

Checklist for Reviewing Technical Programs and Procedures

A. Soil Survey

1) Does the official soil survey meet the needs of the internal and external customers?

[Yellow response box]

2) Is there a method used to document deficiencies in the official soil survey?

[Yellow response box]

3) What interdisciplinary and interagency inputs are being used in the maintenance of the survey?

[Yellow response box]

4) Are the updated electronic Field Office Technical Guide (eFOTG) Section II soil reports and database being incorporated into the field office (FO) operations?

[Yellow response box]

5) Does the FO staff know how to use the web soil survey?

[Yellow response box]

B. PL-566 Watersheds

1) What is the understanding of Natural Resources Conservation Service (NRCS) personnel concerning the following:

a. The PL-566 program in Kansas and its potential use in developing plans and implementing practices to address flood prevention, fish and wildlife development, recreational area development, groundwater recharge, water quality improvement, conservation and proper use of land, and municipal and industrial water supply?

[Yellow response box]

b. Does the district conservationist (DC) understand the resource concerns and objectives identified in existing PL-566 watershed plans within the FO boundaries?

[Yellow response box]

c. Does the DC attend and participate in PL-566 watershed sponsor board meetings and provide support to those activities?

[Yellow response box]

d. After significant rainfall/flood events, does the DC assist the watershed sponsors in preparing news releases outlining the benefits and protection provided by the PL-566 structures?

[Yellow response box]

2) For active PL-566 projects with structures remaining to be built, what is the state status for the following?

a. Land rights

b. National Environmental Policy Act (NEPA) issues including:

- Wetland determinations
- Habitat evaluations
- Mitigation plans
- Cultural resource assessments

c. What is the status of project design?

d. What is the status of land treatment above proposed PL-566 structure sites? Is 50 percent or greater land treatment (or the percentage specified in the PL-566 watershed plan) in place? If not, what are the plans of the sponsors and NRCS to achieve the required treatment?

e. Does the DC participate in annual inspections of all completed PL-566, pilot, and Resource Conservation and Development (RC&D) project dams at least once every three years? What is the date of the last inspection on file at the FO? Are copies routed to the assistant state conservationist for field operations in accordance with policy?

3) Has the operation and maintenance (O&M) agreement for each watershed project been reviewed by the DC and the watershed sponsor within the last five years? Is this documented in the administrative file or in the watershed district minutes? Is O&M being completed by the district?

4) Are mitigation sites being evaluated and maintained in accordance with Kansas policy, mitigation agreements, and permits?

5) Is there an Emergency Action Plan (EAP) in place for all high hazard class (Class C) structures?

6) Are the DC and the PL-566 watershed sponsors aware of the Watershed Rehabilitation Program? Is there a need for rehabilitation of any PL-566, pilot, or RC&D dam within the watershed district due to hazard class change, deterioration of components, or sedimentation issues? Does the DC understand the process for assisting sponsors to apply for rehabilitation assistance?

C. Engineering

1) Review spot-check reports since last Quality Assurance Review (QAR). Are there any recurring problems?

2) Review job approval authority. Is it current and correct?

3) Review utility safety policy, letters, etc.

4) Review contractor checkout policy and documentation, checkout notes, training, etc.

5) Review use of current job sheets and design aids.

6) Review engineering equipment, including policy on checking levels, and document equipment needs.

D. Plant Materials

1) What is the level of understanding of the purpose and function of the plant materials program at the FO and area office (AO) levels?

2) What is the involvement of the FO and AO in the evaluation of plant materials and/or the development and promotions of plant science technology for conservation purposes?

3) Is the current State Long-Range Plant Materials Program on file? (Applicable to the AO only)

E. Resource Inventory

1) What quality assurance measures are you using to ensure that National Resource Inventory (NRI) data collected in your location is reviewed for accuracy?

2) Is the location of each PSU located in the county secured?

F. Geographic Information System (GIS), Remote Sensing (RS), Global Positioning System (GPS), and

1) Do employees have an understanding of GIS/RS/GPS/CST and their applications?

2) Are FO staff adequately trained in the use of GIS software and intended uses?

3) Do GIS products generated meet the needs of the customer?

4) Is overall support for database development, hardware/software installation, system administration, and

G. Cultural Resources Activities

1) Do employees have an understanding of procedure for addressing cultural resources in the planning

2) Have all FO employees that have conservation planning as a responsibility completed cultural resources

3) Does the FO access the Kansas State Historical Society's Web site for verification of known archeological

4) Does the FO enter cultural resource activity in the Performance Results System (PRS)?