

State Specific  
Training Module  
for Ohio's  
Technical  
Service  
Providers ~ TSPs



*“Technical Service Providers - TSPs are an essential partner in Ohio’s conservation delivery system. They are highly valued and highly skilled. Their knowledge, skills and abilities, developed through training and experience, are vital to putting conservation on the ground in Ohio*

*Agriculture and natural resource planning are sophisticated and integrated environments and TSPs are asked to complete a high-level curriculum of training to provide essential land planning assistance to Ohio’s landowners.”*

*John Wilson, State Conservationist, Ohio*



State Specific  
Training for  
TSPs

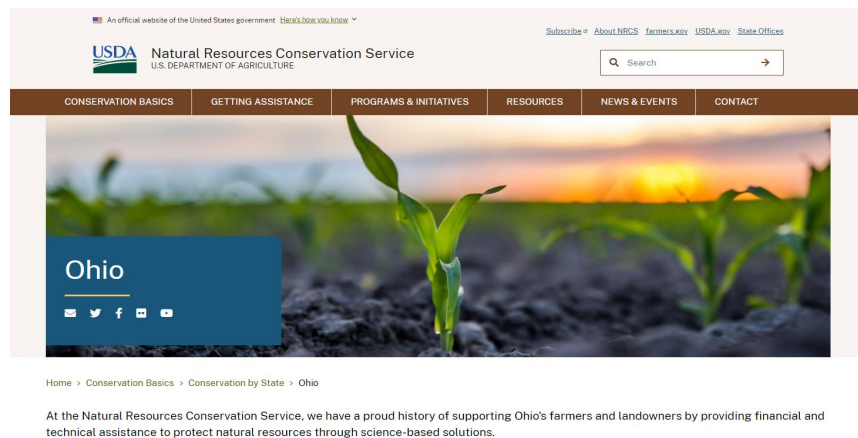
This module  
will cover ...

- ★ Review of State Laws & Agencies
- ★ Review of eFOTG
- ★ NPPH
- ★ Special Planning Considerations
- ★ Review of Important Resource Concerns
- ★ Special Environmental Concerns
- ★ Certification as a Conservation Planner
- ★ As a certified Technical Service Provider - CCP
- ★ EQIP CPA, DIA, CEMAs
- ★ Additional Resources
- ★ Self Certify completing this module and certificate
- ★ EEO Statement

## Purpose of this Module

- 🐄 To provide general information for TSPs to conduct conservation planning in Ohio.
- 🐄 To provide and encourage TSPs to pursue additional training and experience; to increase their knowledge, skills, licenses and certifications to conduct conservation planning in Ohio.
- 🐄 To inform TSPs of the resources and requirements for becoming and maintaining the Certified Conservation Planner credential,

<http://www.nrcs.usda.gov/wps/portal/nrcs/oh/home/>



USDA

conducts its mission and activities according to federal laws, statutes and guidelines

*Likewise, the State of Ohio has several laws and provisions of its own that effect natural resource management*



Ohio implements these provisions primarily through the Ohio Dept of Agriculture, The Dept of Natural Resources and The Ohio Environmental Protection Agency

TSPs need to

- ▶▶ Be aware of state and local laws in their planning services
- ▶▶ Confer with the appropriate department with dealing with sensitive planning concerns under state jurisdiction,
- ▶▶ Incorporate state and local provisions into their Planning services and products where needed



TSPs will likely encounter scenarios where the Ohio Pollution Abatement rules may apply. TSP need to be aware of whom to contact.



Pollution Abatement rules involve uncontrolled soil erosion and animal waste losses that result in damage to Ohio's landscapes



Ohio Pollution Abatement rules are administered by the ODA Division of Soil and Water Conservation as per ORC 901:13-1



These rules are implemented at the local level by Ohio's 88 Soil and Water Conservation Districts.



Each SWCD Board is governed by locally elected supervisors.



[ofswcd.org](http://ofswcd.org)

Ohio Federation of Soil and Water Conservation Districts

## OHIO REVIDED CODE (ORC)

- Section 905.322 - Rules & Regulations regarding fertilizer application
- Section 905.326 – Application of Fertilizer in Western Basin
- Section 939.08 – Application of Manure in Western Basin
- Section 921.11 – Applying Restricted Use Pesticides
- Section 903.40 – Application of Manure



**Many Ohio laws have specific requirements on the application of fertilizer soil amendments which need to be considered in Conservation Planning. Some typical examples:**

- Applications of fertilizer (nitrogen or phosphorous) may not be applied under these conditions:
  - On snow-covered or frozen soil
  - When the top two inches of soil are saturated from precipitation
  - In a granular form when the local weather forecast for the application area contains greater than a 50% chance of precipitation exceeding one inch in a 12-hour period
  - **unless** the fertilizer is injected into the ground, incorporated within 24 hours of surface application or applied onto a growing crop



