



April 2, 2015

VIRGINIA INSTRUCTION NO. 190-380, Amendment 2

SUBJECT: National Environmental Evaluation Worksheet, NRCS-CPA-52

Purpose: This amendment to the Virginia Instruction 190-380 sets forth policy and procedures for the preparation and documentation of the National Environmental Evaluation Worksheet, NRCS-CPA-52. The form has been updated to incorporate the revised Virginia Threatened and Endangered Species/T&E Waters Guide Sheet which has been updated to incorporate new state procedures.

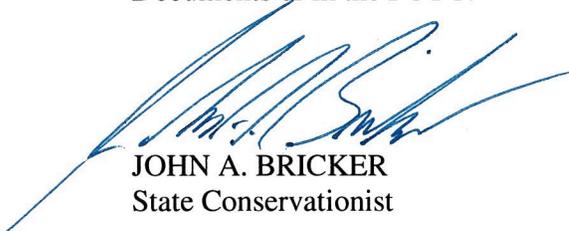
Effective Date: Upon receipt.

Background: The older version of the NRCS-CPA-52 form has been replaced to include the new T&E procedures, dated April 2015.

The new procedure is the elimination of Step 1 where you had to search for any “hits” that occur within a 2 mile radius of the project site. Now the planner will just determine if their project falls within one of the typical project scenarios listed on the guide sheet. If the project falls within these typical scenarios, the planner will note which scenario on the NRCS-CPA-52 and select “No Effect” on the drop down menu with regard to T&E species. If the proposed project falls outside of these typical scenarios, the project will need further review and the planner will send the Private Lands Biologist (PLB) in your Area the list of items as outlined on the guide sheet. The PLB will then complete the T&E review process and return a Species Conclusion Table to the planner with any restrictions, if any, and any other pertinent information regarding the review process. These procedures are outlined in the updated NRCS-CPA-52 T&E guide sheet. The Consultation Form has also been updated to incorporate pertinent stream crossing information (if applicable).

Filing Instructions: This instruction has been posted on the Home Page of the Virginia SharePoint at: [https://ems-team.usda.gov/sites/NRCS\\_Virginia/default.aspx](https://ems-team.usda.gov/sites/NRCS_Virginia/default.aspx)

The NRCS-CPA-52 (dated April 2015), and the Consultation Form can be found on the Virginia SharePoint under the Technology Tab, Conservation Planning, Environmental Compliance Documents or in the FOTG.



JOHN A. BRICKER  
State Conservationist

Attachment A – NRCS-CPA-52 Form (April 2015)  
Attachment B – Consultation Form

DISTRIBUTION: O

**610.71 Evaluation Procedure Guide Sheets****ENDANGERED AND THREATENED SPECIES/  
T&E WATERS, NECH 610.86 AND 610.88**

Client/Plan Information:

**Evaluation Procedure Guide Sheet**

|   |  |  |                                |
|---|--|--|--------------------------------|
| Check all that apply to this<br>Guide Sheet review: | Alternative 1 <input type="checkbox"/> | Alternative 2 <input type="checkbox"/> | Other <input type="checkbox"/> |
|---|--|--|--------------------------------|

**If a species listing/status changes prior to implementation, go back and analyze the affects in the appropriate section as dictated in Step 1.**

**STEP 1.**

Does your project fall into any of the following "typical" scenarios:

- A. Any work on active cropland, including hayland.
- B. Any work in active headquarters area (management of existing buildings or constructing new facilities within the headquarters area would not change the impact already present in the area).
- C. Pasture renovation/seeding (pastures that are actively hayed or grazed do not harbor wildlife due to the matte forming properties and management of the grazing system will not have any increased impact.)
- D. Pipeline/trough/well installation as long as it is within an existing active pasture, is not located within 100 feet of a perennial stream, does not cross any perennial streams and involves no clearing work.
- E. Exclusion fencing with the only disturbance being the installation of the posts.
- F. Any direct plant application of herbicide (spot spraying, per label recommendations) for invasive species control (regardless of proximity to water).
- G. Glyphosate with methylated seed oil surfactant application (regardless of proximity to water).
- H. Cropland and active pasture conversion to wildlife habitat.
- I. Stream crossings on intermittent streams or streams that drain into an on farm pond.

