

Date Received:

Control No:

**Field Office and TSP Certification Plan Review Checklist**

**Conservation Activity Plan – Integrated Pest Management Plan  
Practice Activity Code (114)**

**(Refer to National Bulletin 450-13-3 for a complete listing of CAP Criteria)**

**Purpose:** The purpose of the checklist is to provide guidance for elements that need to be addressed or included in the Conservation Activity Plan (CAP). The checklists are recommended for use by NRCS staff and Technical Service Providers, but are not required. NRCS staff can use the checklist for administrative review of the sample plans submitted as part of the certification process as well as all other plans submitted after a TSP is certified. TSPs can use the checklist for a general guidance of elements to include in the plan, but it is still the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included.

**Instructions:** The checklist should be completed and submitted with the sample plan or the hardcopy of the client's plan as described below:

- **Prospective TSP's** should submit the completed checklist and sample plan by mail or email (complete plans should be sent as a single electronic file for example pdf, word or scanned file) to the appropriate State TSP Coordinator for technical review to become a certified TSP. A list of State TSP Coordinators can be found at: <https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx>.
- **Certified TSP's** should submit the completed checklist, hardcopy and electronic copy of the client's plan to the local NRCS Field Office or appropriate State TSP Coordinator for administrative review.
- **NRCS Staff** should complete the checklist for administrative review and place the completed checklist in the client's file. Administrative review involves a review of the content of the plan to ensure all required elements are present, but does not involve technical review for correctness. (Please Note: If technical review is needed, the completed checklist and client plan should be forwarded to the appropriate State Office staff or NHQ for technical review.)

Please Note: Should a State not have the technical specialist to conduct the technical review, requests can be submitted (by the State Office) to NHQ for review. For NHQ review please submit the complete plan and checklist by mail or email to the TSP Team. See below for address information.

## Integrated Pest Management Plan

<b>State/County:</b>	<b>Date Plan Submitted:</b>
<b>Producer/Owner:</b>	<b>Technical Service Provider:</b>
<p><b>An Integrated Pest Management (IPM) Plan</b> is a conservation activity plan documenting decisions by producer/growers who agree to implement an ecosystem-based strategy that is a sustainable approach to manage pests using a combination of conservation practices and IPM techniques that are characterized as chemical tools, biological control, habitat manipulation and modification of cultural practices and use of resistant varieties.</p> <p>Technical Guidance, Criteria, and Content for the IPM Plan is found at the URL: eDirectives <a href="http://directives.sc.egov.usda.gov/">http://directives.sc.egov.usda.gov/</a>. Navigate to: General Manual Title 190 Ecological Sciences, Part 404 – Pest Management. Also Agronomy Technical Note #5: Pest Management in the Conservation Planning Process in Technical Notes, Title 190 Ecological Sciences-Agronomy-Technical Notes #5. Additional information can be found in NRCS State Field Office Technical Guide (FOTG) <a href="http://efotg.sc.egov.usda.gov/efotg_locator.aspx">http://efotg.sc.egov.usda.gov/efotg_locator.aspx</a>. Select a state/County, go to Section IV, Conservation Practices, Integrated Pest Management (595).</p> <p><b>Minimum components of a Integrated Pest Management Plan shall include:</b></p>	

<b>1.</b>	<b>Cover Page</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Name, address, phone of client and TSP; Total Acres of the plan;</li> <li>b. Signature block for the TSP, producer and NRCS acceptance.</li> </ul>
<b>2.</b>	<b>Background and site information</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Name of owner/operator and farm location (physical) and mailing address;</li> <li>b. Soil map and soil map units description using Web Soil Survey <a href="http://websoilsurvey.nrcs.gov/app/HomePage.htm">http://websoilsurvey.nrcs.gov/app/HomePage.htm</a> as a minimum printout;</li> <li>c. Identification of beneficial predators and parasites;</li> <li>d. Consideration for pollinator habitat and pollinator protection;</li> <li>e. Grower Name, County, State;</li> <li>f. Total acres of the plan;</li> <li>g. Window Pesticide Screening Tool (WIN-PST) Soil/Pesticide Interaction Hazard Report and IMP Implementation Requirements using <a href="#">Pest Management and the 595 Jobsheet 2.1.xlsm</a> or other state NRCS accepted document (<i>Only if the WIN-PST Identified Hazard Rating is intermediate or higher</i>);</li> <li>h. Resource assessment results and mitigation process for soil erosion, water quality, air quality and plant quality and other identified resource concerns that may be needed as related to suppression tactics that are being applied to the treated site. Complete in the template or add printouts from assessment tool (RUSLE2, WEPS);</li> <li>i. Planned conservation practices and IPM technique to mitigate potential environmental risk not to degrade soil, water, air and plant quality as related to suppression tactics being applied to manage the pest;</li> <li>j. Other practices to address soil, water, air, plant quality and other resource concerns.</li> </ul>
<b>3.</b>	<b>Digital Conservation Plan map with:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Stream, surface waters, surface drainage and wetlands on or adjacent to site;</li> <li>b. Locations of sensitive resource areas identified on the plan map to include: streams,</li> </ul>

