

General Manual
Title 450 - Technology

Part 407 - Documentation, Certification and Spot Checking

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Part 407 - Documentation, Certification and Spot Checking

Subpart A - Policy

WA407.01(c)

WA 407.00 General

- a. The Natural Resources Conservation Service (NRCS) has responsibility for ***developing conservation plans and*** installing conservation practices under a number of programs. These ***plans and*** practices protect natural resources and affect public safety, health, and well-being. It is essential that the practices as installed and maintained perform their intended function.
- b. This subpart sets forth NRCS policy and responsibility for
 1. Recording supporting data for ***plans, including Comprehensive Nutrient Management Plans, and*** practices applied with NRCS technical assistance.
 2. Certifying conservation practices installed under cost-share programs.
 3. Spot checking compliance with standards and specifications of all completed conservation practices.
- c. ***The State Conservationist has supplemented the national policy, written in bold and italic, to provide specific guidance for Documentation, Certification and Spot Checking in Washington.***

WA 407.01 Policy

Responsibility for ***plan development and*** practice compliance with applicable standards and specifications rests with the line officer. To assist line officers carrying out this responsibility, it is NRCS policy to

- a. Obtain, record, and file information on quantity of ***plans developed and*** practice units installed.
- b. Verify that all practices completed with NRCS technical assistance meet approved standards and specifications and can be part of a planned resource management system.
- c. Document spot checks of completed conservation ***plans and*** practices.

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WA 407.01(d)

- d. Check ***a minimum of*** five percent (5%) of all ***new conservation plans and installed cost-shared practices each fiscal year.***
- e. ***When a deficiency is discovered,*** record evidence that all necessary corrective action has been completed ***within agreed to timeframe using WA-CPA-06, “Documentation of Deficiency Corrections”.***

WA 407.02 Responsibilities

- a. Each state conservationist is to
 - 1. Maintain up-to-date state policy and procedures indicating
 - i. Planning, installation, and certification information to be obtained, recorded, and filed for all practices.
 - a) ***Conservation Plan documentation requirements are found in the National Planning Procedures Handbook.***
 - b) ***Conservation Practice Documentation Requirements are available for all practices in Section IV of the Washington State eFOTG.***
 - c) ***The Multi-County Teams will use the current reporting systems or any other means to determine work (practices, plans, contracts, etc.) subject to quality reviews. All completed work subject to quality reviews will be identified on summaries that clearly indicate the activities completed by individuals within the Team, the totals for the Team, and percentages checked.***
 - ii. The requirements and procedures for spot checking installed practices.
 - a) ***The District Conservationist is responsible for conducting quality reviews, consistent with state and national policy. This includes scheduling reviews within the Teams, assigning qualified personnel to carry out reviews, assuring follow-up to correct identified deficiencies, providing training and/or appropriate guidance to personnel performing unacceptable work, and reporting results of the annual quality reviews to the Area Conservationist by December 1 of each year. See WA-CPA-01, Spot Check Timeline, in Subpart D - Exhibits for other key due dates.***
 - b) ***The reviewer must have the job approval authority to implement the work being reviewed and must also be knowledgeable of all policy and procedural requirements for its implementation.***

