



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

October 25, 2010

IOWA INSTRUCTION 450–380 – CHANGE IN TECHNICAL SERVICE PROVIDER (TSP)  
CATEGORY CERTIFICATION REQUIRED FOR  
COMPLETION OF ENGINEERING DESIGNS USED IN  
COMPREHENSIVE NUTRIENT MANAGEMENT PLANS  
(CNMP)

Part 380.0 PURPOSE

This Iowa Instruction provides instructions on information that must be provided to landowners/producers who request a TSP engineer to design, implement, and check-out structures associated with CNMP development.

Part 380.1 SCOPE

These instructions will be followed by employees when providing information regarding TSP certification requirements for CNMP development.

Part 380.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website. The Website can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

Part 380.3 EXHIBITS

See the attachment.

Richard Sims  
State Conservationist

Attachment

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**IOWA INSTRUCTIONS 450–380 – Change in Technical Service Provider (TSP) Category Certification Required for completion of Engineering Designs Used in Comprehensive Nutrient Management Plans (CNMP)**

1. PURPOSE

This Iowa Instruction provides instructions on information that must be provided to landowners/producers who request a TSP engineer to design, implement, and check-out structures associated with CNMP development.

2. ROLES AND RESPONSIBILITIES

Technical Service Providers may provide technical services to eligible participants in conservation planning and in the planning design, installation, and check-out of conservation practices applied on private land, Indian land, or where allowed by conservation program rules on public land where there is a direct private land benefit ([Code of Federal Regulations 2010, Title 7, Vol 6, Part 652.1](#)). State and field office employees who provide information regarding TSP certification requirements for CNMP development should now include Manure and Waste Management as an acceptable certification category for engineers designing building structures associated with CNMP development. Work processes acceptable for Manure and Waste Management certification include on-site inspections of design implementation, check-out of structures, and other products as identified in the practice Statement of Work. This TSP category certification is acceptable only for the completion of structural designs and may not be accepted for completion of the CNMP.

3. PROCESS

When NRCS is providing program information to landowners/producers, they are obligated to inform the producer that he/she has the right to utilize the services of a Technical Service Provider to complete the practice(s). The TSP list is provided on the TechReg website. The website can be accessed at <http://techreg.usda.gov/>. Eligible producers/landowners who express an interest in using a TSP to complete a conservation practice should be provided with a list of TSPs certified in the specific category/practice they need completed.

If the producer/landowner requires a structural design for a practice required in a CNMP, employees should follow the process below to provide the qualified individual with a list of certified TSPs:

1. Access the TSP forms on the Iowa TSP website. The website can be accessed at <http://www.ia.nrcs.usda.gov/technical/TSPforms.html>.
2. Complete the *Notice to Participant Regarding TSP Assistance* form and assemble the required documents as outlined in the Notice.
3. Access the TechReg website at <http://techreg.usda.gov/>.
4. Click on “Find a TSP.” This is located in the upper right-hand side of the page.
5. Click on Iowa.
6. Click on the county where the design will be implemented.

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7. The producer should be provided with two lists. The first is the CNMP Plan Development - Manure and Wastewater Handling and Storage list; the second is the Manure and Wastewater Handling and Storage list. A third list, CNMP Plan Development – Total Plan may also be provided. To access the lists, click on the down arrow next to “Select Category.”
8. Notify the producer that not everyone on the list is an engineer. **IT IS THE RESPONSIBILITY OF THE PRODUCER/LANDOWNER TO VERIFY THE TSPs EXPERIENCE AND ENGINEERING CREDENTIALS PRIOR TO SIGNING A CONTRACT WITH THE TSP.** A resume is provided next to the TSPs name on the list; if the TSP is an engineer, his/her Iowa engineering license number is provided on the resume.
9. Make clear to the producer/landowner that the TSP Rate (TSPR) determines the amount that the producer will be reimbursed, not the amount that the TSP will charge for the service. TSPs are independent contractors who determine the value of their services based on the service they provide, not on the TSPR.
10. Any information provided by NRCS employees must be done without regard to race, color, sex, age, or religion. NRCS employees are prohibited from providing opinions on quality of service or product.
11. Iowa requires a pre-planning meeting prior to commencement of work. The producer/landowner and the TSP are required to attend this meeting. The purpose of the pre-planning meeting is to establish the roles and responsibilities of each party in completing the practice. A PowerPoint presentation providing pre-planning meeting guidance can be found at <http://www.ia.nrcs.usda.gov/technical/tools.html>.

Approved By:

Date:

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Natural Resources Conservation Service  
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**IOWA INSTRUCTIONS 450–380 – Change in Technical Service Provider (TSP) Category Certification Required for completion of Engineering Designs Used in Comprehensive Nutrient Management Plans (CNMP)**

**Notice to Participant Regarding TSP Assistance**

[insert date]  
(Participant Name)  
Address

RE: Authorization for Technical Service Provider Assistance File Code: [insert]

Dear \_\_\_\_\_:

You have been selected to use a certified Technical Service Provider (TSP) to provide technical services regarding *(spell out services to be provided, reference applicable agreement, contract, contract items, etc)*.

You are responsible for selecting a TSP from the NRCS approved list of those that have been certified to provide the assistance for the above-listed practices. You can obtain a list of certified TSPs by accessing the TSP Web site at <http://techreg.usda.gov>. You can also review résumés of the TSPs by:

1. Selecting technical service provider on the left side of the screen,
2. Click on the State map,
3. Click on the county map, and
4. Check the resume of the TSP.

It is your responsibility to ensure that the work performed by your TSP is in accordance with all Federal, State, Tribal, and local laws and ordinances. Concerns that may be identified during the application of the individual practices or other technical service must be brought to the attention of NRCS before proceeding with the installation. Some examples are: The National Historic Preservation Act, National Environmental Policy Act, Threatened and Endangered Species Act, and Clean Water Act (404 permits).

The enclosed Statement(s) of Work identifies the necessary documentation your TSP will need to provide you, along with an invoice for services provided. Please submit this documentation to NRCS before payment of services is made. Information regarding the participant, TSP and NRCS Roles & Responsibilities Regarding TSP Assistance is available under the heading of "Forms" on the Iowa NRCS website at <http://www.ia.nrcs.usda.gov/technical/TSPforms.html>. If you do not have access to a computer, our office will be happy to provide you with a copy upon request. These documents will be reviewed at the mandatory pre-planning meeting which should be scheduled prior to the TSP beginning work.

You are responsible for payment to the TSP for the contracted technical service. To receive reimbursement, the technical service must be complete and documentation must be submitted to the NRCS office by the end of the fiscal year of which the work was performed (i.e., September 30, [insert year]).

NRCS personnel are held to strict regulatory standards concerning the confidentiality of our client's records. Your TSP is not bound by the same statutes as NRCS employees. As such, you should discuss and reach a level of understanding concerning confidentiality with the TSP you hire.

If I can be of any assistance, feel free to contact me at (phone #), or (e-mail address).

Sincerely,

NAME

District Conservationist (and equivalent)