



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/Case File 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 case file. 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 Access Control Standard 472; 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)): _____
- Windbreak/Shelterbelt Establishment general practice requirements, including records to be kept, jobsheets to be utilized, etc.

Check the box(s) to indicate supporting practices needed to facilitate Windbreak/Shelterbelt Establishment (refer to the conservation plan for the more information):

- 382 Fence
- Other (specify by practice code) _____

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

(Refer to FOTG Sec. IV, 472; NPPH, NE State Supplements for Job Sheets)

1. Design documents that demonstrate criteria in NRCS practice standard have been met and are compatible with planned and applied practices.
 - a. Practice purpose(s) as identified in the conservation plan (specified products, environmental services, and/or mitigating actions to maintain resource concerns at acceptable levels)
 - b. List of required permits to be obtained by the client
 - c. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
 - i. Use-regulating activities (e.g., signage, patrolling, gates, permitting) shall be monitored and achieve the intended purpose including mitigating associated resource concerns to acceptable levels
 - ii. Each activity or measure will identify the entity to be monitored and managed (animals, people, vehicles and equipment) and specify the intent, intensity, amounts, and timing of use by that entity.
 - iii. Placement, location, dimensions and materials (e.g., signs, gates), and frequency of use (e.g., continuous, specific season, or specific dates) shall be described for each activity including the frequency of monitoring.
2. Written plans and specifications including sketches and drawings shall be provided to the client that adequately describe the requirements to install the practice and obtain necessary permits.
3. Documentation of needed operation and maintenance.
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations.
5. Design modifications during installation as required.



- 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.
- Maps that identify each Access Control area.
- Narrative statements verifying that other Considerations from NE NRCS FOTG 472 Standard have been addressed: (attach additional sheets, as needed): _____
- Verification of client review/concurrence with the design (date reviewed): _____
- 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.

INSTALLATION DELIVERABLES: (Provide copies/verification/documentation for each deliverable to NRCS, including job sheets referenced under the Design Deliverables or equivalent documentation)

1. Pre-application conference with client.
 2. Verification that client has obtained required permits.
 3. Layout and, as applicable, field staking or marking of the practice, measure or activity according to plans and specifications including applicable layout notes.
 4. Application guidance as needed.
 5. Facilitate and implement required design modifications with client and original designer.
 6. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
 7. Certification that the application process and materials meet design and permit requirements.
- Operation and Maintenance requirements reviewed with the client (date reviewed): _____
 - Review Access Control with the client or contractor (date reviewed): _____
 - Record any relevant correspondence with the client or contractor.
 - 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.

COMMENTS: Use this space for installation notes or explanation of unchecked items (attach additional pages as needed):

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

- Provide records that Access Control 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: _____