

**Practice Check Out Documentation**

Customer \_\_\_\_\_ Tracts Applied \_\_\_\_\_ Fields Applied \_\_\_\_\_ Acres Applied \_\_\_\_\_  
 Plan Name \_\_\_\_\_  
 Notes \_\_\_\_\_

The supporting data<sup>1</sup> for checking out this completed practice recorded on the following document in the case file: \_\_\_\_\_ or attached here.

**Checking Completed Work**

- The supporting checkout data are consistent with the requirements of the practice specifications<sup>2</sup> 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.<sup>3</sup>
- The supporting checkout data are NOT consistent with the specifications of the planned practice. The inconsistencies are listed below or attached. However, the requirements of the practice and its intended function are met.

Signature of practice checker<sup>4</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Supporting Data As Required**

	Acceptable Inconsistencies	Noted Deficiencies <sup>5</sup>	Date Deficiencies Addressed
Location and number of acres treated			
Results of pest management environmental assessments, i.e. Win-PST			
Recommended alternatives to the producer to mitigate risks identified by the environmental risk assessment			
Integrated Pest Management (IPM) plan based on land grant university recommendations			
O&M Information			
Other Information			

<sup>1</sup>Sampling is encouraged to check out practices. Recording of supporting data is required for the identified sample.

<sup>2</sup>Practice specifications may be recorded on job sheets, practice narratives, or other appropriate documents.

<sup>3</sup>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.

<sup>4</sup>Practices may be checked by NRCS employees, Technical Service Providers (TSPs), qualified contractors and other qualified individuals (non TSPs – i.e. Nutrient Management Specialists, District Foresters, etc.) The NRCS employee responsible for certifying the practice must be satisfied that the work of these individuals will meet specifications before accepting their statements and measurements as supporting data.

<sup>5</sup>Use this column when using this form to document deficiencies for practices that do not meet the requirements. If not using this form to document deficiencies, the deficiencies must be shown in red on the job sheet, practice narrative, or other document identifying the practice specifications.

**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.