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

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## 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 484, Mulching; Mulching Design Procedures (484DP); NRCS National Planning Procedures Handbook (NPPH, Amend NE4); NRCS National Agronomy Manual; 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)): _____
- ☐ Mulching general practice requirements, including records to be kept, jobsheets to be utilized, etc.

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

- ☐ 342 Critical Area Planting
- ☐ 362 Diversion
- ☐ 410 Grade Stabilization Structure
- ☐ 350 Sediment Basin
- ☐ Other (specify by practice code) _____
- ☐ 348; 349 or 402 Dam
- ☐ 378 Pond
- ☐ 412 Grassed Waterway
- ☐ 472 Access Control

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

**(Refer to FOTG Sec. IV, 484; FOTG Sec. I – Erosion Prediction, Nebraska Conservation Planning Sheet No. 5 CONSERVATION CROPPING SEQUENCE; and Nebraska Conservation Planning Sheet No. 18 CROP ROTATION and RESIDUE MANAGEMENT)**

- ☐ Type of mulch
- ☐ Amount of mulch (rate of application)
- ☐ Application method and timing
- ☐ Type of anchoring
- ☐ Anchoring requirements
- ☐ Fencing details, if 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.

☐ Erosion prediction results.
☐ Maps that identify each cover crop area.
☐ Narrative statements verifying that other Considerations from NE NRCS FOTG 484 Standard have been addressed: (attach additional sheets, as needed):_____

☐ Operation and Maintenance requirements described in the NE NRCS FOTG 484 Standard are provided to the client (copy to NRCS).
☐ Specifications, to include: location; extent; soils information; seedbed preparation; nutrient needs based on a soil test, if possible; seeding method and seed placement depth; species; seed inoculant, if applicable; seeding rates and dates; certification.
☐ 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)

☐ Operation and Maintenance requirements reviewed with the client (date reviewed): _____
☐ Review Mulching with the client or contractor (date reviewed): _____
☐ Record any relevant correspondence with the client or contractor.
☐ Field boundaries staked for each Mulching treatment.
☐ Modifications to the design during installation of Mulching 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.

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

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

☐ Provide records that Mulching plan was installed according to specifications including completed job sheets & 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: _____