- c) *When qualified personnel are not available within the Team, assistance shall be requested from another Team, Area Office, or the State Office. The District Conservationist should ensure that work of exceptional quality is identified and personnel responsible are recognized.*
 - d) *Personnel conducting quality reviews are responsible for reviewing all pertinent aspects of the work to ensure conformance with national and state policy and procedure.*
 - e) *It is imperative that the reviewer's findings be objective and not be based on personal opinions or personal relationships with the originator of the work. Quality reviews will emphasize personal contacts with the planner, designer and landowner to take full advantage of the opportunity to learn on the job.*
 - f) *The reviewer will clearly document the results of each spot check on the appropriate form, WA-CPA-03 through WA-CPA-05, and will make recommendations for curing any deficiency found or recognizing exceptional and innovative work.*
- iii. Non-cost-shared items to be spot checked. (Resource Management Systems, land adequately treated, etc., may also be included.) Adequate checks of conservation practices are to be made to insure quality work. *Since each practice, cost-shared or not, should be spot checked at least every 3 years, it may be necessary to include non-cost-shared practices in the fiscal year review. These spot checks are in addition to the five percent (5%) requirement for cost-shared practices.*
 - iv. Whether spot checking will be by fiscal or calendar year. *For Washington, spot checks will be made on a fiscal year basis for practices applied between October 1 and September 30. Area summaries (documented on WA-CPA-02), review reports (documented on WA-CPA-03 through WA-CPA-05) and follow-up reports (documented on WA-CPA-06) are submitted to the State Conservationist by December 15 each year. See WA-CPA-01, Spot Check Timeline, in Subpart D – Exhibits for key dates.*
2. Develop and issue policy on accepting work of those outside NRCS.
- i. *Interim final rules for assistance by Technical Service Providers (TSP), as published in the Code of Federal Regulations, Title 7, Volume 6, Revised as of January 1, 2006, stipulate that NRCS will evaluate the quality of the services rendered by certified TSPs, in accordance with Section 652.7 of the rule. TSPs are required to make certain information available to be used by NRCS in its quality assurance process, enabling the identification of any deficiencies and allowing the TSP to take remedial action before any decertification action becomes necessary.*

WA 407.02(2)(i)

Quality assurance of TSP work will be conducted by NRCS in accordance with additional guidance as provided in the Technical Service Provider Handbook, Title 180.610.52, and the State Quality Assurance Plan.

The specific procedure for review of TSP work (both Producer-selected and through contribution agreements) in Washington is:

- a) ***Responsible Official/AC will determine appropriate individual/team to conduct the review.***
- b) ***Reviewer determines what jobs, practices, and functions should be reviewed within the following guidelines:***
 - (1) ***All contracts and agreements (including contribution agreements) must be reviewed.***
 - (2) ***First time reviews will be conducted for each provider for each type of practice they perform. The initial review should be conducted within 90 days after completion of the first practice.***
 - (3) ***Subsequent reviews will be conducted using the same procedure as described for spot checking above, including the total number of TSP-applied practices into the total number of all practices to be checked to determine the five percent necessary for review.***
- c) ***Report of findings will be included in the Area Summary due to the State Conservationist on December 15.***
- d) ***If a deficiency is revealed, the Responsible Official/AC will notify the provider and State Conservationist and require corrective action as appropriate. Cure of the deficiency will also be reported to the State Conservationist.***

ii. Non NRCS Personnel

All work for which NRCS has technical responsibility is subject to quality review requirements as defined by this policy.

3. Issue policy or procedure statements outlining the responsibilities of Area and District Conservationists.

The District Conservationist is responsible for carrying out policy for spot checking practices within the administrative unit for which they have supervisory responsibility.

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The District Conservationist is responsible for requesting, coordinating, and scheduling spot check activities for all Field Offices in the Team. The District Conservationist will ensure that reported deficiencies in each Field Office are corrected and will maintain records supporting that all of the corrective actions have been completed. The WA-CPA-06, Documentation of Deficiency and Corrections, will be completed and included in the Multi-County Team Report due to the Area Conservationist on December 1.

When spot check reports indicate that training is needed, the District Conservationist will ensure that training is included in the employee's Individual Development Plan and is scheduled and executed in a timely manner.

4. Establish the format for recording information on each *conservation plan and practice* and the method of filing. *Forms WA-CPA-02, WA-CPA-03, WA-CPA-04, WA-CPA-05, and WA-CPA-06 as appropriate are to be used to document the spot check process. These forms are to be filed by fiscal year within the Administrative filing system under LAND TREATMENT PROGRAMS Spot Checks 300-4-5.*
5. Include checks of supporting data and the spot-checking procedure in Program, Functional, and *Field Office* appraisals.
 - i. Area and District Conservationists, within their assigned responsibility, are responsible for the quality of *plans and* practices installed with NRCS technical assistance.

Part 407 - Documentation, Certification and Spot Checking

Subpart B - Documentation and Certification

WA 407.10(a)

WA 407.10 Supporting Data

- a. A conservation practice is a part of a Resource Management System that is functional and accomplishes the conservation objective. Supporting data are to include a record of planning, design, installation, checking, and maintenance necessary to insure an effective practice.

All technical supporting data will be maintained in the client's Field Office case file (or a separate file with location referenced in the case file) and in appropriate Customer Service Toolkit folder.