 <p><b>Ohio</b> Department of Agriculture</p>	 <p><b>OHIO DEPARTMENT OF NATURAL RESOURCES</b></p>	 <p><b>Ohio</b> Ohio Environmental Protection Agency</p>
<ul style="list-style-type: none"><li> H2Ohio – Best Management Practices</li><li> Ohio Livestock Permitting</li><li> Concentrated Animal Feeding Facilities – CAFFs</li><li> Comprehensive Nutrient Management Plan Approvals for CAFFs</li><li> Pollution Abatement Laws</li></ul>	<ul style="list-style-type: none"><li> H2Ohio – Wetland Development</li><li> Wildlife Habitat Planning</li><li> Wildlife law enforcement</li><li> Forestry Planning &amp; Management</li></ul>	<ul style="list-style-type: none"><li> H2Ohio – Water Infrastructure Programs</li><li> TMDLs</li><li> Municipal and private sewage systems</li><li> Water quality monitoring</li></ul>



## Planning of engineered practices

**TSPs need to understand the requirements for planning engineered practices as contained within the Ohio Revised Code, ORC 4733**

***Engineered and or structural practices typically used in farmstead and agricultural environments must be done by registered professional engineers.***

- “no person shall offer or engage in the practice of engineering without a certificate of authorization for any construction contract that is to be constructed by another person or hold himself or herself out to the public as engaging in the practice of engineering or as providing engineering services without a certificate of authorization.” (Ohio R.C. section 4733.161)

## Planning of engineered practices

### **TSPs need to understand the requirements for planning engineered practices as contained within the Ohio Revised Code, ORC 4733**

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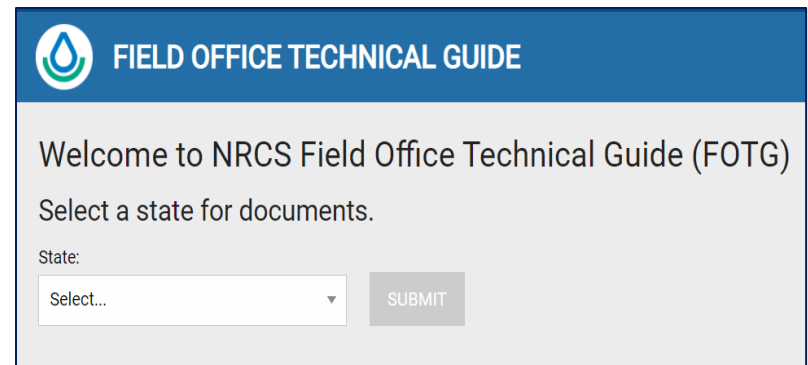
- The ORC states “the practice of engineering” includes any professional service, such as consultation, investigation, evaluation, planning, design, or inspection of construction or operation for the purpose of assuring compliance with drawings or specifications in connection with any public or privately owned public utilities, structures, buildings, machines, equipment, processes, works, or projects in the proper rendering of which the qualifications of section 4733.11 of the Revised Code are required to protect the public welfare or to safeguard life, health, or property. “ (Ohio R.C. section 4733.01)

# Review of the Ohio Electronic Field Office Technical Guide or eFOTG

*efotg.sc.egov.usda.gov*

- ❑ **TSPs** that provide services in more than one state **NEED** to be familiar with the **Conservation Practice Standards (CPS)** and **CPS Implementation Requirement Job Sheets** in each state as there will be differences.
- ❑ **All Ohio TSPs** need to review the **CPS** and **Implementation Requirement – IR** (Job Sheets) used in Ohio prior to providing planning services.

TSPs are encouraged to contact the State's TSP Coordinator for a discipline specialist name & contact information if further clarification is needed for specific practices.



The screenshot shows the top section of the NRCS Field Office Technical Guide (FOTG) website. It features a blue header with the NRCS logo and the text "FIELD OFFICE TECHNICAL GUIDE". Below the header, the text reads "Welcome to NRCS Field Office Technical Guide (FOTG)" and "Select a state for documents." There is a "State:" label followed by a dropdown menu with "Select..." and a "SUBMIT" button.

# Review of the Ohio Electronic Field Office Technical Guide or eFOTG

*efotg.sc.egov.usda.gov*

Section 1 - General Resource References ▼

Section 2 - Natural and Cultural Resources Information ▼

Section 3 - Resource Concerns and Planning Criteria ▼

Section 4 - Practice Standards and Supporting Documents ▼

Section 5 - Conservation Effects ▼

- ❑ Technical assessment tools and procedures can be found in Section 1 (ex: Phosphorus Index, erosion calculation tools)
- ❑ Conservation Practice Standard descriptions and Implementation Requirements – IR (formerly Job Sheet) are located in Section 4.

The TSP should routinely check these sections to ensure they have the current technical assessment tool and procedure to support their planning services. Also, TSPs need to use the Implementation Requirements (job sheet) to document practice specifications to assist the landowner to implement the practice.

