

General Manual
Title 450 - Technology

Part 407 - Documentation, Certification, and Spot Checking
Subpart A - Policy

KS407.2 Responsibilities

A. Each State Conservationist . . .

(4) Develop and issue . . .

(i) For jobs certified complete through contractor checkout, district employees, and others assisting the Natural Resources Conservation Service (NRCS) with technical assistance are to be included in the five percent spot check of conservation practices.

(ii) The state conservationist may approve specific, non-structural (vegetative, management, or agronomic) practices for producer certification. This process allows the producer to certify the completion of the practice application according to NRCS standards and specifications. Those practices approved for producer certification include 314, Brush Management; 328, Conservation Crop Rotation; 382, Fence; 511, Forage Harvest Management; 590, Nutrient Management; 595, Pest Management; 338, Prescribed Burning; 528, Prescribed Grazing; 329, Residue and Tillage Management No-Till/Strip Till/Direct Seed; 345, Residue and Tillage Management Mulch Till; 346, Residue and Tillage Management Ridge Till; and 344, Residue Management, Seasonal.

(iii) Producer self-certification guidance sheets will be provided to producers to assist them to properly certify practice completion. Producer certification guidance sheets are located in the Practice Documentation Requirements subfolder, under the appropriate practice in Section IV of the electronic Field Office Technical Guide (eFOTG).

(iv) The NRCS district conservationist (DC) has the option to implement producer certification within the field office service area and to establish protocols for quality control. As a minimum, the first practice certified as completed through producer certification would be spot checked, and as many thereafter, until the DC is satisfied that procedures and results are acceptable. After that point, any practice certified through producer certification would be included within the five percent spot check.

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Subpart B - Documentation and Certification

KS407.10 Supporting Data

C. All practices should be documented in the conservation plan (worksheet, Form NRCS-CPA-6, Conservation Assistance Notes, etc). Practice Documentation Requirements in Section IV of the electronic Field Office Technical Guide (eFOTG) contain guidelines and procedures for the design, layout, and checkout of several conservation practices. They outline the minimum amount of documentation needed for establishing practices. Worksheets or job sheets shall be completed for all practices for which these sheets have been developed.

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KS407.11 Checking Completed Work

D. The annual construction check notes for each contractor are to be retained under File Code 450-4 (TCH - Evaluations); and in accordance with General Manual Title 120, Section 408.63 (Natural Resources Conservation Service [NRCS] Records Guide). They should be retained for five years.

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Subpart C - Spot Checking

KS407.20 Procedure

A. Offices to be . . .

Each Management Unit (MU) will be spot checked at least once every third year.

E. Spot Checks of . . .

The annual construction check notes for each contractor are to be retained under File Code 450-4, TCH – Evaluations, and in accordance with General Manual (GM) Title 120, Section 408.63, Natural Resources Conservation Service (NRCS) Records Guide. These records should be retained for five years.

G. Selecting the Installation . . .

(1) At the beginning of the Fiscal Year (FY), the state office (SO) will provide a spot checking report that identifies targeted numbers of each practice that needs to be spot checked for that current FY. This targeted number includes both cost-shared and non-cost-shared practices. The targeted numbers will be based on an average of the applied practices from the preceding three years. This report will be used by administrative areas to carry out spot checking requirements.

(2) High risk conservation practices are defined as Classes IV and V Engineering Practices. All Classes IV and V Engineering Practices will be reviewed by the state conservation engineer as per National Engineering Manual (NEM) Part 501, Subpart A, Section KS501.05(b) and will be included as part of the five percent spot check requirement for that practice.

H. Personnel

(2) Field office personnel performing spot checks are to be rotated so that no two persons check each other's work in the same or successive calendar years. Persons making spot checks must have the technical expertise and, where applicable, engineering job approval authority that will qualify them to fully evaluate the practices being spot checked. At least every three years an engineer will spot check five percent of all engineering practices applied by each field office.

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KS407.20 Procedure (continued)

J. Reporting

(1) Results of all spot checking shall be entered into the Spot Checking Survey Database SharePoint Site. The use of Form KS-CPA-17, Spot Check for Conservation Practices, is optional.

(3) Technical Service Provider spot checking shall follow procedures outlined in the Kansas Quality Assurance Plan.

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KS407.20 Procedure (continued)

K. Follow-up

(1) The area office and the district conservationist (DC) shall follow the policy concerning direct assistance and trip reports in General Manual Title 330, Section KS404.2.

(2) The DC is responsible for notifying the participant and the office responsible for making cost-share payments and informing the participant of significant errors in Natural Resources Conservation Service (NRCS)-certified quantities of non-cost-shared practices.

It is seldom possible for the spot checker to check exactly the extent certified. Therefore, the following tolerances are allowed:

<u>Item</u>	<u>Unit</u>	<u>Maximum Tolerance of Certified Amount</u>
Earthwork Volume	cu. yds.	2%
Diversions	cu. yds.	2% + (20' x Avg. x Sect.)/27 x No. of diversions
Linear Measurement		
Terraces	feet	2% + 20' x No. of terraces
Waterways	feet	2% + 20' of total length to arrive at acreage
Fencing	feet	2%
Field windbreaks	feet	2%
Pipelines	feet	2%
Underground outlet tile lines	feet	2% + 10' x No. of tile lines
Area		
Earthwork	acres	2%
Pasture and hay planting	acres	2%
Range seeding	acres	2%
Farmstead and feedlot windbreaks	acres	2%
Critical area planting	acres	2%

A maximum tolerance of 2 percent is allowed for any practice not listed above.