Documentation of conservation planning application data may be "in hard copy, electronic format, or both, as appropriate" (GM180 Part 409.5).

When reviewing program activities, conservation plans, and practices that have been developed or applied with NRCS technical assistance, the reviewer will evaluate in the context of WHERE, WHEN, HOW MUCH, AND WHAT has been planned and/or implemented. A determination of the NEEDS and PRACTICALITY of the activity will also be a component of the evaluation.

- b. Supporting data include those features of a practice that can be measured, surveyed, tested, or observed. The completed work is to be checked against the plans and specifications or other requirements to insure a satisfactory job. Check notes or observations become a part of the supporting data along with previous planning, layout, or documenting records.
- c. Each State Conservationist is to develop documentation requirements for conservation practices as needed. Location identification is required for all practices; this can be a sketch on the job plans, field notes, aerial photographs, or special forms, or a reference to the conservation plan map. *The location shall include the Field, Tract, and Farm Number. Site investigation, design, and construction data are required for most engineering practices as outlined in the National Engineering Manual and Washington supplements.* The data should be sufficient to show that the installation meets standards and specifications.

Practice application supporting data is required for both cost-share and non-cost-shared practices. Practice Documentation Requirements worksheets found in Section IV of the eFOTG establish the minimum documentation to be completed when the practice is completed and certified.

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WA 407.11(a)(4)

Installed/applied amounts, etc. provided as data entry elements on Conservation Practice Documentation Worksheets are to be accounted for in documenting practice application. Practice units recorded will be consistent with the practice standard referenced in the National Handbook of Conservation Practices (NHCP).

- d. *The General Manual lists representative conservation practices in Subpart B Part 407.10 (a) including supporting data normally needed for each practice. This listing of practices and required supporting data is not all inclusive, nor is the information provided to serve as a substitute for practice standards and specifications.*

Quality of materials and practice installation/construction shall meet the expected practice specifications and practice life span.

WA 407.11 Checking Completed Work

- a. Check completed work for compliance with plans and specifications. The checker is to record, date, and sign the notes, and include a statement that the practice does or does not meet the requirements. *Checker is to ensure that certification of completed work is signed and dated by person with appropriate job approval authority for practice (size, extent, complexity, etc.).* List deficiencies for practices that do not meet the requirements.
1. *The findings of spot checks of engineering practices are recorded on form WA-CPA-03, "Spot Check Report (Engineering Practices)", see Subpart D – Exhibits for blank form. Copies of completed forms WA-CPA-03 are forwarded to the responsible Area Conservationist in the Multi-County Team Report.*
 2. *The findings of spot checks of non-engineering practices are recorded on form WA-CPA-04, "Spot Check Report (Ecological Practices)", see Subpart D – Exhibits for blank form. Copies of completed forms WA-CPA-04 are forwarded to the responsible Area Conservationist in the Multi-County Team Report.*
 3. *The findings of spot checks of conservation plans are recorded on form WA-CPA-05, "Spot Check Report (Conservation Planning)". See Subpart D-Exhibits for blank form. Copies of completed forms WA-CPA-05 are forwarded to the responsible Area Conservationist in the Multi-County Team Report.*
 4. *Field Offices are to maintain spot check files under LAND TREATMENT PROGRAMS Spot Checks 300-4-5. This file is to contain all spot check reports whether cost-shared or not. Supporting data and spot check records are to be disposed of five (5) years after the spot check is completed, provided all deficiencies have been corrected.*

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WA 407.11(b)

