

Date: 4/8/04

To: All Indiana NRCS Employees and Conservation Partner Organization Staffs

**Subject: Indiana Instructions for Completing Form NRCS-CPA-52,  
"Environmental Evaluation Worksheet"**

**GENERAL COMMENTS**

Recently a copy of the new NRCS Environmental Evaluation Worksheet (CPA-52), a 2 page form, along with some instructions on completing the form was sent out to the field. The source of information about the form and the National Environmental Policy Act (NEPA), in general, is the newly released NRCS-National Environmental Compliance Handbook. The handbook is available on the web at:  
[http://policy.nrcs.usda.gov/scripts/lpsiis.dll/H/H\\_190\\_610\\_Content.htm](http://policy.nrcs.usda.gov/scripts/lpsiis.dll/H/H_190_610_Content.htm)

The handbook can be viewed at this site or the file can be downloaded as desired. Realize if you download or print the form, it will take some time as it is a 188 page document. The form is explained in Part 610 of the Handbook, NEPA Exhibits, in SUBPART E- NEPA APPENDICES, Section 610.70.

You need to remember that this form was developed to

- Address a wide range of conservation systems from a single conservation practice to a complex conservation system with many conservation practices.
- Also it was meant to address a resource concern anywhere in the United States.

So do not be concerned, if you as a professional conservationist only feel a few items on the form are appropriate for a particular project site and you only therefore utilize a few boxes on the form. The important thing is that

- You use the form on each site to document that you checked appropriate items before the project was started, and
- The conservation process the federal government assisted a landowner with followed current government policy.

We have developed an Indiana shortened version of the form dated 4/8/04. We have eliminated some of the boxes on the national form that do not relate to Indiana (i.e. we do not currently need to worry about Coral Reefs or Essential Fish Habitats in Indiana). We have also changed some of the column widths to make the form easier to use. In the near future, we plan to develop the document as a "fillable form".

Several people have requested an example of a completed form. We worked with the Area Resource Management Specialist and State Office Programs and Technology staff to provide completed form example. The national office has said they are proposing web based training on how to use the form in the future. I would recommend you seek guidance from your appropriate Assistant State Conservationist for Field Operations and his or her designated staff on use of the form in your particular field office.

If additional assistance is needed on any part of the form, contact your Assistant State Conservationist for Field Operations, Area Resource Management Specialist or Area Engineer or other appropriate Area Staff. If State Office assistance is needed, coordinate your request through the State Environmental Liaison, Phil McCloud, or if you have specific special need contact the appropriate State Staff Specialist.

If you have any other questions or comments please contact me. My phone number is 317-290-3200 ext. 388.

Ron Lauster  
SRC, NRCS, Indpls, IN