

Checklist for Reviewing Conservation Plans

Complete this checklist for review of a conservation plan that has not also been reviewed as part of a conservation programs review.

The conservation plan is the basis for all assistance the Natural Resources Conservation Service (NRCS) provides to its customers. The hard copy is the official copy of the conservation plan.

Field Office		Planner			
Tract No.		Reviewer		Date	

Item	Question	Yes	No	Comments
1	Are land user objectives identified? Does Form NRCS-CPA-6, Conservation Assistance Notes, document the nine-step planning process?			
2	Are benchmark conditions of targeted resource considerations properly documented using appropriate assessment tools (for example, Kansas Wildlife Assessment Guide [KWAG], Revised Universal Soil Loss Equation 2 [RUSLE 2], Wind Erosion Prediction System [WEPS], range condition inventory, and digital photos)?			
3	Is it documented that the planner and the land user have been on the land together?			
4	Are resource concerns identified (Form KS-ECS-2, Resource Concerns Field Inventory (optional), Form NRCS-CPA-6, or NRCS-CPA-52, Environmental Evaluation Worksheet) and properly documented?			
5	Does the conservation plan include/address all the following items:			
•	State level developed practice narratives were used in the conservation plan.			
•	Job sheets, forms, worksheets, etc., are properly completed for both the planned level and application level.			
•	Did a certified planner, with proper conservation planning authority, sign the plan for technical adequacy?			
7	If Form NRCS-CPA-52 is completed for the expected environmental effects of the plan, does the planned practice adequately address the identified resource concerns. Is it appropriately signed for the policy in effect at the time?			
8	The plan folder is labeled and filed by the name of the person contacted when providing assistance.			

Tract #		Reviewer		Date	
Item	Question	Yes	No	Comments	
9	Does the conservation plan map include/address all the following items:				
•	Is the map created using official NRCS mapping software?				
•	Is the map title block completed according to Kansas policy?				
•	Are the outside boundaries and field boundaries of the planning unit clearly identified on the plan map?				
•	Are the field numbers, land use, and acres shown on the map and accurate with plan document?				
•	Are the land features (fences, terraces, range sites, etc.) identified with proper mapping symbols?				
•	Are planned and applied practice locations denoted on the conservation plan map?				
10	Is the following Soils/Range Information included/documented?				
•	Soils map printed from official NRCS mapping software, with no more detail than 1:12,000 scale unless the Kansas soils disclaimer statement is on the map.				
•	Map heading complete and soils legend and/or labels present.				
•	Non-Technical Soils Descriptions Report present.				
•	Range Site Map created using official NRCS mapping software.				
•	Range Site Map heading complete, range sites and condition class identified.				
•	Range site descriptions and legend and/or labels present.				
•	Key grazing areas and key species identified.				
11	Have follow-up contacts been made with the customer to continue the planning process (evaluate results, modify the plan, etc.)?				
12	Was a copy of the operation and maintenance (O&M) plan or a copy of the standard and specification provided to and reviewed with the customer for O&M requirements for each CP installed?				