# eFOTG

## Seeding Practice Tables



**located in Section IV, Ecological Science Tools folder!**

 Appendix A, (forage & erosion)

 Appendix A (cover crop)

 Appendix A (wildlife)

 Appendix B (tree and shrub recommendations)

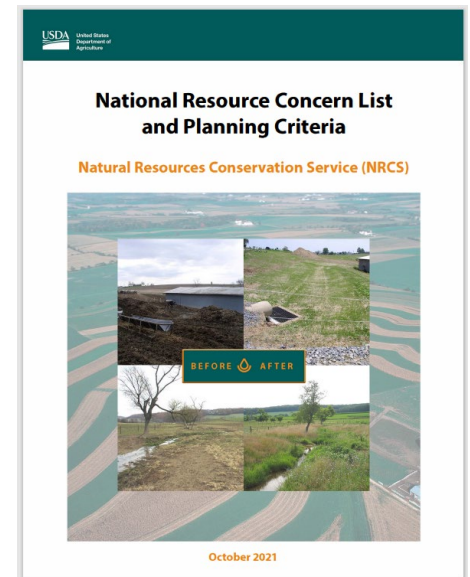
## Review of Ohio eFOTG

### “National and State Resource Concerns and Planning Criteria”

information is located in  
the Ohio eFOTG-Section 3

Planning criteria are a quantitative or qualitative statement of the minimum level of treatment required to address a given resource concern. Planning criteria are established for all NRCS resource concerns and may be assessed using specific tools or through client input and planner observation as listed in this document.

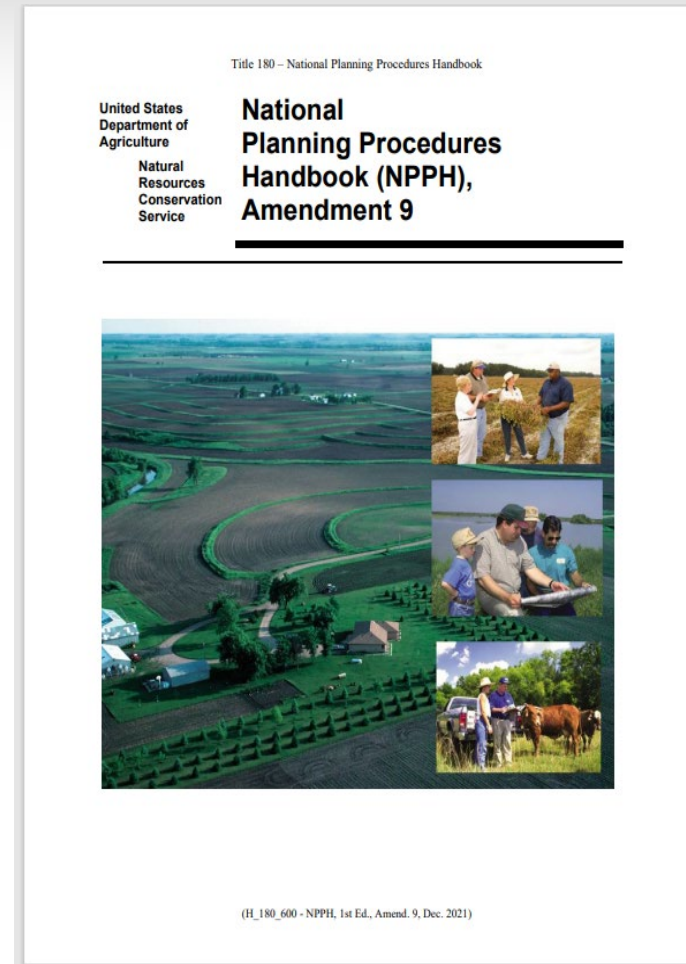
- Section 3 - Resource Concerns and Planning Criteria ▲
- CNMP Technical Guidance
- Conservation Activity Plans Technical Criteria and Templates ▼
- GMP Guidance/Tools
- Guidance Documents ▼
- Legislated Programs, Job Approval Authority
- Resource Concerns and Planning Criteria
- Resource Management Systems Formulation
- Resource Quality Criteria Legislated Programs ▼



# National Planning Procedures Handbook

A must have resource for TSPs is the NRCS NPPH. This handbook provides valuable guidance on the planning process used by NRCS and its partners for developing, implementing and evaluating Conservation Plans