- b. Sampling can be used to record supporting data for jobs with a number of similar components such as a system of irrigation field ditches, small laterals, and small structures for water control such as checks, turnouts, and pipe drops. Sample is taken from segments or parts that appear least likely to meet specifications. The checker is to be satisfied that entire job meets specifications and records supporting data for the selected sample. The location of the sample is to be identified.
- c. The supporting data for some practices include computations for quantity. Such computations are required only if cost sharing is based on quantities such as cubic yards, acres, etc. Computations made when the structure or practice was designed suffice if applicable to the completed work.
- d. Qualified contractors and other qualified individuals should be encouraged to design, lay out, and check conservation practices (see National Engineering Manual, 210-501.00 to 501.09). Class 1, 2, and 3 jobs may be accepted provided all other conditions of this section are met. Class 4 jobs and above are to be reviewed and accepted by those having appropriate approval authority before installation is started. Design and installation must conform to approved technical standards and specifications. The contractor and other qualified individuals can furnish signed statements and notes giving appropriate information and measurements to show that standards and specifications have been met. Backup data need not be in the format used by NRCS but must be legible and understandable. The NRCS employee responsible must be satisfied that the work of these individuals will meet specifications before accepting their statements and measurements as supporting data. In addition, complete construction checks should be made on one or more jobs installed by each contractor during the year, and the check notes should be recorded and filed. (See 407.20 [c]) *All contractors installing engineering practices shall be certified in accordance with the National Engineering Manual (NEM) and Washington supplements to the NEM.*

WA 407.12 Certifying Performance for Cost-Sharing, Incentive Payments, or Completed Practices

- a. Certify performance on all identifiable units of the practice that are completed according to the plans and specifications. The measurements, computations, or other data to support certification can be recorded on job plans, field notes, or special forms.

Practice Documentation Requirements worksheets found in Section IV of the eFOTG, establish the minimum documentation to be completed when the practice is completed and certified.

- b. In certifying performance of practices that are cost shared according to a proportion of total cost, report compliance or non-compliance with approved technical specifications and the amount of the practice performed in applicable cost-sharing units. It is the recipient's responsibility to present to the agency providing cost sharing documentary evidence of the amount of machine time, labor, and materials used to determine cost sharing. ***Refer to GM120 Part 404.70 and/or applicable program manuals in Title 440.***
- c. If performance has been properly completed except for items the recipient cannot check, **state this on the certification.** This procedure should be followed only when there is good reason to expect that the recipient will follow through promptly. Discuss these items so that the recipient understands what is expected to be done.
- d. ***The State Conservationist may approve specific, non-structural (Ecological) practices for landowner certification. This process allows the landowner to certify completion of practice application according to NRCS standards and specifications on cost-share or incentive payment claims. The following conditions apply:***
 - 1. ***The NRCS District Conservationist has the option to implement landowner certification within the Field Office service area and to establish protocols for quality control. A minimum of 10 percent (10%) of landowner-certified practices must be reviewed for quality each year. The District Conservationist may perform quality reviews on more than the minimum until assured that the procedure and results are acceptable.***
 - 2. ***The quality review procedures for each Field Office are to be approved by the Area Conservationist and applied in an unbiased manner toward all participating landowners.***
 - 3. ***Communication and training for landowners is critical to the success of this process by providing an opportunity to identify, prevent, or resolve potential problems and improve application and management of conservation practices.***
 - 4. ***Practice documentation requirements for landowner certification will follow Subpart B WA 407.10 a through d.***
 - 5. ***NRCS employees will not be approved for landowner self-certification on lands they own or manage.***
 - 6. ***For management practices, NRCS will certify the practice the first year of implementation. The producer could self-certify in subsequent years.***
- e. ***The individual who certifies practice performance is fully responsible for verifying that the individual who approved the completed practice has adequate job approval authority for “Application” of that practice.***

Subpart C - Spot Checking

WA 407. 20(a)

WA 407. 20 Procedure

a. Practices and Plans to be Spot Checked

All practices and plans are subject to spot checking. Spot-checking procedures for non-cost-shared practices are the same as for cost-shared practices.

b. Frequency

1. Spot checking is to be done annually.
2. Spot check practices as soon after completion as practical. Spot checking should be done throughout the year to correct errors or omissions in promptly complying with specifications and prevent a heavy spot-checking work load at the end of the year. However, if many practices are completed later in the *fiscal* year, spot checking may be extended into the next *fiscal* year for a reasonable period, ***but no later than November 15***. Some vegetative and management practices can be spot checked only during certain seasons.
3. ***Spot checks in Washington are made on a fiscal year basis for practices applied between October 1 and September 30. See WA-CPA-01 in Subpart D - Exhibits for Spot Check Timeline.***
4. ***Spot checks should be performed at the appropriate time throughout the year. For example, Prescribed Grazing, Range Planting, or Pasture and Hay Planting should not be evaluated when there is snow cover.***

