

Instructions

Job Sheet for Grass Seeding

NE-CPA-8

Instructions for use of NE-CPA-8

1. Complete all appropriate blanks for name, date, practice number, program, field number(s), acres, and purpose (range seeding, pasture planting, hayland planting, grassed waterway, critical area planting, and/or other).

Seedbed Preparation: (2. and 3.)

2. Preparing a cover crop: Fill in blanks with appropriate information on kind or cover crop, seeding rate, date of planting, and the amount of stubble that should remain after harvest.
3. Using existing field condition: Fill in blanks with kind of residue cover, the stubble height that should be present or information on the clean-tilled conditions.
4. Land Smoothing: Show the acres that will be treated.
5. Fertilizer: If needed, list the kind and rate.
6. Mulching: If required, complete the blanks on acres to be mulched, kind of mulch, and rate of mulch per acre.
7. Seeding Grass: Indicate the type of equipment that will be used to plant the grass(es) and/or legumes, recommended planting depth, and the planting date.
8. Weed Control: Complete blank on herbicide to control weeds during stand establishment period, if recommended.
9. Legal Description: Complete down to 40 acres.
10. Block Diagram: Sketch area to be planted, including scale of diagram.
11. The technician's name that planned the grass seeding plan should be shown and date planned.
12. Evidence of Performance: Complete all appropriate blocks by item or component number, including acres and date of completion. The producer and/or technician must sign with date indicating the seeding plan was completed in accordance with the NRCS program specifications (Technical Guide).
13. (Backside of form) Acres: Indicate the total number of acres to be seeded.
14. Grasses – Legumes – Grain: List all grasses, legumes, and/or grains that will be used in the seeding plan. Also indicate whether they will be certified or common seed(s). Generally, common seed is acceptable only if certified is unavailable or there are no known varieties. The PLS pounds per acre for each species should be shown and the total pounds of either bulk or PLS for the total acreage seeded should be listed.
15. Seed Information: The seed vendor must fill out all pertinent blanks, including the quality of each species (purity and germination), total bulk or PLS pounds sold, and seed lot numbers.
16. Certification: The seed vendor must certify the above-listed grass(es), legumes, and grains were sold to producer (name), along with date, seed dealer's business name, and signature.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer."

STEP 1: SET UP WORD FOR UNPROTECTING FORMS

1. Click the **Microsoft Office Button**  , and then click **Word Options**.
2. Click **Popular**.
3. Select the **Show Developer tab in the Ribbon** check box, and then click **OK**.

NOTE The Ribbon is a component of the Microsoft Office Fluent user interface.

STEP 2: THE MICROSOFT WORD DOCUMENT IS A PROTECTED DOCUMENT FOR FILLING IN THE FORM FIELDS, TO UNPROTECT THE DOCUMENT ,

1. On the **Developer tab**, in the Protect group, click **Protect Document**, and then
2. click **Restrict Formatting and Editing**, and then click on **Stop Protection**. .

The seed information table on the back side of the form is an embedded Microsoft EXCEL spreadsheet, **Unprotect Document** using the method described above, Double-click the [embedded object.\(the table\)](#) **Changes you make to the EXCEL spreadsheet, and to return to the Microsoft Word document clicking anywhere outside the EXCEL spreadsheet to return to the Word document.**

When you have completed the table in EXCEL, click outside the EXCEL spreadsheet, and then On the **Developer** tab, in the **Protect** group, click **Protect Document**, and then click **Restrict Formatting and Editing**.



In the **Protect Document** task pane, under **Editing restrictions**, select the **Allow only this type of editing in the document** check box.

In the list of editing restrictions, select the restrictions that you want. Under **Start enforcement**, click **Yes, Start Enforcing Protection**.

DO NOT assign a password to the document, do not type a password in the **Enter new password (optional)** box, and then confirm that there is no password.

To paste a photograph into a document, do one of the following:

Insert a picture or clip art

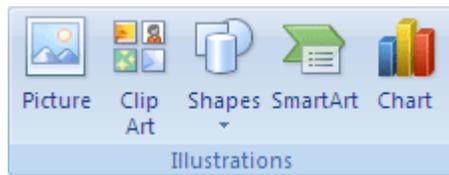
+Show All

Pictures can be inserted or copied into a document from many different sources, including inserted from a file where you save pictures.

TIP To insert a picture from your scanner or camera, use the scanner or camera software to transfer the picture to your computer. Save the picture, and then insert it by following the instructions for [inserting a picture from a file](#).

Insert a picture from a file

1. Click where you want to insert the picture.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.



3. Locate the picture that you want to insert.
4. Double-click the picture that you want to insert.

NOTE By default, Microsoft Office Word embeds (embed: To insert information created in one program, such as a chart or an equation, into another program. After the object is embedded, the information becomes part of the document. Any changes you make to the object are reflected in the document.) **pictures in a document**. You can **reduce the size of a file by linking** (link: Used to insert a copy of information created in one program into a Microsoft Word document while maintaining a connection between the two files. When the information changes in the source file, the changes are reflected in the destination document.) **to a picture**. In the **Insert Picture** dialog box, click the arrow next to **Insert**, and then click **Link to File**.

- § In Adobe Acrobat 9.0 Standard Select the Snapshot tool, and drag a marquee within the PDF photograph to copy the image. Open this PDF document that you want to paste the photograph. Chose Edit > Paste command to paste the copied selection directly into the target document. Drag the photograph image to move it, or drag one of its handles to resize it to fit.

EXAMPLE of a Insert of picture (*.jpg) from a file is shown below, the “Location Map” was a *.jpg file:

LOCATION MAP