Internet search: NRCS NPPH  
available in PDF format



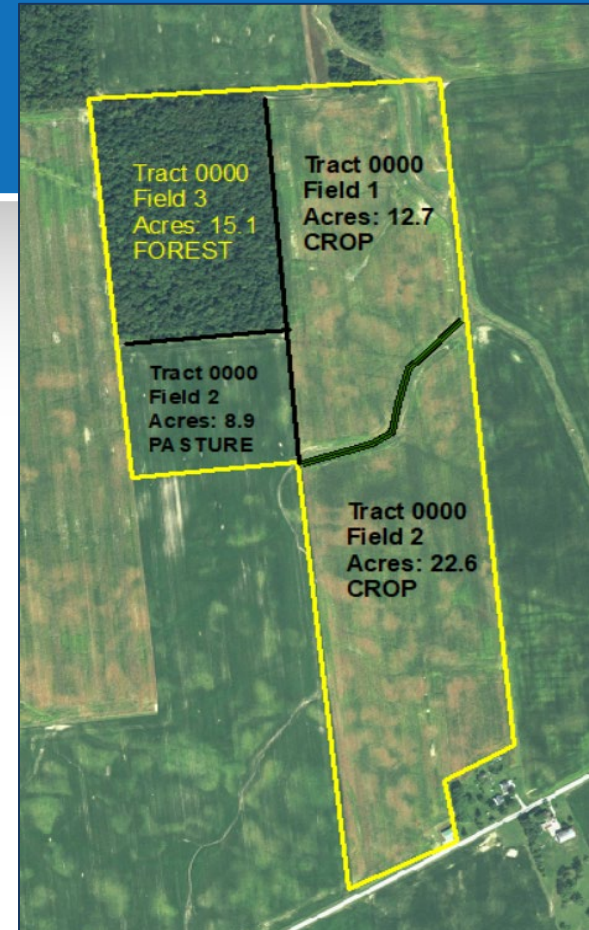
Amendment 9, Dec2021



## Land Uses in Conservation Planning

Conservation Planning land use designations in Ohio are:

- Farmstead
- Crop (including hay land)
- Pasture
- Forest
- Associated Ag Land



**TakeAway:** The TSP planner needs to properly identify and use NRCS designated Land Uses designations on all maps and in the schedule of implementation. A complete list and their definitions can be found in the National Planning Procedure Handbook, page 15.

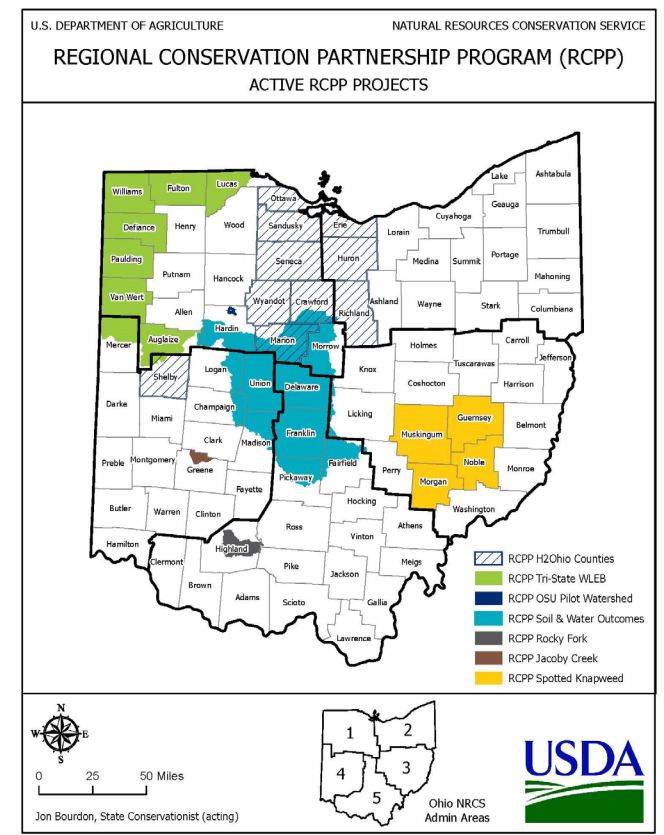
## Special Considerations in Conservation Planning in Ohio

Several major watershed programs are underway, in Ohio, targeting proper nutrient management on both crop and livestock farms



TSPs should be knowledgeable about state or regional water quality initiatives in the watershed where their clients manage land and discuss any planning requirements with the client early in the planning process.

- ✓ For example, Conservation Plans developed for operators in the Western Lake Erie Basin must address nutrient management to meet ORC Section 905.326 provisions: no spreading on snow or frozen soils, observe setbacks, incorporation requirements.



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12/22/2023 Ohio NRCS GIS

## Special Considerations in Conservation Planning in Ohio



Transition to organic production is growing in interest for fruit and vegetable crop growers as well as organic livestock farms.

- ❑ TSPs that can provide technical assistance in organic production systems to implement alternative organic methods of producing specialty crops:
  - 340 – Cover Crops
  - 590-Nutrient Management
  - 595-Intergrated Pest Management
  - 512-Forage and Biomass Planting

Note: TSPs will need to seek and complete additional training to proper serve organic producers and their production objectives.

**Resource Concern** -

The resource condition that does not meet minimum acceptable conditions as established by resource planning criteria shown in the FOTG, Section III.

This implies an expected degradation of the soil, water, air, plant, animal or energy resource base to the extent that the sustainability or intended use of the resource is impaired.

