

State-Specific Training Module for Maine: Technical Service Providers (TSPs) and Conservation Planning

Purpose of this Module

This module will provide some general information that TSPs need to conduct conservation planning in Maine. This information is general in nature so the TSP may need to follow up with additional reading or training to make sure they have the knowledge, skill, licenses and certifications to conduct conservation planning in this state.

Review of Selected State Laws

- Laws administered by:
 - Maine Department of Environmental Protection (DEP)
 - Maine Department of Agriculture, Conservation and Forestry (DACF)

Erosion and Sedimentation Control Law (38 M.R.S. §420-C)

§420-C. Erosion and sedimentation control

A person who conducts, or causes to be conducted, an activity that involves filling, displacing or exposing soil or other earthen materials shall take measures to prevent unreasonable erosion of soil or sediment beyond the project site or into a protected natural resource...

This section applies to a project, or any portion of a project located within an organized area of this State. **This section does not apply to agricultural fields.**

Protection and Improvement of Waters Act (38 M.R.S. §413)

§413. Waste discharge licenses

1. License required. No person may **directly or indirectly** discharge or cause to be discharged any pollutant without first obtaining a license therefor from the department.

§361-A(7) "Waters of the State" means **any and all surface and subsurface waters...except such waters as are confined and retained completely upon the property of one person** and do not drain into or connect with any other waters of the State...

§361-A(4-A) "Pollutant" means dredged spoil, solid waste, junk, incinerator residue, sewage, refuse, effluent, garbage, sewage sludge, munitions, chemicals, biological or radiological materials, oil, petroleum products or by-products, heat, wrecked or discarded equipment, **rock, sand, dirt** and industrial, municipal, domestic, commercial or agricultural wastes of any kind.

Stormwater Management Law



Need to obtain a Stormwater permit if disturbing 1 acre or more of area on a project site in organized towns

Exemptions

- Agriculture: clearing vegetation, plowing, cultivating, etc. (existing fields);
Manure storage facilities built in accordance with NRCS guidelines
- Forestry: if road used primarily for forestry and not a “change in use”.
Roads must be of minimum width and length set by DEP

Natural Resources Protection Act (NRPA)

Activities requiring a permit:

- Dredging, bulldozing, removing or displacing soil, sand, vegetation or other materials
- Draining, ditching or dewatering
- Permanent structures (new, repaired, altered)
- Filling

Protected Natural Resources

- ☐ Rivers, Streams, and Brooks
- ☐ Lakes (great ponds)
- ☐ Freshwater Wetlands
- ☐ Coastal Wetlands
- ☐ Fragile Mountain Areas
- ☐ Significant Wildlife Habitat

Jurisdiction

In, on or over all protected natural resources

Adjacent to (i.e. 75 feet):

- all water resources (lakes, streams, wetlands)
- Significant Wildlife Habitat in freshwater wetland
- Freshwater wetland consisting of or containing:
 - 20,000 sq. ft. open water, aquatic vegetation or emergent marsh vegetation
 - Peatland dominated by shrubs, sedges, moss

Rivers, Streams, and Brooks

Must have a defined channel and have at least 2 of the following:

- ✓ Solid or broken blue line on U.S.G.S. topo map
- ✓ Flow 6 months continuously per year
- ✓ Scoured mineral or parent material bed
- ✓ Aquatic organisms
- ✓ Aquatic vegetation



Significant Wildlife Habitat

- Defined by DEP and Inland Fisheries and Wildlife (IFW) rule
 - maps produced by IFW,
 - maps at DEP and MEGIS website (Google Earth application)
- Inland Waterfowl and Wading Bird Habitat
 - wetland complexes with adjacent 250-foot habitat
- Significant Vernal Pools – **not** man-made
 - “significance” based on spring surveys for egg masses of wood frog, yellow-spotted or blue-spotted salamanders, fairy shrimp
 - 250-foot ‘critical terrestrial habitat’ around pool

Agricultural Exemption* (38 M.R.S. §480-Q(6))