c. Amount of Spot Checking

1. ***The spot check should include*** each type of practice installed or reported in a field office or county that is required to be spot checked or has been designated by the State Conservationist. It should not be necessary to check more than three to five practice installations in a field office or county even though more are required by literal application of the 5 percent rule. ***The number of practice installations to be checked remains at the discretion of the person performing the spot check and the District Conservationist.***
2. ***A minimum of five percent (at least 1) of plans and cost-shared practices will be spot-checked in each Team. Each Team will ensure that all employees who have completed plans and/or practice applications receive adequate quality reviews. When there has been a large number of a specific activity performed (i.e., CRP plans), no more than five spot checks will be made for that activity, unless:***

WA407-10

WA 407. 20(d)(1)

- *The reviewer determines that additional spot checks are needed, OR*
 - *More are needed to ensure that at least one spot check is conducted for each employee in the Team completing a specific activity.*
 - *A high incidence of deficiencies is noted, either by the type of practice or by an individual.*
3. Spot checks should be distributed among various practices applied during the year, and each practice should be spot checked at least every 3 years. If errors or deficiencies are found, check additional installations until a true picture of the quantity and quality of the work is obtained. All cost-shared practices for which NRCS is technically responsible on all farms or lands that NRCS employees own or have an interest in are to be checked. A **minimum** spot check of 5 percent of contractor certifications **will be made**. These checks, as well as those checks made during Program, Functional, **or Field Office** appraisals, are counted as part of the spot-check requirement.

d. **Selecting the Installation to be Spot Checked**

1. Determine the kind and number of practices installed in the fiscal year from field office records. ***The District Conservationist will compile a record, by individual, of all plans and practices completed in the Multi-County Team.***

In coordination with all involved staff (Field Office, Area Offices, State Office), the District Conservationist will schedule spot checks for each Team within the Area. Each District Conservationist is to track completion of spot checks needed and performed throughout the fiscal year using WA-CPA-02 "Summary of Practices Applied and Spot Checked". Identify practices by NHCP name and code. The WA-CPA-02 shall also include all cost-shared practices installed on lands owned or managed by NRCS employees.

Separate WA-CPA-02 summaries are to be prepared for engineering practices, ecological practices, and plans. Summaries (form WA-CPA-02) are submitted to the Area Conservationist when spot check requirements for the fiscal year have been met, but no later than December 1 of each year.

The Area Conservationist will compile WA-CPA-02 information for all Teams and submit an Area summary report, along with all completed Spot Check Report forms (WA-CPA-03, WA-CPA-04, and WA-CPA-05) and Documentation of Deficiency Correction (WA-CPA-06) to the State Conservationist by December 15 of each year. See WA-CPA-01 in Subpart D – Exhibits for Spot Check Timeline.

WA407-11

WA 407.20(d)(2)

2. The person doing the spot checking should select random samples of the technical work of as many members of the field office staff as practicable. Over a period of not more than 3 years, the work of each member of the staff *shall* be spot checked.

e. **Personnel**

1. Spot checking is not to be done by anyone who determined need, provided technical assistance during construction, made the construction check, or certified performance.
2. *Any employee with appropriate job approval authority can conduct spot checks. Only Journey or Master planners can conduct plan reviews.* Agronomists, biologists, range conservationists, woodland conservationists, or other appropriate disciplines should spot check appropriate practices during field office visits. Field office personnel can spot check for other field offices, if necessary. No employee can spot check work on land in which he or she has a vested interest.

f. **Method of Checking**

1. Checking will determine the accuracy and adequacy of the design, quality of installation, accuracy of measurements and computations, adequacy of supporting records, and the need and practicability of the practice, including its role in a resource management system. The checker should make enough notations to substantiate checking of the installation and the supporting data. The checker is to record the observations and measurements made in determining accuracy of the original document.

Spot checker shall complete form WA-CPA-03 or WA-CPA-04 or WA-CPA-05 for each practice or plan checked. All additional notes and practice documentation records are attached to these forms.

Individuals with “Field Engineering Designation” (FED) shall comply with technical documentation requirements located in NEM WA511.11

2. Notes and records of spot checks are to be filed at the *servicing* field office that *is identified in the conservation plan.*

Field Offices are to maintain spot check files under LAND TREATMENT PROGRAMS Spot Checks 300-4-5. This file is to contain all spot check reports and documentation of deficiency correction, whether the practice was cost-shared or not.

