

United States Department of Agriculture



Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

P.O. Box 141510
Gainesville, FL 32614
Phone: (352) 338-9542

2614 NW 43rd St.
Gainesville, FL 32606
Fax: (352) 33809578

August 26, 2004

FIELD OFFICE TECHNICAL GUIDE

CHANGE NOTICE 100

Purpose. To transmit technical documents to be inserted into the local FOTG.

Effective. This notice is effective when received.

Section I

Documentation for Certified Wetland Determinations - Has been updated to reflect the addition of the new determination transmittal letters noted below, and for guidance is use of the Florida Agricultural Mediation Service brochure.

Letter Templates - Highly erodible land and wetland (HELWC/WC) determination transmittal letters have been updated to incorporate specific references to federal law and agency regulation. Other minor revisions have been made in an attempt to improve user-friendliness. Six letter templates are provided, 4 are for various wetland determination scenarios, 1 is for an HEL determination, and 1 is to be used when providing a client both determinations at the same time. Each DC needs to customize these letters with his/her field office information prior to use. Please note that although previously we have not filed a hardcopy of these sample letter templates into the FOTG, we feel now we should. Please file the hardcopy letters as indicated below. Rosalind Moore provided filing instructions onto the Customer Service Toolkit computer via an email distribution of these letters.

The Florida Agricultural Mediation Service Brochure – The brochure, *“Have You Received and Adverse Decision from a USDA Agency?”* is enclosed with this Notice. Its use is now **required** as an attachment to Wetland Determination Transmittal Letter #6 (Wetland Violation). Each Field Office is being sent 10 of these brochures for use as enclosures with Letter #6. Some Field Offices will receive several copies of the Spanish language version of the brochure. Each Area Office is being sent a supply of 5-10 copies of the brochure.

Filing Instructions

Section I

| <u>Remove and Archive</u> | <u>Insert</u> |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section I (E)(1)(b)2, "Documentation for Certified Wetland Determinations", page 1, March 2004. | Section I (E)(1)(b)2, "Documentation for Certified Wetland Determinations", page 1, August 2004. |
| --- | File the six (6), HELC/WC determination letters behind Form NRCS-CPA-026E in Section I (E)(1)(b)2. Please note that a backup copy of the Florida Agricultural Mediation Service Brochure has been attached to sample template letter #6. |

Section III

Section III Part A, Florida's Quality Criteria – The quality criteria section has been revised to include a column for the national measurement unit for each resource concern. Please note that these measurement units are for reporting purposes, and that although several resource concerns such as those found in the plant and animal portions are noted as "non-measurable", in many instances plant inventory, brush canopy, and wildlife habitat information should be measured when providing quality technical assistance and conservation planning to clients.

Section III Part B, Resource Management System Guidance - The definition for the land use, Confined Livestock has been revised slightly and Vineyards was added to the Crop land use that addressed Groves & Orchards. Other changes include minor additions and deletions to the facilitation conservation practice lists on various land uses.

Filing Instructions

Section III

| <u>Remove and Archive</u> | <u>Insert</u> |
|------------------------------------------------------------------|----------------------------------------------------------------------------|
| Florida's Quality Criteria, pages 1-22, August 2003. | Section III - Part A, Florida's Quality Criteria, pages 1-15, August 2004. |
| Resource Management System Guidance, pages 1-20, September 2003. | Section III - Part B, Resource Management System Guidance, pages 1-20. |

Section V

Introduction Conservation Practice Physical Effects – This 4 page document describes the importance of the CPPE and how it should be used in the conservation planning process.

Conservation Practice Physical Effects – Each conservation practice listed in Florida's Section IV is described as to their impacts for each resource concern listed in Section III of Florida's FOTG. Conservation planners should become very familiar with this guidance as it pertains to specific

conservation practices and resource concerns for which they commonly provide technical assistance and conservation planning. In October 2004 ECS will release a revised version of the CPA-52, Environmental Evaluation Worksheet that will require conservation planners to refer to the CPPE to adequately document environmental evaluations when providing conservation planning and technical assistance.

Filing Instructions

Section V

| <u>Remove and Archive</u> | <u>Insert</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Conservation Effects, FOTG Section V, Introduction, July 1995. | Introduction, Conservation Practice Physical Effects, Section V (A), Pages 1-4, August 2004. |
| Sections A, Effects for CMS Formulation, V-A-1 General Effects Data, V-A-1 Soil, V-A-1 Water, V-A-1 Air, V-A-1 Plants, and V-A-1 Animals all <u>tabs & contents</u> ONLY. Leave all remaining parts of Section V. | Conservation Practice Physical Effects (CPPE) Worksheet, Pages 1-49, August 2004. |



GREG HENDRICKS
State Resource Conservationist
DIST: ASTC/FO, FO, ENG, PMC