

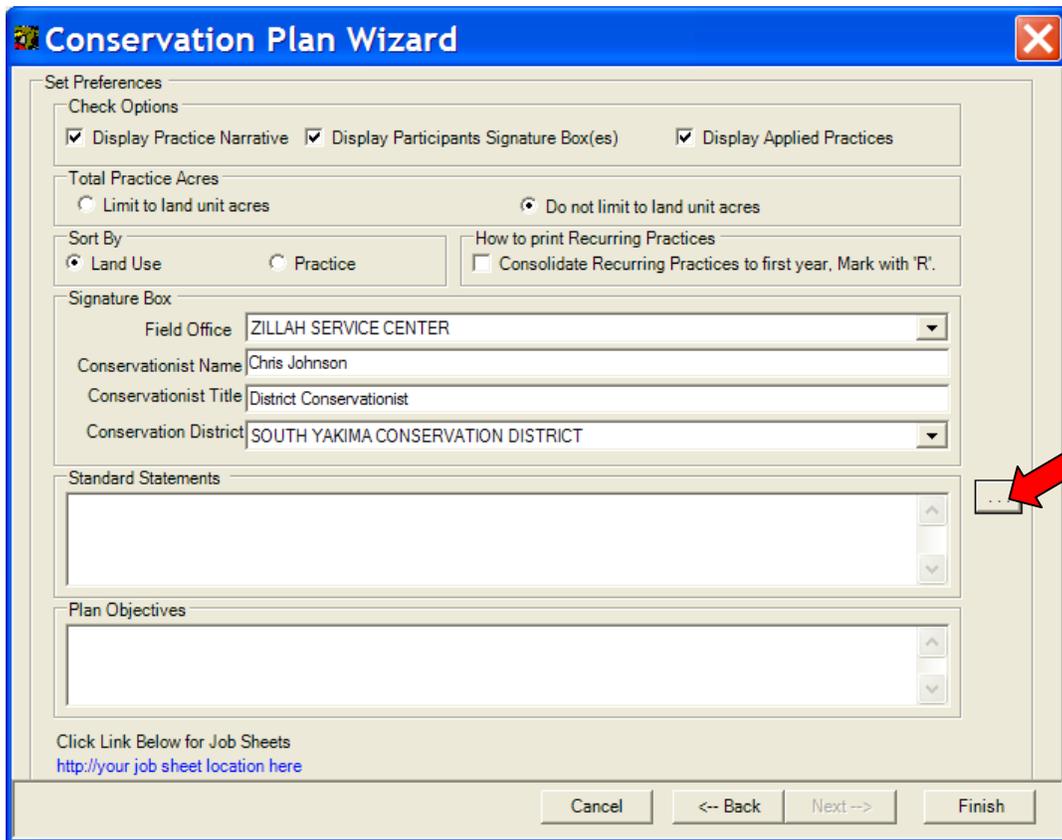
**Helpful Hint—How to Add a Standard Statement to a Conservation Plan**

<b>Applies to Version:</b>	Toolkit SP-4
<b>Written by:</b>	June Johnson Washington NRCS Toolkit Coordinator
<b>Helpful Hint Date:</b>	9-17-08

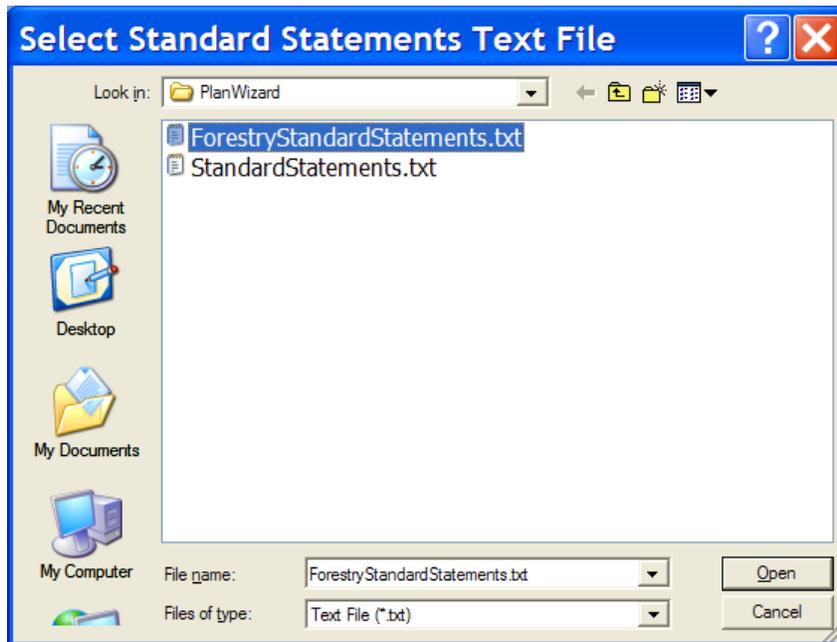
**Background:** Occasionally, a Toolkit user will need to add an additional statement at the bottom of the Toolkit Conservation Plan in the space above the signature blocks. Here's how to do it.

