



WC QUALITY REVIEW WORKSHEET

District Conservationist _____ Field Office _____

Reviewer(s) _____ Date _____

Service Center Quality Review or 5% Quality review? **(Circle one)**

Fiscal Years reviewed: _____

AD-1026 requests _____ FSA-569's _____ Whistleblower Complaints _____

Reconsideration/Mediation _____ Mitigation Requests _____ CWs/CW+Year _____

A	WC Tracking:	Yes	No
1	Is there a tracking system for WC determinations and is it current?		
2	Is there a tracking system for Reconsiderations/Mediation/NAD appeals and is it current?		
3	Is there a tracking system for Whistleblower Complaints and is it current?		
4	Is there a tracking system for FSA-569s and is it current?		
5	Is there a tracking system for Mitigation requests and is it current?		
6	Is there a tracking system for Converted Wetlands (CW/CW+year) and is it current?		
B Job Approvals and Reviews:			
1	Who completes wetland determinations in this County? Do they have job Approval? 1. Name: _____ Title: _____ 2. Name: _____ Title: _____ 3. Name: _____ Title: _____		
2	What training is needed for the above individuals (if any)? 1. 2. 3.		
3	Number of Certified Wetland Determinations needed to be review @5%: _____		
4	Action Items/Suggestions/Commendations		

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C	Certified Wetland Determination review: # _____ of _____. FO: _____ Date: _____		
	Owner/Operator: _____ Farm/Tract: _____ Comments: _____		
D	Wetland Determination Procedures:	Yes	No
1	Is the AD-1026 signed by FSA, the producer, and appropriate parts completed with attached Producer Map and Farm Data report?		
2	Did NRCS date stamp the AD-1026 or record when it was received from FSA?		
3	Was the case folder checked for previous certified determinations?		
4	Was a base map needed for this determination? <u>If No skip to E1</u>		
5	Was a base map completed with site outlined, acres labeled, producer name, Farm and Tract number?		
6	Was a base map completed with sampling units, ROPs marked, linking label completed.		
7	Were CPA-6 notes completed?		
8	Did the CPA-6 notes provide enough information?		
9	Were determinations completed within the appropriate timeframe (15 days office or 60 days for field)?		
10	If determinations could not be completed within given timeframe was a delay letter sent?		
E	Data Form:		
1	Was a data form used? <u>If No skip to F1</u> or If yes which one- WWDM or ACOE (Circle one)		
2	Were all portions of the soils, plants, and hydrology completed?		
3	Was the manipulation, crop history, and preliminary wetland label portions completed?		
4	Was a wetland slide review completed?		
5	Did the slide review use 5 or more years and include all sampling units from the Base Map?		
6	Were the "Meets Wetland" and "New Wetland label" sections completed?		
F	Wetland Letters/Appeals:		
1	Do preliminary wetland letters have correct OW/OP information, location, and correct DNR contacts?		
2	Are all appeal rights and timelines offered in letters when an adverse decision is made?		
3	Are the NRCS-CPA-026s accurately completed (OW/OP, Farm-Tract, wetland labels, fields)?		
4	Certified wetland map provided with correct information (OW/OP, Farm-Tract, wetland labels, fields)?		
5	Are the NRCS-CPA-026s signed by an individual certified to do wetland determinations?		
6	Are adverse wetland letters/appeals/569 correspondence sent via certified mail or documented as hand-delivered to the OW/OP?		
7	For all wetland determinations/appeals, is an administrative record (in the case folder) maintained and does it include complete and accurate documentation?		
8	Copies provided to FSA?		
9	Was the Wetland letter, Certified Map, and 026e archived?		