11. Information reflecting site-specific effects and impacts based on on-site visits.



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NRCS Field Office Case Files and Plans

All NRCS case files will be assembled according to the Alaska Conservation Plan Folder Check Sheet.

The case file is the official NRCS record for each client. A case file should contain the client's conservation plan, program contract folder(s), and any other supporting documents.

The NRCS conservation plan will contain:

- Client's objectives and decisions
 - a) Use reports generated electronically as applicable (TookKit Plan Reports)
 - b) The recorded decisions will apply to land units reflecting common land use, objectives, and treatment needs (referred to as conservation management units)
 - c) Include the appropriate land unit label, official practice name, brief description of the practice, and schedule of practice application in the proper sequence by calendar year

- Assistance notes (CON 6 notes or electronically generated)
- HEL and Wetland forms, determinations and documentation
- Engineering notes
- Operation and maintenance agreements and plans
- Design documentation
- Documentation of applied practices
- Forms and worksheets used in developing and evaluating alternatives (RUSLE2 Calculations, WEQ Calculations, P Index, WinPst Reports, etc.)
- Environmental documentation (NRCS CPA 52, AK CPA 13, etc.)
- Maps - conservation plan and soils
- Conservation district information related to the plan, and
- Other appropriate supporting documents



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The following is a tabular representation of the conservation plan format.

CONSERVATION PLAN FORMAT

Program:	CTA
PART 1	
Application and Agreements	Plan Folder Check Sheet
	Property Location Map
	District Cooperative Agreement

PART 2	
Follow Up Records and Inventories	CPA-6 Assistance Notes <ul style="list-style-type: none"> • List objectives and alternatives on 1st page and describe each visit chronologically
	Correspondence in order, by date
	Cultural Resources Inventory
	Environmental Evaluation CPA-52
	Wildlife Habitat Evaluation Guide
	CNMP Inventory Sheet
	Resource Inventory Worksheet
	Other Inventory Information

PART 3	
Resource Maps and Interpretations	Conservation Plan Map and Legend
	Highly Erodible and Wetland Data and Maps
	Soil Map with title block and Legend/Ecological Sites
	Non-Technical Soil/Ecological Site Descriptions



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PART 4	
Records of Decisions and Application	Conservation Plan
	Alternatives
	Management Systems Options
	Planned and Total Acres
	CPA-026 and CPA-027 HEL and Wetland Determinations

PART 5	
Practice Worksheets and Specifications	Specification and/or Job Sheets referenced in the conservation plan
	O&M Plans for Conservation Practices
	RUSLE2/SCI Worksheet
	WEQ Worksheet
	CNMP
	Prescribed Grazing Plan
	Nutrient Management Plan

PART 6	
Supporting Data and Quality Assurance	As-Built Plans
	Construction Checks and/or Spot Checks
	Engineering Plans and Designs/Maps
	Engineering Design Approval
	Engineering Notes
	Easements, Right of Ways, Utility Notification
	Nutrient Management Plan

ALASKA CONSERVATION PLAN FOLDER CHECK SHEET

Owner/Operator: _____ Phone _____ Field Office _____

CASE FILE: Locations for documents coincides with the 6 part folder pages (*Minimum required by NPPH & State Policy)

Part 1	Part 2
APPLICATIONS AND AGREEMENTS	FOLLOW UP RECORDS AND INVENTORIES
<ul style="list-style-type: none"> ___ Plan Folder Check Sheet (on top) ___ *Property Location Map ___ *District Cooperative Agreement 	<ul style="list-style-type: none"> ___ *CPA-6 Assistance Notes. List objectives and alternatives on 1st page and describe each visit chronologically ___ Correspondence in Order and by Date ___ *Cultural Resources Inventory ___ *Environmental Evaluation CPA-52 ___ *Wildlife Habitat Evaluation Guide ___ CNMP Inventory Sheet ___ Resource Problem Worksheet ___ Other Inventory Information
Part 3	Part 4
RESOURCE MAPS & INTERPRETATIONS	RECORDS OF DECISIONS & APPLICATION
<ul style="list-style-type: none"> ___ *Conservation Plan Map and Legend ___ Highly Erodible & Wetland Data & Maps ___ *Soil Map and Legend/Ecological Sites ___ *Non Technical Soil/ Ecological Site Descriptions 	<ul style="list-style-type: none"> ___ *Conservation Plan ___ Alternatives ___ Management Systems Options ___ Planned and Total Acres ___ SCS-CPA-026 & SCS-CPA-027 HEL & Wetland Det. ___ AD-1026 HEL/Wetland Certification
Part 5	Part 6
PRACTICE WORKSHEETS & SPECIFICATIONS	SUPPORTING DATA AND QUALITY CONTROL
<ul style="list-style-type: none"> ___ *Specification sheets (referenced from Conservation Plan) ___ *O & M Plans for Conservation Practices ___ RUSLE/Soil Condition Index Worksheet ___ WEQ Worksheet ___ Comprehensive Nutrient Management Plan (CNMP) ___ Nutrient Management Plan ___ Pest Management Plan ___ Grazing Plan 	<ul style="list-style-type: none"> ___ As Built Plans ___ Certifications—Job Class ___ Construction Checks, Spot Checks ___ Engineering Plans and Designs/Maps ___ Engineering Design Approval ___ Engineering Notes ___ Easements, Right of Ways, Utility Clearance, etc

CONSERVATION PLAN MAP	
<ul style="list-style-type: none"> ___ *Title Block Complete ___ *Standard Symbols Used ___ *Legend Shown ___ *Scale & North Arrow Shown ___ *Land Unit Boundary Correct ___ *Field Boundaries Correct ___ *All Entries on Map Neat & Legible ___ *Field No., Acres, & Land Use Shown on All Fields 	<ul style="list-style-type: none"> ___ *Key Grazing Areas Shown. ___ Ownership ID (BLM, State, etc.). ___ *Structural Measure Shown ___ Section Corners, etc. Shown ___ Arrows for Irrigation Direction Shown ___ *Practice Implementation