WA407-12

g. Reporting

1. Report all spot checks as soon as they are completed. Address the report to the Area Conservationist or to the State Conservationist for those states without Areas, with a copy to the District Conservationist. Include the following information ***using form WA-CPA-03, WA-CPA-04, or WA-CPA-05 as appropriate.***
 - i. Name and extent of each practice checked.
 - ii. Participant's name and location of property on which a practice was checked.
 - iii. Statement that the practice checked met specifications and the amount certified is correct.
 - iv. Program under which applied.
 - v. Adequacy of supporting data.
 - vi. Other comments as needed.
2. If the spot check reveals deficiencies such as a practice that fails to meet specifications, lack of supporting data, or errors in quantities, use the report ***WA-CPA-06*** and include:
 - i. Details of how the practice failed to meet specifications or lacked adequate supporting data, or both.
 - ii. Recommendations for correcting deficiencies.
 - iii. Suggested training or other action to help prevent recurrence of deficiencies.
Recommended actions to correct identified deficiencies are to be determined jointly by the person completing the spot check and the Area or District Conservationist.
3. If the spot check reveals quality work, this should also be documented.

h. Follow-up

1. Prompt and thorough follow-up of spot-checking reports is essential. If the checker questions ***the specific*** need and practicability ***of a given practice***, he or she is to discuss the findings and opinions with ***the Area Conservationist***. The Area Conservationist is to report annually the status of spot checking to the State Conservationist within 90 days after the end of the spot-check year (***by December 15***). Deficiencies are to be described in detail, and a follow-up report ***to the State Conservationist*** is required each 60 days until all follow-up action has been completed.

WA 407.20(h)(2)

2. ***The Area Conservationist is to report the status of spot checking to the State Conservationist by December 15 each year. See WA-CPA-01 in Subpart D - Exhibits for Spot Check Timeline.***

Where deficiencies are noted, the District Conservationist is to send a follow-up report to the Area Conservationist each 60-day period, including a copy of all follow-up correspondence, until all follow-up action has been completed and deficiencies have been resolved. The WA-CPA-06 is to be used to document correction of the deficiencies.