Because NRCS quantifies or describes resource concerns as part of a comprehensive conservation planning process, that includes client objectives, human factors are considered components of the resource base. This term is synonymous with resource problem. **NPPH**

Ohio has a diverse landscape of soils, slopes, vegetation and land use. These landscapes, when not properly managed, create threats to resource sustainability or resource concerns. These resource concerns are the Planners focus to create Plans that achieve resource sustainability and are economically supportive to the land user

➡ **Wind & Water Erosion**

➡ **Concentrated Erosion; Classic Gully, Ephemeral Gully Erosion, Bank Erosion**

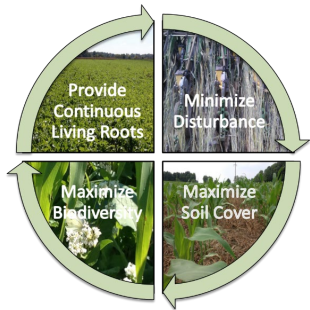
Soil Erosion is a major problem on Ohio fields. Tremendous damage is done to the fields due to erosion and the nutrient laden sediment reaching water systems causes costly offsite environmental damage.



**Resource Concern** -  
The resource condition that does not meet minimum acceptable conditions as established by resource planning criteria shown in the FOTG, Section III.  
**NPPH**

❑ **Soil Quality Limitations – Organic Matter Depletion.**  
Depletion of OM is a major resource concern on many Ohio soils!

There are many contributing factors to poor soil health and declining OM level is one of the first key indicators that there is a problem. Planners need to be aware of OM management and include Organic Matter increasing BMPs into Planning efforts and Plans.



Once a land manager begins working towards enhancing soil organic matter, a series of soil changes and environmental benefits follow. The rate and degree of these changes and the best suite of practices needed to achieve results vary with soil and climate. Initially, managing for greater soil organic matter may require higher pesticide, herbicide, or nutrient applications. In time, productivity and environmental quality will be enhanced. [Role of Soil Organic Matter | NRCS Soils \(usda.gov\)](#)



**Resource Concern** -

The resource condition that does not meet minimum acceptable conditions as established by resource planning criteria shown in the FOTG, Section III.

**NPPH**

Water Quality is not only an Ohio issue ...  
it is a major concern for the entire Nation!

- Nutrients Transported to Surface Water;  
Nonpoint nitrogen & phosphorus surface loss
- Nutrients Transported to Ground Waters;  
Nonpoint nitrogen and phosphorus leaching loss



**Resource Concern -**

The resource condition that does not meet minimum acceptable conditions as established by resource planning criteria shown in the FOTG, Section III.

***NPPH***

## Degraded Plant Condition - Plant Productivity and Health

### PASTURES

- Found where production pastures are overgrazed and where soil nutrient testing or good nutrient management is not utilized,

### FORESTS:

- Found where an overabundance of poor-quality trees that outcompete desirable crop trees due to poor management,

### POLLINATORS

- Found where undesirable plant conditions for pollinators and beneficial insects related to productivity and impact the health of the plant stand





**Resource Concern**

The resource condition that does not meet minimum acceptable conditions as established by resource planning criteria shown in the FOTG, Section III.

***NPPH***



## Plant Pest Pressure

(plant pressure, chemical resistance, invasive species)

- Significant concerns on many land uses: crop, pasture, forests and associated ag land areas.
- Invasive Plants Species control is a concern where establishing native vegetation and on existing crop, forest and pastures land where production and profitability are important

*Planners need to carefully assess these resource concerns due to the significant negative impact on crop condition, sustainability and profit potential,*

**Resource Concern** - The resource condition that does not meet minimum acceptable conditions as established by resource planning criteria shown in the FOTG, Section III.

***NPPH***

Wildlife need  
food, shelter and  
escape cover



## Terrestrial habitat for wildlife and invertebrates

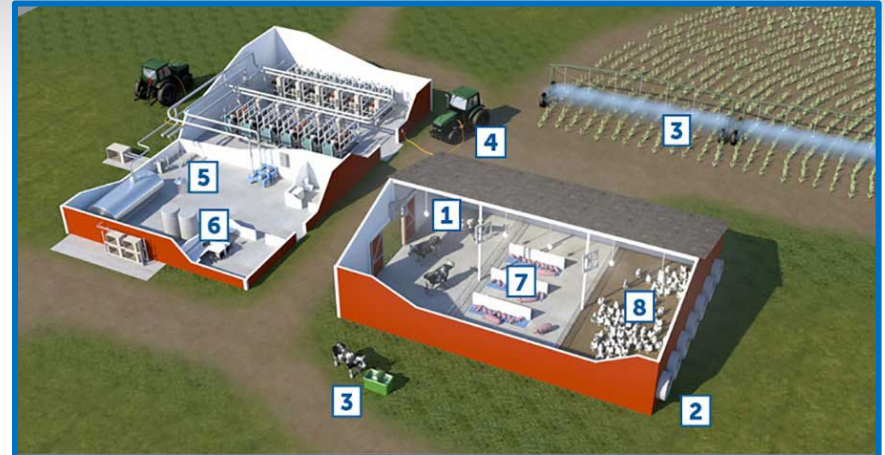
*lack of quality habitat is a major concern throughout Ohio for many species.*

- A primary concern in Ohio where cropland is the heavily predominant land use (northwest Ohio).
- Excessive sediment and nutrient loss reduces stream water quality,
  
- ❑ Planners should carefully evaluate the land for opportunities to encourage the use of field and stream buffers, tree & shrub plantings and wetlands on more marginally productive or oddly shaped or poorly drained lands.
  
