

Vermont NRCS Protocol for Filing of Conservation Planning and Conservation Practice Data and Information

All engineering practice data as required by the VT NRCS Engineering Practice Checklist will be archived as Hard Copy documents in the customer's Blue Engineering Folder.

All Conservation Program Contract (CPC) files and associated data will be uploaded to the Document Management System (DMS) according to State Bulletin 'VT-440-16-3 Mandatory DMS Usage Guidance' and 'Conservation Practice Support Data Documentation and Certification Requirements' (eFOTG Section IV).

Category	Document Name / Type	Customer's Plan Folder (Delivered)	Required Location of Document & Document Format				DMS Document Management System
			NRCS Plan Folder/Binder	Tab Number () = If X is archived	Customer Service Toolkit		
					Destination CST Folder or Location		
Resource Assessment Data	VT Resource Inventory Customer Interview			(5)	EF / X	e_ConsPlan\Inventory_&_Alternatives	
	* Alternatives	X			EF	e_ConsPlan\Inventory_&_Alternatives	
	* Cover	X			EF	e_ConsPlan\Inventory_&_Alternatives	
	* Items	X			EF	e_ConsPlan\Inventory_&_Alternatives	
	* Goals	X	X	4	EF	e_ConsPlan\Inventory_&_Alternatives	
	RUSLE2 Field Data Collection			(5)	EF / X	e_ConsPlan\Inventory_&_Alternatives\RUSLE2	
	VT ECS 1 Cultural Resource Review Form		X	5	EF	e_ConsPlan\Inventory_&_Alternatives\Cultural_Resources	
	FAS-6 Household WasteWater (BLANK)	X					
	VT NRCS Resource Assessment Worksheets ¹			(5)	EF / X	e_ConsPlan\Inventory_&_Alternatives	
	RUSLE2 Soil Loss Analysis Reports With Selected Planning Option Documented	X			EF	e_ConsPlan\Inventory_&_Alternatives\RUSLE2	
	Win-PST Pesticide Analysis (VT 595 Workbook)	X-R			EF	e_ConsPlan\Plans\Pest_Management_Plan	
	VT Manure Screening Tool				EF	e_ConsPlan\Plans\Nutrient_Management_Plan	
	HEL Land Determinations - NRCS-CPA-026	X	X	5	EF	Determinations	
	HEL and Wetland Certification - AD-1026		X	5			
	Vermont HEL Determination Tool				EF	Determinations	
	HEL Determination Analysis Data (field notes)			(5)	EF / X	Determinations	
	Wetland Determination data (field data forms, etc.)			(5)	EF / X	Determinations	
	Wetland Determination Map	X		(5)	EF / X	Determinations	
	Plan Alternatives Maps or Sketches	X-R		(5)	EF / X	e_ConsPlan\Inventory_&_Alternatives	
	Written Correspondence			2	EF / X	e_ConsPlan\Correspondence	
Email Correspondence				EF	e_ConsPlan\Correspondence\Email_Archive		
VT NRCS CPA-52		X	5	EF	e_ConsPlan\Inventory_&_Alternatives	*	
Cost Estimates (Practice Alternatives or Pre-design)	X		(5)	EF / X	e_ConsPlan\Conservation_Practices\Cost_Estimates\Practice_Alternatives		
Conservation Plan	Conservation Plan (Record of Decisions)	X	X	4	EF	Plan_Reports	*
	Conservation Assistance Notes		X ²	2	ED ²	e_ConsPlan\Correspondence\Assistance_Notes_Archive ³	
	Written Correspondence		X	(2)	EF (IA)	e_ConsPlan\Correspondence	
	Conservation Plan Maps ³	X	X	3	EF	e_ConsPlan\Maps	*
	Soils Maps	X	X	3	EF	e_ConsPlan\Maps	
	Soils Descriptions / Soil Fact Sheets	X					
	Environmental Concerns / Resource Maps	X	X	3	EF	e_ConsPlan\Maps	
	Conservation Practice Job Sheets	X			EF	e_ConsPlan\Conservation_Practices\Job_Sheets	
	Cost Estimates (Planned or Designed Practices)	X		(5)	EF / X	e_ConsPlan\Conservation_Practices\Cost_Estimates\Planned_Practices	
	Pest Management Plan (NRCS Component)	X	X	5	EF	e_ConsPlan\Plans\Pest_Management_Plan	
	Pest Management Plan Records			(5)	EF	e_ConsPlan\Plans\Pest_Management_Plan\Records	
	Prescribed Grazing Plan	X	X	5	EF	e_ConsPlan\Plans\Grazing_Plan	
	Prescribed Grazing Plan Records			(5)	EF	e_ConsPlan\Plans\Grazing_Plan\Records	
	Wildlife Habitat Plan ⁴	X		5	EF	e_ConsPlan\Plans\Wildlife_Plan	
	Wildlife Habitat Plan Records			(5)	EF	e_ConsPlan\Plans\Wildlife_Plan\Records	
	CNMP Signature Page		X	CNMP Folder	EF	e_ConsPlan\Plans\CNMP\Manure-Wastewater_Plan	
	CNMP Emergency Response Plan	X		(CNMP Folder)	EF / X	e_ConsPlan\Plans\CNMP\Manure-Wastewater_Plan	
	CNMP Manure/Wastewater Treatment Plan	X		(CNMP Folder)	EF	e_ConsPlan\Plans\CNMP\Manure-Wastewater_Plan	
	CNMP Land Treatment Plan	X	X	CNMP Folder	EF	e_ConsPlan\Plans\CNMP\Land_Treatment_Plan	
	CNMP Nutrient Management Plan	X		CNMP Folder	EF / X	e_ConsPlan\Plans\CNMP\Nutrient_Management_Plan	
	Nutrient Management Plan (Non-CNMP)	X		(CNMP Folder)	EF / X	e_ConsPlan\Plans\Nutrient_Mngt_Plan_Non-CNMP	
	Nutrient Management Plan Records			(CNMP Folder)	EF	e_ConsPlan\Plans\Nutrient_Mngt_Plan_Non-CNMP\Records or e_ConsPlan\Plans\CNMP\Nutrient_Management_Plan\Records	
	Forest Management Plan (if available from customer)			5	EF (IA)	e_ConsPlan\Plans\Forest_Plan	
	O&M -- Cover Sheet & Table of Contents	X	X	5	EF	e_ConsPlan\Conservation_Practices\Operation_Maintenance	*
	Operation & Maintenance Requirements	X			EF	e_ConsPlan\Conservation_Practices\Operation_Maintenance	
	Feed Management Analysis Report				EF	e_ConsPlan\Plans\CNMP_Manure-Wastewater\Feed_Management	
	Permits Documentation				ED	Assistance Note: indicating that all required permits have been obtained	
Digital Photographs				EF	F:\ Customer Digital Photos (Customer Subfolder)	* Practice Certification Photos.	

