

Practice Check Out Documentation

Customer _____ Tracts Applied _____ Fields Applied _____
 Plan Name _____
 Notes _____

The supporting data¹ for checking out this completed practice is recorded on the following document in the case file: _____ or is attached.

Checking Completed Work

- The supporting check out data are consistent with the requirements of the practice specifications² needed to meet the criteria for the planned purpose(s) of the practice. The Operation and Maintenance requirements of the practice have been effectively communicated to the client and prompt follow through is reasonably expected.⁵
- The supporting check out data are NOT consistent with the specifications of the planned practice. The inconsistencies listed below or attached have been found. However, the requirements of the practice and its intended function are still being met.

Signature of practice checker³: _____ Date: _____

Additional Supporting Data As Required

	Acceptable Inconsistencies	Noted Deficiencies ⁴	Date Deficiencies Addressed
Plant species controlled, plant species benefitted			
Method of control			
Management before and after control			
Date of application			
Select one from below:			
Density, canopy, or number of shrubs or trees/acre before treatment and percent kill or canopy reduction of target species			
Density, canopy, or number of shrubs or trees, or number of brush piles/acre after treatment			
Select one of the four listed below:			
Chemical treatment – method of application, chemicals and rates applied, type of carrier if used			
Mechanical treatment – kind of equipment used, techniques applied and, if needed, type of erosion protection, method of application, date applied			

Biological treatment – type of biological agent or animal and if grazed, number of animals (AUs) and the percent use on target species controlled, species benefitted			
Prescribed burning – refer to documentation requirements under Practice Standard 338; and			
Method of determining degree of infestation (transects, measure canopy from aerial photo, etc)			
Wildlife species targeted (if applicable)			
O&M Information			
Other Information			

Performance Certification for Payment

Certification of practice performance for program payments is done by an NRCS employee with designated authority using the appropriate program application for payment form. This document may be used to support payment certification or to communicate deficiencies to a client.

- ¹ Sampling is encouraged to check out practices. Recording of supporting data is required for the identified sample.
- ² Practice specifications may be recorded on job sheets, practice narratives, or other appropriate documents.
- ³ Practices may be checked by NRCS employees, Technical Service Providers (TSPs), and other qualified individuals (non TSPs) such as conservation district employees, contractors, farmers, others.
- ⁴ Deficiencies may optionally be recorded on this form to help communicate any required items that need to be corrected before practice certification. If used, the date the correction is accepted can be recorded.
- ⁵ If this box is checked, it means the customer is following the practice specifications exactly as required by the job sheet, narrative, or other document used to communicate them and NO Additional Supporting data is needed.