- ❑ Reduced tillage systems can increase crop residues and provide for grazing waste grain opportunities,

**Energy conservation** has become of greater interest to many land users. Fuel and electric are significant costs and reducing their use and increasing efficiency are important objectives.

Planners for many years have targeted energy efficiencies through no and reduced tillage systems which offered significant fuel and time savings.

But there are other opportunities to look at other sources on the farm and many operators are evaluating energy use and potential reductions on many parts of the farm.



Energy resource concerns are evaluated through an Ag Energy Audit. Audits evaluate

- equipment power
- grain drying
- milk cooling
- irrigation pumps
- illumination systems

Audits, available via EQIP, may suggest equipment upgrades to more efficient engines, heating and lighting systems

**Special Environmental Concern (SEC)** - Concerns (including human considerations) that are protected by law, Executive order, or agency policy and will need to be analyzed according to the laws, regulations, or Executive orders established to protect them.

While Planners **NEED** to be sensitive to all of the SECs on the land being planned, there are those more common to Ohio that need careful evaluation!

*Ohio has developed supplemental information for addressing the special environmental concerns in Ohio; this is found in EFOTG Section I, Assessment Procedures, Environmental Compliance*

Section 1 - General Resource References ▲

Assessment Procedures ▲

1. Water Erosion ▼

2. Wind Erosion

3. Nitrogen & Phosphorus Risk Assessments

5. Wildlife Habitat ▼

6. Environmental Compliance





**Special Environmental Concern (SEC)** - Concerns (including human considerations) that are protected by law, Executive order, or agency policy and will need to be analyzed according to the laws, regulations, or Executive orders established to protect them.

## Clean Water Act - CWA

TSPs need to evaluate impacts to surface water from all potential conservation practice activities on all land uses.

- Practices proposed in and adjacent to surface water should include conservation measures to protect the water from the inadvertent discharge of sediment or other pollutants, and/or the placement of fill into surface waters.
- **Planners should be familiar with the general requirements for permits that may be needed under the Clean Water Act and Ohio EPA's role in issuing these permits if practices require the placement of fill in waters of the U. S.**

Ohio has  
**thousands of**  
miles of water  
courses



**Special Environmental Concern (SEC)** - Concerns (including human considerations) that are protected by law, Executive order, or agency policy and will need to be analyzed according to the laws, regulations, or Executive orders established to protect them.

## Cultural Resources (CR)

- All federally sponsored conservation activity needs evaluated to determine what level Ohio Cultural Resources review is necessary.
- Consultation with Ohio NRCS Cultural Resources Practice list is necessary and available at each NRCS office.
- Information should be submitted to the State Cultural Resources Specialist as soon as the planning process begins, as the process may take time to complete.



For specific information contact Byran Lee, Ohio NRCS Cultural Resource Specialist; [bryan.lee@usda.gov](mailto:bryan.lee@usda.gov)

**Special Environmental Concern (SEC)** - Concerns (including human considerations) that are protected by law, Executive order, or agency policy and will need to be analyzed according to the laws, regulations, or Executive orders established to protect them.

## Threatened and Endangered (T&E) Species

- Federally and state listed T&E species may occur in every county in Ohio
- Some species may use working ag land such as pastures or row crop fields
- Impacts to streams, wetlands, woodlands and undisturbed grassland have the greatest chance of impacting T&E species or their habitat
- Some conservation practices may be beneficial to these species and should be encouraged where applicable
- Information on T&E species in Ohio can be found in EFOTG, Section II

Threatened and  
Endangered  
species can be  
animal or plants

### Section 2 - Natural and Cultural Resources Information ▲

Climatic Data ▼

Cultural Resources Information ▼

Forage Suitability Groups ▼

Soils Information ▼

Threatened and Endangered Species ▲

1. References

3. Conservation planning guidance



**Special Environmental Concern (SEC)** - Concerns (including human considerations) that are protected by law, Executive order, or agency policy and will need to be analyzed according to the laws, regulations, or Executive orders established to protect them.

