

February 15, 2006

NATIONAL FOOD SECURITY ACT MANUAL, Fourth Edition, 2003
180-V NFSAM
Idaho Notice No. 11

Subject: Wetland determinations

Purpose: To provide guidance on requesting a wetland determination

Effective Date: Upon receipt of the notice.

Field offices may request a certified wetland determination through their respective Area Office or a Natural Resources Conservation Service (NRCS) delineator. Requests should be timely since some determinations (i.e., whistleblower complaints) have a 30-day time frame for completion (AD-569).

Field office requests for certified wetland determinations will follow the procedures listed below, and have available to the delineator the listed relevant information.

1. Field office procedures and items to have available for NRCS wetland delineators when requesting a certified wetland determination.

- a. Timely notification to the delineator when a certified wetland determination is required. Contact the delineator within 48 hours of the field office receipt of request for a certified wetland determination.
- b. The field office will serve as liaison with landowner/operator to facilitate field visits.
- c. Have available for the delineator a copy of the AD-1026 or CPA-38 with the date of request, farm, tract and field numbers.
- d. Have available for the delineator a copy of the Toolkit based planning photo (preferred), Farm Service Agency (FSA) planning photo, FSA aerial slides and soil survey field sheet.
- e. Have the legal descriptions of determination site, if not on planning map (i.e., SE corner, NE1/4, SW1/4, Sec.5, Township and Range).
- f. Have available for the delineator a copy of the county soils information (map, soil description) from the county soil survey.
- g. If available, have copies of the US Fish and Wildlife Service's National Wetland Inventory (NWI) maps of the site.
- h. Is the request from the landowner/operator, a state agency or is it a whistleblower complaint? If the request is due to an AD-569 (potential swampbuster action), begin the administrative file which may be challenged by landowner, whistleblower or another agency.

- i. Each field office should have a list of delineators available to cover their county, and backup delineators when the primary person is unavailable.

The above items should help save time, extra travel expense, prioritize responses and keep the field office involved while providing consistency to the process.

2. **According to the National Food Security Act Manual (510.30), each field office should maintain a log of certified wetland determinations including inventories and maps where certified wetland determinations exist.**

Filing Instructions: File with previous notices in the National Food Security Act Manual.

A handwritten signature in black ink that reads "Richard W. Sims". The signature is written in a cursive, flowing style with a large initial "R".

RICHARD W. SIMS
State Conservationist