

**TSP PROCESS FOR AG WASTE SYSTEMS
GUIDE SHEET**

PLANNING/DESIGN OF PRACTICE

STEPS	COMMENTS
1. The conservation planner discusses conservation plan alternatives, including the use of a TSP with producer.	Producer makes a decision to use TSP services.
2. The conservation planner requests FSO or ANMT engineer to complete a preliminary feasibility report and FO staff completes Environmental Evaluation, SD-CPA-52.	Report documents areas not suitable for or are of questionable suitability for AWMS construction.
3. The producer notifies the NRCS of the decision to use TSP to complete practices and DC explains the following: If producer chooses to complete the design prior to making an EQIP application, then additional points will be awarded as part of the ranking process.	Review the following information with producer: 1. NRCS letter to Producer regarding TSP Assistance. 2. How to use a TSP Fact Sheet. 3. TSP Step-by-Step Process for Program Participants. 4. Producer roles and responsibilities sheet. 5. Authorization of Release of Records Form. 6. Selecting a TSP Guide Sheet. 7. Considerations in Selecting a Contractor Guide Sheet
4. The conservation planner develops a conservation plan and develops contract.	
5. The producer signs conservation plan and program contract.	
6. The producers interviews TSPs and selects a TSP who is certified in the appropriate category and practice to complete contract practice and returns a copy of the signed TSP Authorization of Release of Information Form. If producer already has a design, just move to Step 7.	Items TSP should discuss with producer: See Selecting a TSP Guide Sheet for additional topics to discuss.
7. The producer, conservation planner, and TSP attend a pre-design meeting to discuss roles and responsibilities, SOW, Preliminary Feasibility Report, Timeline, etc.	The TSP conducts geotechnical investigation, surveys, etc., necessary to complete the design. Review the following information: 1. Pre-design Meeting Guide Sheet 2. Roles and Responsibilities 3. Preliminary Feasibility Report 4. SOW (deliverables for design)

8. The producer notifies DC that the design is complete and provides written documentation that all required permits, easements, approvals, and authorities as required by law have been obtained.	Review design documentation against SOW checklist for Waste Storage Facility.
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INSTALLATION OF PRACTICES

9. The producer notifies conservation planner that the TSP is ready to construct and local FO participates in a preconstruction meeting with contractor and TSP.	See preconstruction meeting guide sheet.
10. The producer notifies the NRCS of modifications to the design prior to implementing those changes.	The TSP keeps FO informed of changes or modifications that may have an impact on cost, environmental impacts, and/or feasibility of project.

CHECK-OUT OF PRACTICE

11. The TSP conducts checkout.	
12. The TSP provides producer with all deliverables as identified in the SOW.	The TSP needs to provide all deliverables 30 days after construction is complete.
13. The producer delivers copies to the FO of all work products developed during design and installation of practice.	Review SOW checklist and confirm documentation is provided. (Check-out notes, practice plans and drawings, certificate of compliance, quality assurance plan, inspection plan and notes, certification statements on plans, etc.) If items are missing, the TSP needs to coordinate with the producer and FO to provide needed items in a timely manner (within 30 days) so practice payment can be paid by the NRCS.
14. The TSP certifies installation of practices on the NRCS CPA-1245, the NRCS certifies in Section 1; participant certifies in section 2; and DC approves payment application in Section 3.	