6. Agricultural activities. Subject to other provisions of this article that govern other protected natural resources, altering a **freshwater wetland** for the purpose of normal farming activities such as clearing of vegetation for agricultural purposes if the **land topography is not altered**, plowing, seeding, cultivating, minor drainage and harvesting, construction or maintenance of farm or livestock ponds or irrigation ditches, maintenance of drainage ditches and construction or maintenance of farm roads;

** Wetlands: Clearing of stumps for production of a commodity crop is not allowed under the Swampbuster Provisions of the National Food Security Act, nor by Presidential Executive Order 10990 without mitigation. Also, irrigation ponds/pipes in a stream can be complex regulatory issues.*

Other NRPA Permit Exemptions

- Maintenance/repair of structure
- Maintenance/replacement of existing crossing
- Forestry (forested wetlands only and adjacent to other resources)
- Minor alterations in freshwater wetlands
- Removing beaver dams
- Constructed ponds
- Existing agricultural fields

Maintenance and Repair (38 M.R.S. § 480-Q(2))

- Repair up to 50% of structure (not for crossings but for retaining walls, riprap, etc.) if:
 - Use erosion control
 - No additional intrusion into resource
 - Same dimensions as existed within last 24 mos.
- Can repair >50% with Permit by Rule (not dams)
- Can repair >50% of dam with NRCS approval

Existing Stream Crossings

(38 M.R.S. § 480-Q(17))

- EXEMPT IF:
 - Erosion controls used
 - Does not block fish passage
 - If river, stream or brook involved:
 - Installed to natural grade
 - Embedded at least 1 foot or 25% structure diameter (if structure not open-bottomed)

 - Structure “diameter” is typically a vertical measurement (D. Mullen, per. comm., 6 Jan 2014)

Exempt Freshwater Wetland Alteration (38 M.R.S. § 480-Q(17))

<4,300 sq. ft. if:

- Not in, on, over other protected natural resource
- Not w/i 25 feet of other protected natural resource
- Not in shoreland zone or area being zoned
- Not in wetland with 20,000 sf of open water, aquatic or emergent marsh vegetation
- Not in peatland
- Not in significant wildlife habitat
- Single complete project

Removal of Beaver Dams (38 M.R.S. § 480-Q(21))

- Authorized by a Game Warden
- Minimize erosion
- Minimize wetland alteration
- Use wheeled or tracked equipment only where necessary for crossing or removing dam
- Cannot remove beaver house



Constructed Ponds (38 M.R.S. § 480- Q(20))

20. Constructed ponds.

Alteration of legally created constructed ponds that are not considered part of a great pond, coastal wetland, river, stream or brook, as long as the constructed pond is not expanded beyond its original size.

Existing Agricultural Fields (38 M.R.S. § 480-Q(25))

25. Existing agricultural fields and pastures.

Maintenance, but **not enlargement**, of agricultural fields and pastures in existence on September 1, 2002 that are adjacent to a river, stream or brook not regulated by a municipality under chapter 3, subchapter 1, article 2-B (i.e. shoreland zoning)

Creation of Agricultural Irrigation Ponds (38 M.R.S. § 480-Y)

- General permit for ponds in and adjacent to streams
 - Need irrigation mgt. plan
 - Not a significant fishery
- Need NRCS design
 - Bottom discharge
 - Maintain aquatic base flow
 - Maintain buffer strips

Shoreland Zoning (Chapter 1000)

- <http://www.maine.gov/dep/land/slz/index.html#rule>
- Guidelines for Municipal Shoreland Zoning Ordinances. These are the state minimum standards that all municipalities must use as a basis for developing their own ordinances.
- Local ordinance standards may be more restrictive but are only applicable to agricultural activities if the ordinance was sent to the Department of Agriculture prior to adoption in accordance with 7 MRSA Section 155.

Note: Conservation Planners should be aware of Chapter 1000 as well as the applicable Municipal Shoreland Zoning Ordinances.