If your project falls within this list of scenarios, document the typical scenario letter it falls under within the TE Special Environmental Concern note section and select "No Effect" from the drop-down list under the alternatives on the CPA-52. No further review is necessary, proceed with conservation planning.

**If your project falls outside of this list of scenarios, submit the project packet (T & E consultation form, topo map, planning map) to the appropriate Private Land Biologist for further review.**

**STEP 2.** (Completed by PLB)

Verify the project does not fall under one of the approved scenarios or propose a change that would allow the project to fall under one of the approved scenarios (if possible).

If no change is possible, run the project through our in-house federal and state T&E database and the USFWS Virginia Field Office Project Review Process ([http://www.fws.gov/northeast/virginiafield/endspecies/Project\\_Reviews\\_Introduction.html](http://www.fws.gov/northeast/virginiafield/endspecies/Project_Reviews_Introduction.html)) and request an unofficial species list. If there are no IPaC hits, mitigate for any state species and proceed with time-of-year-restriction(s) or some other type of project modification, and return project to planner with your final decision.

If there are species populated on the unofficial IPaC list, can they be resolved using the VA NRCS-USFWS Programmatic Agreement?

## 610.71 Evaluation Procedure Guide Sheets

- Yes**      If "**Yes**", mitigate for any state species and proceed with time-of-year-restriction(s) or some other type of project modification, and return project to planner with your final decision and species conclusion table.
- No**        If "**No**", request the field office have the "Authorization for Release of Records" form signed by the landowner before proceeding. Once the form is signed, complete the Species conclusion table, request the official species list (emailed directly to you) and submit the entire packet (official list, species conclusion table, plan map and necessary photos) to the State Biologist for coordination with USFWS.

### STEP 4.

State Biologist submits the project to USFW for review and is responsible for coordination of the project from that point forward, including responding to the PLB and Field office staff with the final determination.

**Notes** for endangered or threatened species/habitats:

|  |
|--|
|  |
|--|

## T&E Review Consultation Form

**Email this form to your NRCS Private Lands Wildlife Biologist**

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|  |   |
|--|---|
| <b>Date:</b>   |   |
| <b>Project Name:</b>   |   |
| <b>County:</b>   |   |
| <b>Farm &amp; Tract No.</b>  |   |
| <b>GPS Coordinates:</b><br>(decimal degrees)   | Latitude: <span style="margin-left: 150px;">Longitude:</span>   |
| <b>NRCS Contact:</b>   |   |
| <b>NRCS Email:</b>   |   |
| <b>NRCS Phone No.:</b>   |   |
| <b>Current Landuse</b><br>(including existing site conditions):  |   |
| <b>Program:</b>  |   |
| <b>Approx. acreage</b>   |   |
| <b><u>DETAILED</u></b><br><b>description of practices to be applied:</b> (Please give practice AND scenario) |   |
| <b>Are any of the planned practices crossing a stream?</b>   |   |
| <b>Attachment:</b>   | 1:24,000 topo quad copy showing the identified limits of the project area, a 1:5,000 aerial conservation plan map showing planned practice locations with a legend, and Stream Crossing Form with photos (when applicable). |

## Stream Crossing Form for T&E Reviews

|               |  |
|---------------|--|
| Date:         |  |
| Project Name: |  |

|  |
|--|
| <b>Narrative of Crossing:</b>  |
| a) Is the location currently being used by livestock and/or vehicles?  |
| b) How disturbed are the banks and streambed (including notes on erosion and tree cover)?                                    |
| c) What is the streambed material composed of? Bedrock, cobbles, pebbles, sand, silt, clay? What are some rough percentages? |
| d) Is the stream perennial or intermittent?  |
| e) What is the turbidity of the stream? Crystal clear, semi turbid, or very turbid?  |
| f) Is the crossing above a pond or other blockage that is readily identifiable?  |

|  |
|--|
| <b>Labeled photos:</b> (attach to E-mail to PLB) |
| a) Stream Crossing(s)                            |
| b) Facing downstream of crossing(s)              |
| c) Facing upstream of crossing(s)                |
| d) Banks at each crossing location               |
| e) Streambed at each crossing location           |