



DEC 4 2014

MARYLAND TECHNICAL GUIDE
CHANGE NOTICE NO. 92

Purpose. To provide the Conservation Practice Implementation Requirements and Certification sheets and related materials:

- Practice Implementation Requirements and Certification sheets and/or Practice Certification sheets for all ecological/agronomic practices.
- Conservation Plan Implementation Requirements cover sheet.
- Conservation Practice Implementation Requirements and Certification Sheet Index.

Also refer to Maryland Bulletin 450-15-01.

Effective Date. Upon receipt.

Explanation.

Section IV:

**“Conservation Practice Implementation Requirements and Certification”
Sheets and “Conservation Practice Certification” Sheets**

*Conservation Practice Implementation Requirements and Certification sheets (IR sheets) and/or Conservation Practice Certification sheets (certification-only sheets) have been developed for all agronomic/ecological practices. These sheets take the place of the previously issued Practice Requirements sheets and conservation practice job sheets. They are analogous to engineering designs for structural practices. The types of sheets that are available for each agronomic/ecological conservation practice are identified on the *Maryland Conservation Practice Implementation Requirements and Certification Index*.*

Like job sheets, the IR sheets provide the cooperator with site-specific implementation requirements and specifications for planned conservation practices. The IR sheets also include certifications for planning and implementation. The certifications document that the **planned and applied** site-specific requirements of the practice meet the technical requirements of the conservation practice standard. Certification of the planning and implementation must be performed by a planner with appropriate job approval authority (JAA) for the conservation practice.

Certification-only sheets include the certification section found on the IR sheets, but do not include the practice specifications section. The certification-only sheets shall be used when the practice specifications are provided by a technical service provider (TSP) or professional forester in a separate plan document, such as a *Riparian Buffer Planting Plan* or a *Conservation Activity Plan (CAP)*. As with the IR sheets, the certifications must be completed for both the planning and implementation of the conservation practice by a planner with appropriate JAA. A copy of the separate plan document shall be filed with the certification-only sheet.

Most agronomic/ecological practices have only one type of sheet, i.e., an IR sheet or a certification-only sheet. For the practices that have both types of sheets, select the applicable sheet to be used according to the following:

- Use the IR sheet when the practice implementation requirements and specifications will be prescribed by NRCS, MDA or District staff.
- Use the certification-only sheet when the practice implementation requirements and specifications will be provided as a separate plan document by a professional forester or TSP or as a CAP.

Supporting Documentation and Reporting Checklist

Every IR sheet and certification-only sheet includes a list of Supporting Documentation and a Reporting Checklist within the certification box. The supporting documentation must be included in the file as part of the planning certification. The items in the reporting checklist are required for reporting the practice as applied.

Requirements for Use of IR Sheets and Certification-only Sheets

An IR sheet or certification-only sheet must be completed for each agronomic/ecological practice agreed to by the cooperators and included in the conservation plan. The only exceptions are for the following practices when the cooperator is **not** receiving financial assistance.

- Conservation Crop Rotation (328)
- Residue Management – No-Till (329)
- Cover Crop (340)
- Residue Management – Reduced-Till (345)
- Nutrient Management (590)
- Feed Management (592)

When an IR sheet is not provided for these practices, the specifications for the practice shall be included in the practice narrative within the conservation plan. The supporting documentation and reporting checklist items must be addressed in all cases.

Conservation Plan Implementation Requirements Cover Sheet

As with a conservation practice engineering design, the IR sheets require a cooperators acknowledgement of agreement with and receipt of the practice specifications. The Conservation Plan Implementation Requirements cover sheet provides a single document for documenting the cooperators acknowledgement. The cooperators signature shall be obtained on the cover sheet when the cooperators is provided with the IR sheets developed for the conservation plan. The cooperators shall be provided with a copy of the signed cover sheet.

Filing Instructions:

All documents are distributed in electronic format. All documents will be filed in the following locations on the Electronic Field Office Technical Guide (eFOTG):

Section I:

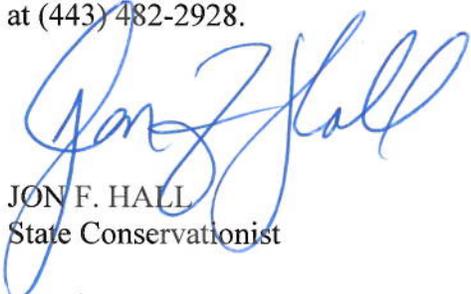
- File Change Notice 92 and Change Notice Register.

Section IV:

- Remove and archive the Practice Requirements sheets for all practices listed on the Maryland Conservation Practice Implementation Requirements and Certification Index.
- File the Maryland Conservation Practice Implementation Requirements and Certification Index in the Section IV folder following the List of Maryland Conservation Practice Standards.
- File the Conservation Practice Implementation Requirements sheets and the Conservation Practice Certification sheets in the applicable Maryland Conservation Practice Standard folder.

Distribution. All documents may be downloaded from the MD NRCS eFOTG web page:
<http://www.nrcs.usda.gov/technical/efotg>.

If you have questions concerning Change Notice 92, please contact Steve Strano, State Biologist at (443) 482-2928.



JON F. HALL
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Attachment

DIST: Maryland NRCS Field Offices
Maryland State Technical Committee (Change Notice only)