



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:** Documentation of deliverables in each category including this form 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](http://efotg.sc.egov.usda.gov/efotg_locator.aspx?map=NE)), Section IV, Conservation Practice Standard 633, Waste Recycling; FOTG, Section IV, Conservation Practice Standard 590, Nutrient Management; NRCS National Agronomy Manual; Agricultural Waste Management Field Handbook, <http://www.info.usda.gov/CED/Default.cfm?xSbj=51&xAud=24>; Agricultural Salinity Assessment and Management ASCE-American Society for Civil Engineers- <http://www.asce.org> Handbook No. 71; NRCS National Planning Procedures Handbook (NPPH, Amend NE4); 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)): \_\_\_\_\_
- Waste Utilization general practice requirements, including records to be kept, jobsheets to be utilized, etc.

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

- 328 Conservation Crop Rotation
- 590 Nutrient Management
- 610 Toxic Salt Reduction
- Other (specify by practice code) \_\_\_\_\_

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

**(Refer to FOTG Sec. IV, 633 and 590; Agricultural Waste Management Field Handbook; UNL NebGuides; Agricultural Salinity Assessment and Management ASCE Handbook No. 71)**

- All practice documentation as required in 590 STATEMENT OF WORK (SOW) are complete (refer to 590 SOW for these requirements)
- Concentrations and loading rates of heavy metals are monitored and recorded according to US Code Reference 40CFR, Parts 403 and 503 and all applicable state and local laws or regulations.
- Concentrations and loading rates of salts are monitored, assessed and managed according to Toxic Salt Reduction standard 610, AWMFH Chapter 6, and ASCE handbook No. 71.
- Dates, temporary locations (stockpiles), destination and amounts of waste removed from the system (i.e. records of waste removed from waste storage ponds, municipal sludge storage, etc.).



- 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 practice.
- Erosion prediction results.
- Maps that identify each Waste Recycling area.
- Narrative statements verifying that other Considerations from NE NRCS FOTG 633 Standard have been addressed: (attach additional sheets, as needed): \_\_\_\_\_
- Verification of client review with the Operation and Maintenance requirements described in the NE NRCS FOTG 590 Standard (date reviewed): \_\_\_\_\_
- 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 Waste Recycling with the client or contractor (date reviewed): \_\_\_\_\_
- Record any relevant correspondence with the client or contractor.
- Field boundaries staked for each Waste Recycling treatment.
- Modifications to the design during installation of Waste Recycling 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 Waste Utilization plan was implemented according to specifications including completed job sheets & required recordkeeping (NE-CPA-38, NE-CPA-42, NE-CPA-78, or NE-CPA-82).
- Check a minimum of 10% of the records for nutrient budget areas (no less than one budget area per client) to determine if 590 standards have been met. Document whether Nitrogen and Phosphorus rates meet 590 requirements on NE-CPA-38, NE-CPA-81, printouts from UNL software, or equivalent documentation. If application rates exceed maximum allowed rates in the 590 standard, document whether rates can be justified based on guidance in 590-S.
- 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: \_\_\_\_\_