## Wetlands

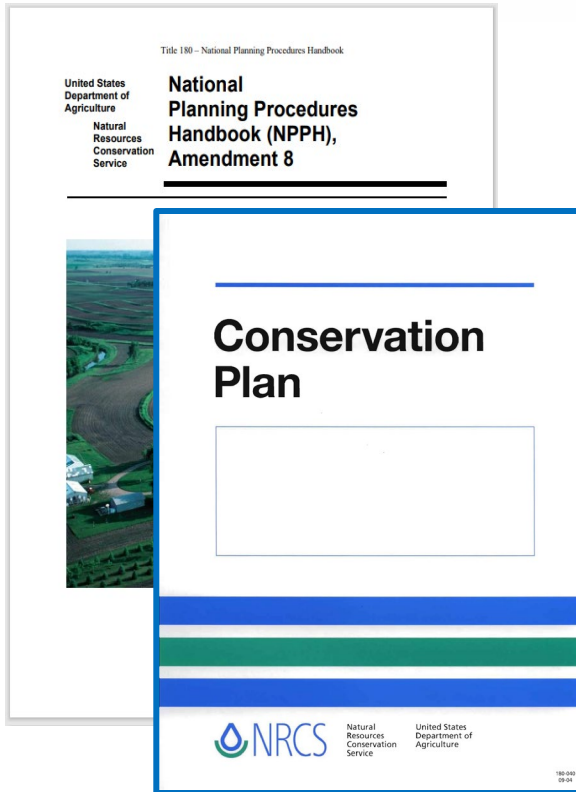
*Wetlands provide numerous benefits  
to the landscape,  
to water quality  
to wildlife habitat*

- Wetlands can be present in or adjacent to many agriculture fields in Ohio. They can also be found in forests, pastures and odd unfarmed areas,
- Drainage activities (both field drainage and associated ditches) should be carefully evaluated before any work is done in their vicinity
- Planners should carefully assess the land for wetlands and evaluate the impact of alternative practices being suggested.



TSPs may want to suggest their client seek a Certified Wetland Determination to ensure compliance with the Food Security Act.

## The RMS Level Plan

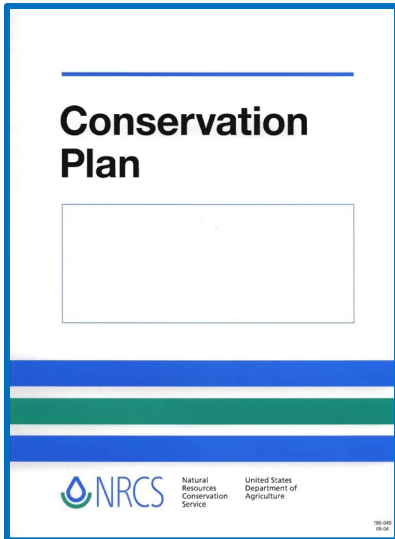


- ❑ The RMS Plan to be submitted for review should reflect the use of 9 Step Planning Process and meet the Conservation Plan document requirements outlined in Part 600.31 of the National Planning Procedures Handbook – NPPH.

Plan documents should include an inventory of the landowners' goals, objectives and land management operations; plan maps; soil maps and map unit descriptions; a description of the site-specific resource concerns; all assessment tools used to determine the benchmark conditions done to make technical conclusions; a schedule of implementation; and the planned practice Implementation Requirements (Ohio IR sheets) that provide the technical specifications to implement the practice

- ❑ Engineering designs are not necessary. However, adequate site assessment and evaluation documentation of proposed structural practices should be included (example: documented soil boring)

# Conservation Plan Reviews



- ❑ NRCS may request additional Plans for review to ensure the TSP has a thorough understanding of the planning process and Plan document requirements,
- ❑ If, after reviewing multiple Plans, NRCS determines that the TSP needs additional training or time to build needed Proficiency, NRCS may work with the TSP to provide training and work on plan deficiencies.
- ❑ If the submitted plan cannot be approved as submitted & NRCS needs to provide technical assistance to the TSP to complete the assessments or any of the plan components, the TSP will be designated at a KSA Level 3-Performing with Supervision and will not be certified until they demonstrate an improved performance.
  - NRCS-OH is willing to provide limited technical assistance and instruction on completing the deficient component so the TSP can use the improved skills & abilities to complete a second plan at the independent level.

NRCS has opportunities for TSPs to provide planning assistance in 3 categories

## What are CPAs, DIAs, and CEMAs?

Technical service providers (TSP) or other third-party service providers (Providers) for NRCS can carry out planning, design, implementation, and monitoring tasks for NRCS conservation program purposes (previously known as Conservation Activity Plans (CAPs)).

**NRCS has organized and named former CAPs into three new categories;**

- 1. Conservation Planning Activities (CPAs),**
- 2. Design and Implementation Activities (DIAs), and**
- 3. Conservation Evaluation and Monitoring Activities (CEMAs).**

NRCS broke these activities out to clarify which phase of the NRCS conservation planning process the TSP/Provider will be supporting.

Web search: [EQIP CPAs, DIAs, And CEMAs | NRCS \(usda.gov\)](#)

NRCS has opportunities for TSPs to provide planning assistance in 3 areas:

**Conservation Planning Activities (CPAs):** Activities that result in a conservation plan consistent with steps 1-7 of the NRCS conservation planning process. The CPA will document client decisions regarding selected alternatives including identification of desired primary and supporting practices that the client would like to use to treat identified resource concerns.

