

To be completed by Field Office

Field Office Worksheet for Technical Service Provider (TSP) TechReg and State Office Verification

Each TSP who signed the “PA CNMP Signature Page and Checklist” for the submitted CNMP must satisfy the first of the following criterion; each TSP who signed CNMP Plan Approval category must satisfy both criteria.

Begin worksheet by transferring the name and TSP number of each individual who has signed the PA CNMP Signature Page to the appropriate cell in the table below.

1. TechReg TSP verification for specific approval authority

Field Office to verify that each TSP who signed the PA CNMP Signature Page and Checklist is certified in TechReg in the category the TSP signed for. From the TechReg website (<http://techreg.usda.gov/>), follow the Find a TSP link to the Locate Technical Service Provider. Verify that the TSP is listed in TechReg in the CNMP Category the TSP signed for. Each TSP signing the signature page must be listed in the TechReg for the corresponding category. Record TechReg verification (yes or no) for each TSP in the **Criterion 1** cell below.

2. State Office TSP verification (first product review)

Field Office to verify that TSP who has signed the “PA CNMP Signature Page and Checklist” in the CNMP Plan Approval category has completed NRCS State Office Quality Assurance review (first product review). Call or email Travis Watkins (717-237-2147 / travis.watkins@pa.usda.gov) for state office verification of TSPs. **Information below will be used on the PA CNMP Acceptance Checklist.**

Technical Element	TSP Category	TSP Name as signed on signature page	TSP #	Criterion 1 TechReg Certified(Y or N)?	Criterion 2 PA S.O. Verification First Product Review(R or U or NS)
Manure and Wastewater Handling & Storage	CNMP Plan Development – Manure and Wastewater Handling & Storage				
Land Treatment	CNMP Plan Development – Land Treatment				
Nutrient Management	CNMP Plan Development – Nutrient Management				
Feed Management	CNMP Plan Development – Feed Management				
CNMP Plan Approval	CNMP Plan Approval				

- TSP STATE OFFICE VERIFIED: State office verifies all TSPs on the PA CNMP Signature Page and Checklist have completed “first product review.” Write **R** (Reviewed) in the column labeled Criterion 2 above.
- FIRST TSP PRODUCT UNDER STATE OFFICE REVIEW: State office indicates that the TSP on the TSP CNMP Signature Page and Checklist is currently undergoing “first product review.” Write **U** (under review) in the column labeled Criterion 2 above.
- STATE OFFICE FIRST PRODUCT REVIEW REQUIRED: State office indicates that the TSP on the TSP CNMP Signature Page and Checklist has not submitted the first product for state office review. Write **NS** (Not Submitted) in the column labeled Criterion 2 above.

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March 19, 2009