- X = Hard Copy Document
- ED = Electronic Data
- EF = Electronic File *
- X-R = Recommended, But Not Required To Be Provided To Customer
- EF (IA) = Electronic File If Available
- EF / X = If Electronic Document Is Not Created and Saved, A Hard Copy Document Must Be Maintained In NRCS Plan Folder
- * = Upload to DMS for CPCs

¹ Includes: Animal Mortality Handling, Wildlife Habitat Assessment, Sediment Indicators, VT2-Pesticide Storage/Handling, VT7-Manure Storage, Pasture Condition Score, StreamTemp/BankStability, 'Other' Erosion Worksheets, Forage Balance Worksheets, etc..

² All new notes will be maintained in the Customer Service Toolkit 'Assistance Notes' tab. They may be printed and filed in the hard copy NRCS Plan Folder as determined necessary by the individual Field Office. **Notes related to active Conservation Contracts should be printed and stored in the customer folder.** Scanned copies of all historical hard copy conservation assistance notes shall be stored in the e_ConsPlan\Correspondence\Assistance_Notes_Archive folder, if determined pertinent to the current farm operation or of value for continued assistance to the customer.

³ General Conservation Plan maps, soils maps, resource concerns maps, etc., will be stored directly in the 'e_ConsPlan\Maps' folder. Maps for practice specific plans (Grazing plan, Nutrient Management plan, Pest Management Plan, Wildlife plan) will be stored in subfolders within the 'e_ConsPlan\Maps' Toolkit folder.

⁴ Includes Wildlife Objectives and Inventory, and Wildlife Resource Concerns & Species pages included in the Wildlife Plan Excel Workbook.

Digital Photographs will be stored in: F:\ Customer Digital Photos (Customer Subfolder).

Yellow Highlight = Document type which requires a signature.