**Design and Implementation Activities (DIAs):** Activities that allow for development of specific practice designs, management prescriptions, or other instructions that allow the client to implement the conservation practice or system of conservation practices. These activities are consistent with Step 8 of the NRCS conservation planning process. (Does not include assistance with conservation practice installation, review, and checkout.)

**Conservation Evaluation and Monitoring Activities (CEMAs):** Activities that include evaluation, monitoring, testing, or assessment for a specific purpose, to complete practice implementation requirements, or to determine the effectiveness of conservation practices and activities. CEMAs are consistent with Step 9 of the NRCS conservation planning process but may be used at any point in the planning process.

Please visit the NRCS EQIP CPA, DIA, CEMA web site for more information

# Additional References or Training Recommended

a Certified  
Conservation  
Planner is like an  
athlete ...  
always training to  
be better

- ◆ AgLearn for additional or review training
  - Air Quality Resource Concerns (online AgLearn)
  - Environmental Compliance in Conservation Planning (online AgLearn)
  - Nutrient and Pest Management Considerations in Conservation Planning (online AgLearn)
- ◆ NRCS-National Website at [www.nrcs.usda.gov](http://www.nrcs.usda.gov)
- ◆ NRCS-Ohio Website:  
<http://www.nrcs.usda.gov/wps/portal/nrcs/site/oh/home/>
- ◆ Ohio Field Office Technical Guide (FOTG)  
[http://efotg.sc.egov.usda.gov/efotg\\_locator.aspx](http://efotg.sc.egov.usda.gov/efotg_locator.aspx)
- ◆ NRCS TSP website

NRCS maintains a YouTube channel for TSP that provides short trainings for administrative activity functions

## [TSP - YouTube](#)

The screenshot displays the YouTube channel page for FarmersGov. The left sidebar includes navigation options: Home, Explore, Subscriptions, Library, and History. A 'SIGN IN' button is visible. Below the navigation is a 'BEST OF YOUTUBE' section with categories like Music, Sports, Gaming, Movies & Shows, News, Live, and Fashion & Beauty.

The main content area features a search bar at the top. Below it is a video player showing a 'PLAY ALL' button for a playlist titled 'TSP'. The playlist description indicates it contains 7 videos with 913 views, last updated on Dec 12, 2021. The channel name 'FarmersGov' and a 'SUBSCRIBE' button are also present.

The right side of the page lists seven videos from the playlist:

- 1 OBR: How to Create a Business Profile and Submit a Business Application (6:26)
- 2 TSP: How to Create and Submit Completed Work (3:49)
- 3 TSP: How to Revise, Modify, or Renew My Application or Agreement (11:28)
- 4 TSP: How to Start and Submit a New Application (11:25)
- 5 TSP: How to Update My Profile and Expired License or Certification (4:49)
- 6 Technical Service Provider Registry Training (2:12:45)
- 7 NRCS State Coordinator Conservation Activity Plan (CAP) Transition Training Webinar (1:34:24)



## Expected TSP Workflow

- Individuals interested in the TSP certification should work with the State TSP coordinator. TSP coordinator will assist individuals with the application/certification process.
- The State Resource Conservationist (SRC) will be responsible for reviewing TSP conservation planning for the National Planner Designation.
- Subsequent conservation plans will be reviewed by the District Conservationist (DC) at the local USDA Service Center.
- The SRC will conduct plan reviews for TSP planner designation renewals.
- TSPs will work with the local District Conservationist to make sure the proper environmental evaluations (NRCS.CPA.52) are completed.

## State Specific Training Modules Completion Certificate

After reviewing this training module and the referenced laws, and other recommended materials the TSP may complete the attached completion certificate, print and sign a hard copy.

**Please forward a signed and dated copy of the completion certificate (next page) to the State TSP Coordinator for your TSP Administrative file:**

Bryan Lee, Acting Ohio TSP Coordinator  
USDA-Natural Resources Conservation Service  
200 North High Street, Room 522  
Columbus, Ohio 43215  
[bryan.lee@oh.usda.gov](mailto:bryan.lee@oh.usda.gov)

## STATE SPECIFIC TRAINING MODULE COMPLETION CERTIFICATE

I, \_\_\_\_\_ hereby verify I have viewed and understand the content of the *[state name]* State  
TSP Name  
Specific Training Module and affirm I have the knowledge, skills, and ability to conduct conservation planning  
services in this state.

---

TSP Signature

---

Date

## Non-Discrimination Statement

### Non-Discrimination Policy

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases apply to all programs and/or employment activities.)

### To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's EEO Counselor within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at [http://www.ascr.usda.gov/complaint\\_filing\\_file.html](http://www.ascr.usda.gov/complaint_filing_file.html)

### To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9419, by fax at (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

### Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.), please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

### Supplemental Nutrition Assistance Program

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish, or call the State Information/Hotline Numbers.

### All Other Inquiries

For any other information not pertaining to civil rights, please refer to the listing of the USDA Agencies and Offices.