**Procedure:**

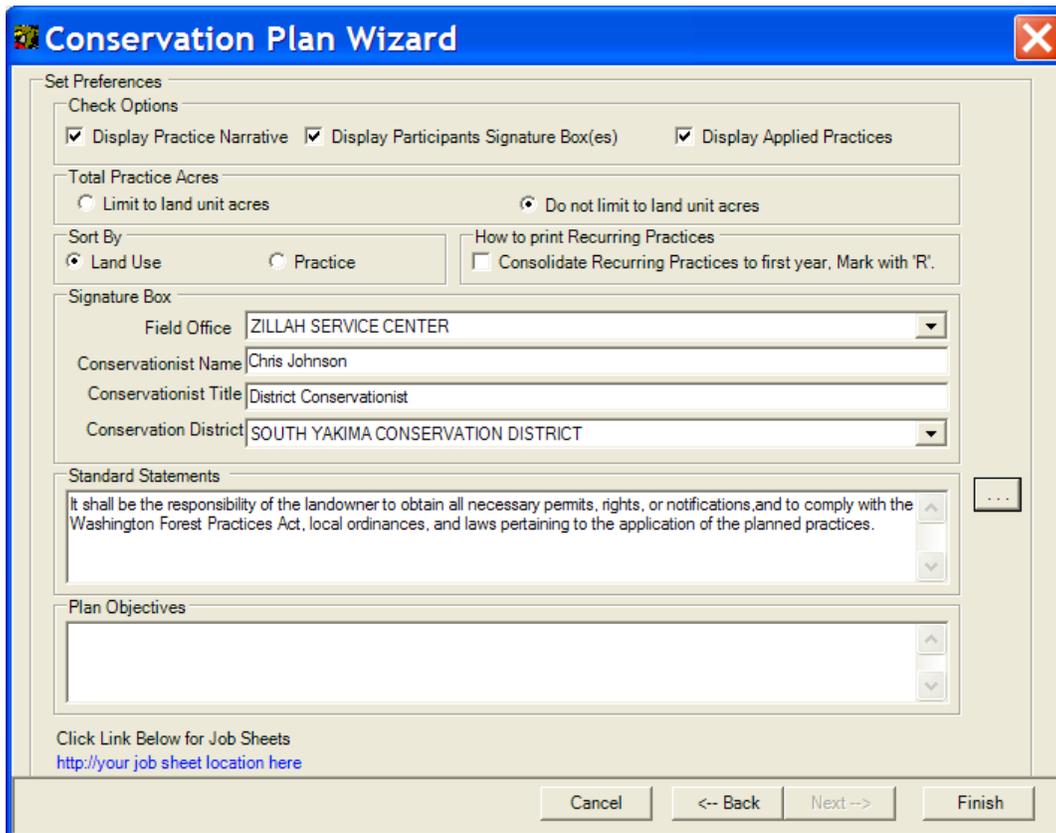
1. Open Notepad (Start→All Programs→Accessories→Notepad)
2. Type in what you want for the Standard Statement
3. Save it using a name such as ForestryStandardStatements.txt in C:\Program Files\USDA\Toolkit5\Templates\PlanWizard
4. Complete the Practice Schedule on the Practice Schedule tab and click on the Plan Wizard button.
5. On the Set Preferences page, push on the browse button next to the Standard Statements.



6. Select one of the Standard Statements and click Open.



The Standard Statement block in Set Preferences will be filled in with the selected text.



7. Click Finish and Save the Plan.

8. The Standard Statement is inserted in the plan document above the signature blocks.

<p>It shall be the responsibility of the landowner to obtain all necessary permits, rights, or notifications, and to comply with the Washington Forest Practices Act, local ordinances, and laws pertaining to the application of the planned practices.</p>	
<b>CERTIFICATION OF PARTICIPANTS</b>	
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 80%; margin: 0 auto;"> <p>_____ DATE</p> </div>	
<b>CERTIFICATION OF:</b>	
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 90%; margin: 0 auto;"> <p>DISTRICT CONSERVATIONIST</p> <p>_____ DATE</p> </div>	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 90%; margin: 0 auto;"> <p>CONSERVATION DISTRICT</p> <p>_____ DATE</p> </div>
<p style="text-align: center;"><b>PUBLIC BURDEN STATEMENT</b></p> <p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0578-0013. The time required to complete this information collection is estimated to average 45/0.75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information.</p>	
<p style="text-align: center;"><b>PRIVACY ACT</b></p> <p>The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C 522a). Furnishing this information is voluntary; however failure to furnish correct, complete information will result in the withholding or withdrawal of such technical or financial assistance. The information may be furnished to other USDA agencies, the Internal Revenue Service, the Department of Justice, or other state or federal law enforcement agencies, or in response to orders of a court, magistrate, or administrative tribunal.</p>	
<p style="text-align: center;"><b>USDA NON-DISCRIMINATION STATEMENT</b></p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, family status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer."</p>	