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

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: Submit this form along with completed documentation deliverables as indicated for each category of technical assistance to NRCS. All documentation must be provided before work can be submitted for payment.
References: Nebraska NRCS Field Office Technical Guide (FOTG) (http://efotg.sc.egov.usda.gov/efotg_locator.aspx?map=NE), Section IV, Conservation Practice Standard 386, Field Border, and Herbaceous Vegetation Design Procedures (550DP) for requirements on establishment and selection of herbaceous vegetation; NRCS National Planning Procedures Handbook (NPPH, Amend NE4); NRCS National Biology Manual; National Biology Handbook; NRCS National Environmental Compliance Handbook; NRCS 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 or equivalent)
- ☐ Location (Map or photo including legal description)
- ☐ Soil Survey Information
- ☐ Purpose of the practice (List all that apply/design must account for these purpose(s)): _____
- ☐ Field Border general practice requirements, including records to be kept, jobsheets to be utilized, etc.

Check the box(s) to indicate supporting practices needed to facilitate Field Border (refer to the conservation plan for the more information):

- ☐ 412 Grassed Waterway
- ☐ 511 Forage Harvest Management
- ☐ 590 Nutrient Management
- ☐ 645 Upland Wildlife Habitat Management
- ☐ Other (specify by practice code) _____
- ☐ 472 Access Control
- ☐ 512 Forage and Biomass Planting
- ☐ 595 Integrated Pest Management
- ☐ 647 Early Successional Habitat Dev/Mgt.

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

(Refer to FOTG Sec. IV, 386 and 550DP Design Procedures; Nebraska Conservation Planning Sheet No. 8 FIELD BORDERS; and No. 9 FILTER STRIPS)

- ☐ Specifications: site preparation; border width; border length; location; vegetative species; seeding rate; fertilizer.
- ☐ Seeding requirements (NE-CPA-8).
- ☐ Maps that identify each Field Border 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.
- ☐ 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.
- ☐ Verification of client review/concurrence with the design (date reviewed): _____

☐ Narrative statements verifying that other Considerations from NE NRCS FOTG 386 Standard have been addressed: (attach additional sheets, as needed):_____

☐ Operation and Maintenance requirements described in the NE NRCS FOTG 386 Standard are provided to the client (copy to NRCS).

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 Field Border with the client or contractor (date reviewed): _____

☐ Record any relevant correspondence with the client or contractor.

☐ Field boundaries staked for each Field Border treatment.

☐ Modifications to the design during installation of Field Border 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 field border plan meets design and other requirements.

COMMENTS: Use this space for installation notes or explanation of unchecked items :

(Attach additional pages for installation notes or explanation of unchecked items)

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

☐ Provide records that Field Border plan was installed according to specifications including completed job sheets and required recordkeeping.

☐ 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: _____