Chapter 1000, Section 15 (N). Agriculture

Agriculture is an allowed use in all shoreland zoning districts provided that certain standards are met. Agricultural activities only require a permit when the activity is new or an expansion of an existing field and takes place in a Resource Protection District. Standards which agricultural activities must meet within the shoreland zone include the following:

- Manure must be stockpiled at least 100 feet from a great pond or river flowing to a great pond, and 75 feet from other waterbodies including tributary streams or wetlands. Manure storage areas must be constructed such that the facility produces no discharge of effluent or contaminated stormwater.



Chapter 1000, cont.

- Tilling of soil greater than 40,000 square feet requires a Conservation Plan to be filed with the Planning Board and must be followed.
- New tilling must be setback at least 100 feet from the shoreline of a great pond, 75 feet from other water bodies and coastal wetlands and 25 feet from tributary streams and freshwater wetlands. Existing tilling is not required to meet these setbacks provided it was in operation prior to the effective date of the Municipal Shoreland Zoning Ordinance.



Chapter 1000 cont.

- Newly established livestock grazing areas must be no closer than 100 feet from the shoreline of a great pond, 75 feet from other waterbodies and coastal wetlands and 25 feet from tributary streams and freshwater wetlands. Existing livestock grazing areas are not required to meet these setbacks provided they were in operation prior to the effective date of the Municipal Shoreland Zoning Ordinance.

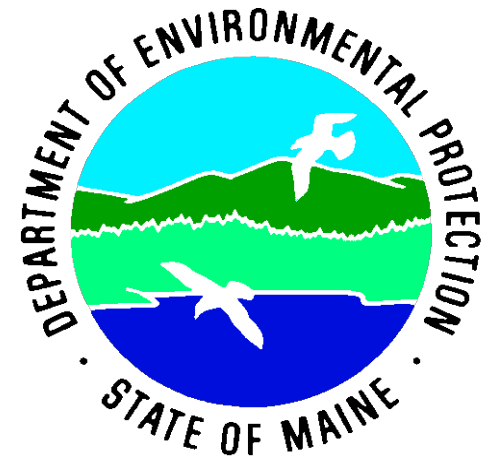


Remember...

If you have any questions about your project site or whether a permit is required...

CALL DEP!

Central Maine Region	1-800-452-1942
Southern Maine Region	1-888-769-1036
Eastern Maine Region	1-888-769-1137
Northern Maine Region	1-888-769-1053



Selected Laws & Rules of Maine's Department of Agriculture, Conservation and Forestry (DACF)

Nutrient Management Rules (Chapter 565)

Nutrient Management Plans Required for livestock farms that meet one or more of the following criteria:

- The farm confines and feeds 50 or more animal units at any one time;
- The farm utilizes more than 100 tons of manure per year not generated on that farm;
- The farm is the subject of a verified complaint of improper manure handling;
- The farm stores or utilizes regulated residuals.

The nutrient management plan must be prepared or approved by a certified NMP Specialist.

Rules for Disposal of Animal Carcasses (Chapter 211)

1. Catastrophic Carcass Disposal/Management Plans Required

- Farms with 300 animal units or more shall have a written catastrophic carcass disposal/management plan that has been developed or approved by a certified Nutrient Management Planning Specialist.

Nutrient Management Planning

- All Maine NRCS planners writing Comprehensive Nutrient Management Plans (CNMP) or 590 Nutrient Management Plans that include the use of animal manures are required to hold a Maine DACF Nutrient Management Planning Specialist license.
- Plans are written in accordance with CPS 590 Nutrient Management, and State of Maine Nutrient Management Law and Rules, Chapter 565.
- C/NMPs for livestock operations must also address catastrophic and routine mortality disposal. Disposal sites must be approved by a Maine Licensed Soil Scientist or NRCS.

Pest Management – State of Maine

- **Title 22 Maine Board of Pesticides Control Law:** All Pesticide Applicators are required to maintain a state license through the Maine Board of Pesticide Control.

Pest Management NRCS Maine

NRCS Maine:

- NRCS planners do not make pesticide recommendations, per national NRCS policy.
- Producers work with consultants or Extension to choose appropriate pest control products for the specific pest and situation.