<input type="checkbox"/>	drains, surface waters, wetlands, wells, groundwater, drains, grassed waterways and existing buffer practices; c. Sensitive wildlife habitat (on and off-site), food plots; d. Potential off-target drift areas; e. Property lines, field boundaries, field name/number/acres and land use; f. Map scale and legend; g. Structural practices locations.
<b>4.</b>	<b>Monitoring Guidelines: This element addresses monitoring strategies that utilize damage and economic thresholds to prevent pest resistance and potential harmful effects on human health and the environment. The monitoring should include:</b>
<input type="checkbox"/>	a. List of crops to be maintained; b. Scouting for insects (both beneficial and pest), disease, weeds with dates and results; c. Weather forecasting; d. Degree-day prediction of pest life cycle events; e. Other methods of monitoring and results, such as pheromone traps.
<b>5.</b>	<b>State University's IPM guidelines for specific crops. This element addresses individual State university year round Integrated Pest Management Programs to be utilized by planners:</b>
<input type="checkbox"/>	a. Where available use State Agricultural University issued crop specific Integrated Pest Management guidance for individual crops that indicate activities to be undertaken throughout the year based on the crop production cycle; b. Where available use State Agricultural University issued Integrated Pest Management guidance for individual crops, pests and diseases. Note: There are non-state University organizations that likewise provide credible guidelines (i.e. Rodale Institute, Kutztown, PA).
<b>6.</b>	<b>Record Keeping. This element addresses list of records that shall be maintained detailing:</b>
<input type="checkbox"/>	a. Date of monitoring; b. Results of monitoring; c. Identification of both vertebrate and invertebrate pests; d. Identification of beneficial insects enlisted; e. Identification of specific raptors and /or bats enlisted; f. Identification of crop and/or plant community condition; g. Threshold of infestation; h. Strategies implemented with dates; i. All required records required by state and federal requirements; f. Records required or needed as part of the state university IPM guidelines being used.
<b>7.</b>	<b>Document the planned conservation practices and/or IPM to address the identified resource concerns:</b>
<input type="checkbox"/>	a. For each planned practice/IPM technique identify the field or location within a field a practice is to be applied; the amount of the practice to be applied, and the scheduled year to apply the practice; b. For all the planned practices develop the appropriate specifications to implement the conservation in the appropriate <b>Implementation Requirements (previously Jobsheet); document found in Section IV of the Electronic Field Office Technical Guide for the respective state.</b> c. The following practices shall have the Implementation Requirements (Jobsheets) prepared when planned:

Code	Practice Name
314	Brush Management
327	Conservation Cover
328	Conservation Crop Rotation
329	Residue and Tillage Management, No-Till/Strip Till/Direct Seed
340	Cover Crop
345	Residue and Tillage Management, Mulch Till
346	Residue and Tillage Management, Ridge Till
595	Integrated Pest Management

**8. Deliverables:**

a. Complete hardcopy of the plan for the client;  
b. Complete hardcopy and electronic copy of the client's plan for NRCS:

**Optional**-Use of the Plan Template developed for this CAP is optional, but recommended. CAP 114 Template Conservation Plan Spt Integrated Pest management August 2012, docx is available on the TSP website  
<http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/programs/technical/tsp/?&cid=stelprd1046968>

Yes	No	Checklist Approval
		I have administratively reviewed this Integrated Pest Management Plan and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 114.
NRCS Representative Name and Title (print or type):		
NRCS Representative Signature		Date:
Notes (If "No" is checked, include reasons for denial, comments, missing items that need to be added, etc.):		

**Email:** [tsp@wdc.usda.gov](mailto:tsp@wdc.usda.gov).

**Mailing Address:** **Technical Service Provider Team**  
USDA - Natural Resources Conservation Service  
1400 Independence Ave SW, Room 6016  
Washington, DC 20250