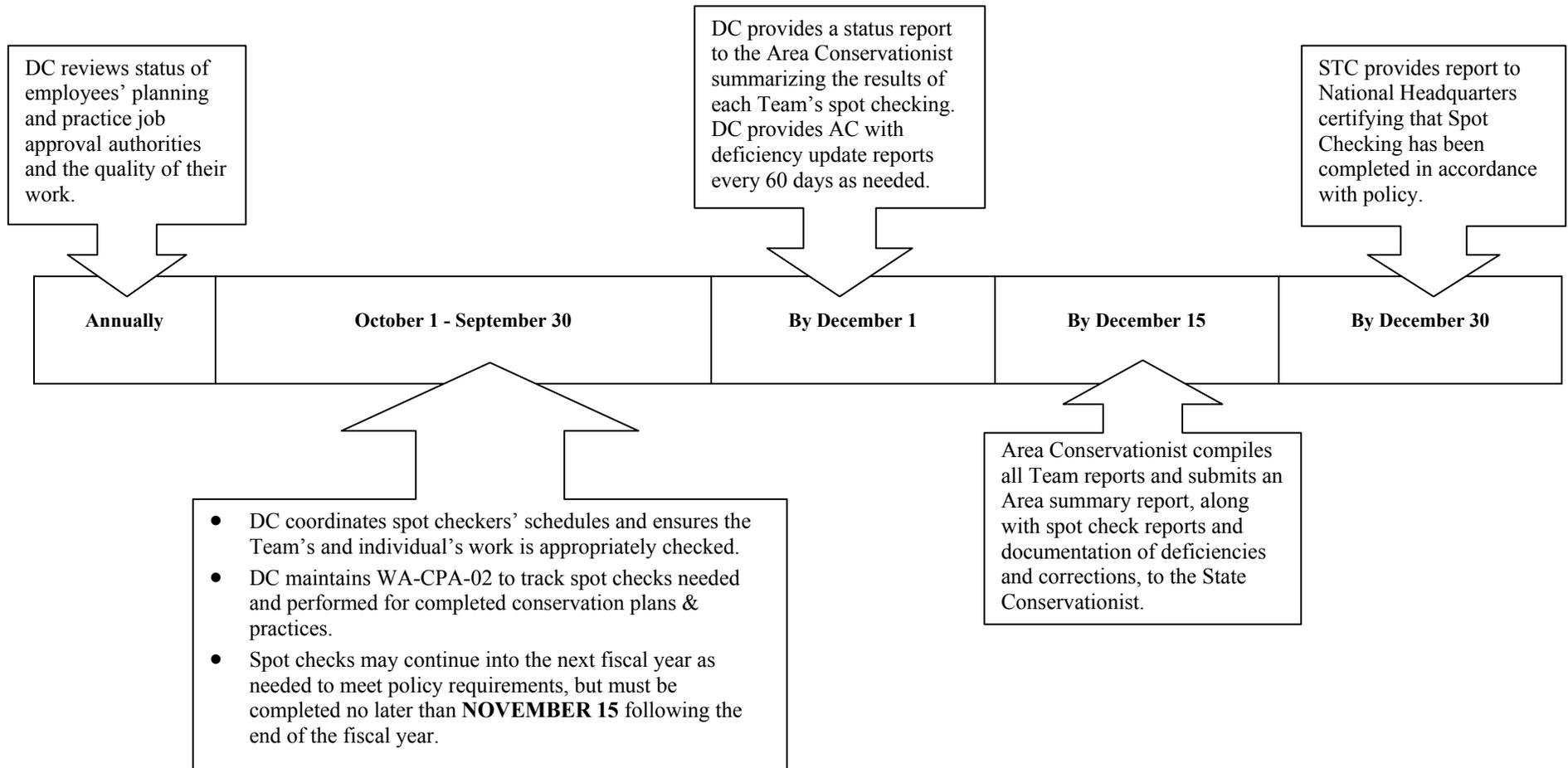
3. ***If the checker, in consultation with the District Conservationist and Area Conservationist, determines that performance of a practice has been certified and significant errors in quantities certified are found, the office responsible for making cost-sharing payments and the participant are to be informed immediately. If a practice does not meet specifications, the District Conservationist is to take action immediately to assist the participant in making necessary modifications to meet specifications.***
4. ***When corrective measures have been taken, a final check is to be made and the case closed. If corrective work is not done, the agency providing cost sharing is to be given the information and take further action in accordance with Program regulations.***

Subpart D – Exhibits

U.S. Department of Agriculture
Natural Resources Conservation Service

WA-CPA-01
June 2009

Spot Check Timeline



Subpart D – Exhibits

U.S. Department of Agriculture
Natural Resources Conservation Service

WA-CPA-02
June 2009

Summary of Practices Applied and Spot Checked ¹

Field Office: _____ Fiscal Year: _____

				No. Practices Approved			No. Spot Checks	
Practice Name	Practice Code	Employee ²	Last Year Checked	Cost-Shared	Non Cost-Shared	Total	Needed	Performed

¹ – Prepare separate reports for engineering practices and for ecological practices and plans.

² – Show employee responsible for design approval of engineering practices and employees responsible for planning vegetative or management practices.

Submitted By: _____ Date: _____
District Conservationist

Subpart D – Exhibits

U.S. Department of Agriculture
Natural Resources Conservation Service

WA-CPA-03
June 2009

**Spot Check Report
(Engineering Practices)**

Spot Check of Practice Installation at _____ Field Office
 Cooperator or Group Name: _____ Farm No. _____ Tract No. _____
 WA NRCS Practice Name: _____ Practice Code: _____ Job Class: _____
 Practice Cost Shared? YES NO Date Practice Installed: _____ Farm Bill Program: _____
 Practice Planned By: _____ JAA: _____ Needed & Practicable? YES NO _____
 Practice Design Approved By: _____ JAA: _____ Date Design Approved: _____
 Practice Certified By: _____ JAA: _____ Date Certified: _____
 Field Engineer Designation (See NEM WA511, Subpart B)? YES NO If yes, Job Class Level: _____
 Does Practice Meet NRCS Standards and Specification? YES NO _____

Practice Units Performed

Practice Component	Units	Amount Installed	Amount Spot Checked

Adequacy of Supporting Data	Deficient	Adequate	N/A
Inventory & Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Env. Considerations (see CPA-52)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Computations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Drawings and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Check, Inspection Notes, As-Built and Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other - (from Practice Documentation Requirements worksheet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of Deficiencies noted above: _____

Suggested Corrective Action(s): _____

Attach supporting data and additional sheets, if needed. District Conservationist will forward a copy of this Spot Check report to the Area Conservationist.

