National Conservation Plan Database Clean-Up:

Executive Summary of GM-180 Circular 3

Main Points

- Only ONE conservation plan will be developed or maintained for an operation in the future
- A tract of land should not be included in more than ONE conservation plan, with the following EXCEPTIONS:
    - A separate cons plan will be used for CSP 02
    - A separate stewardship plan will be used for CSP 08
- Digitize the location of planned practices in ARCGIS using the planned practice layer, and attribute to add to the practice schedule. Whole-field practices do not need to be digitized/attributed, but should be labeled on the map.
- **Field offices will start immediately to implement Circular 3, BUT <u>only for folders and plans currently being created or revised</u>. DO NOT worry about other existing plans at this time.**

For Existing Customer Folders

- Identify which plan will be the Master Plan, and do all future planning as a revision to that plan's schedule
- Archive other plans in folder IF POSSIBLE
- When making revisions to a conservation plan, make sure the Plan Approval Date in the Toolkit Reporting Tab is changed to reflect the new date.

Adding New Customer Folders

- Always do a tract and customer search before creating a new customer folder
- If you discover a folder for the same customer or tract of land, decide which existing customer folder is the best to use for future planning. Often this will be the land owner. If the operator (if not the landowner) is the applicant, they can be added as an Associated Customer and selected as the Decision Maker.
- Create a master plan and revise in future for:
    - New practices
    - New program contracts
    - Different types of plans (HEL compliance, activity plan)