Spot Checker _____ District Conservationist _____
 Date: _____ Date: _____

Subpart D – Exhibits

U.S. Department of Agriculture
Natural Resources Conservation Service

WA-CPA-04
June 2009

**Spot Check Report
(Ecological Practices)**

Spot Check of Practice Installation at _____ Field Office
 Cooperator or Group Name: _____ Farm No. _____ Tract No. _____
 WA NRCS Practice Name: _____ Practice Code: _____ Job Class: _____
 Practice Cost Shared? YES NO Date Practice Installed: _____ Farm Bill Program _____
 Practice Planned By: _____ JAA: _____ Needed & Practicable? YES NO
 Practice Design Approved By: _____ JAA: _____ Date Design Approved: _____
 Practice Certified By: _____ JAA: _____ Date Certified: _____
 Does Practice Meet NRCS Standards and Specification? YES NO

Practice Units Performed

Practice Component	Units	Amount Installed	Amount Spot Checked

Adequacy of Supporting Documentation	Deficient	Adequate	N/A
Inventory & Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Considerations (see CPA-52)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jobsheet / Site-Specific Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check-out Notes, As-Built, and Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Producer Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other - (from Practice Documentation Requirements worksheets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of Deficiencies noted above: _____

Suggested Corrective Action(s): _____

Attach supporting data and additional sheets, if needed. District Conservationist will forward a copy of this Spot Check report to the Area Conservationist.

Spot Checker

Date:

District Conservationist

Date:

Subpart D – Exhibits

U.S. Department of Agriculture
Natural Resources Conservation Service

WA-CPA-05
June 2009

**Spot Check Report
(Conservation Planning)**

Spot Check of Plan at: _____ Field Office

Cooperator Name: _____ Farm No. _____ Tract No. _____

Name of Planner: _____ Planner Certification: Basic Journey Master

Plan Approved by: _____ Journey Master

Plan Type: _____ RMS Progressive

Adequacy of Plan Documentation

Deficient

Adequate

Description of Benchmark Condition	<input type="checkbox"/>	<input type="checkbox"/>
Clear statement of client’s objectives	<input type="checkbox"/>	<input type="checkbox"/>
Use of Resource Concerns Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Development, Evaluation and Description of Alternatives	<input type="checkbox"/>	<input type="checkbox"/>
RMS Alternative Developed and Offered	<input type="checkbox"/>	<input type="checkbox"/>
Description of Resource Concerns Addressed	<input type="checkbox"/>	<input type="checkbox"/>
Documented Decision(s)	<input type="checkbox"/>	<input type="checkbox"/>
Good Quality Maps with Legend	<input type="checkbox"/>	<input type="checkbox"/>
Organized Case File	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Evaluation (CPA-52)	<input type="checkbox"/>	<input type="checkbox"/>
Technical Assistance Notes indicating effectiveness of the plan	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of Deficiencies Noted Above: _____

Suggested Corrective Action(s): _____

Attach supporting data and additional sheets, if needed. District Conservationist will forward a copy of this Spot Check report to the Area Conservationist.

Spot Checker

District Conservationist

Date:

Date:

Subpart D – Exhibits

U.S. Department of Agriculture
Natural Resources Conservation Service

WA-CPA-06
June 2009

**Quality Review
Documentation of Deficiency Corrections
Program Year: _____**

Field Office: _____

Operator's Name and Address : _____

Practice, Plan, or Other Conservation Work

Name: _____ Code: _____

1. Corrective Action Taken _____

Responsible Person _____

_____ Date

2. (Check One)

I concur with the follow-up action indicated above and have signed below.

The following action is needed to correct the deficiency.

Describe: _____

District Conservationist
Concur

_____ Date

Area Conservationist
Approve

_____ Date