Pest Management NRCS Maine

- When 315 Herbaceous Weed Control or 314 Brush Management by herbicides are planned on non-cropland (forest, pasture) the WIN-PST software program should be utilized to assess pesticide risk to water resources. Mitigation is planned as needed.
- Maine NRCS WIN-PST Exemption for some low-risk herbicides: See FOTG, Section 4, Conservation Practices, 595 Pest Management Conservation System, WIN-PST Exemption.
- If non-exempt pesticides are planned and the TSP is not proficient with WIN-PST, contact NRCS for assistance.

Review of Major Land Use - Cropland

- Cropland – Maine has approximately 477,000 acres of cropland.
- Primary Resource Concerns: Soil Health, Soil Erosion, and Water Quality.
- Primary practices: Conservation Crop Rotation, Cover Crop, Reduced Tillage or No- Till, Grassed Waterway, Lined Waterway, Nutrient Management.

Review of Major Land Use – Pasture

- Pasture – Maine has about 81,000 acres of grazed pasture.
- Primary Resource Concerns: Degraded Plant Condition, Water Quality, Soil Erosion, Soil Health, Livestock Production Limitations.
- Primary practices: Prescribed Grazing, Fence, Watering Facility, Trails and Walkways, Stream Crossing, Access Road, Pasture and Hayland Planting.

Review of Major Land Use – Blueberry Land

- Maine has 42,000 acres of wild blueberry lands - predominantly in Washington and Hancock Counties.
- Resource Concerns associated with blueberry lands: Air quality, Degraded Plant Condition, and Water Quality.
- Primary conservation practices: Obstruction Removal (removal of rocks to facilitate flail mowing), Tree and Shrub Pruning/ Field Operations Emissions Reduction (replace burning with mowing), Pest Management.

Review of Major Land Use - Forests

- Forest Lands – Maine is over 85% forested.
- Primary Resource Concerns include: Degraded Plant Condition, inadequate habitat for fish and wildlife, soil erosion and water quality.

Forestry In Maine



Common Forest Practices

- *Access Control – 472*
- *Access Road - 560*
- *Brush Management – 314*
- *Forest Stand Improvement – 666*
- *Forest Trails and Landings – 655*
- *Riparian Forest Buffer – 391*
- *Tree/Shrub Establishment – 612*
- *Tree/Shrub Site Preparation – 490*
- *Tree/Shrub Pruning – 660*
- *Woody Residue Treatment – 384*
- *Road /Trail/Landing Closure and Treatment – 654*



Maine Legal Obligations

Regulating Forestry Operations

- **Protection and Improvement of Waters** - This law regulates activities that discharge or could potentially discharge materials (pollutants) into rivers, streams, brooks, lakes and ponds and tidal waters (waters of the State).
- **Erosion and Sedimentation Law** - The Erosion and Sedimentation Control Law was enacted in 1996 to regulate activities involving filling, displacing or exposing soil anywhere in the organized areas of the state.
- Link to [Land Laws, Maine Department of Environmental Protection](#)

Maine Legal Obligations Regulating Forestry Operations cont.

- **Natural Resources Protection Act (NRPA)** - became effective on August 4, 1988. The Act applies to the following protected natural resources: coastal wetlands and sand dunes; freshwater wetlands; great ponds; rivers, streams and brooks; fragile mountain areas, and significant wildlife habitat. There have been significant changes and additions to the law since its enactment.

Link to [Natural Resources Protection Act \(NRPA Page\)](#)

Maine Legal Obligations Regulating Forestry Operations cont.

The Mandatory Shoreland Zoning Act (MSZA) requires municipalities to adopt, administer, and enforce local ordinances that regulate land use activities in the shoreland zone. The shoreland zone is comprised of all land areas within 250 feet, horizontal distance, of the

- normal high-water line of any great pond or river;
- upland edge of a coastal wetland, including all areas affected by tidal action, and
- upland edge of defined freshwater wetlands; and
- all land areas within 75 feet, horizontal distance, of the normal high-water line of certain streams

Link to [Shoreland Zoning, Maine Department of Environmental Protection](#)

Maine Legal Obligations

Regulating Forestry Operations cont.

Rules and Regulations

- that all timber harvesting and related activities must also comply with any applicable federal, state, and local laws, rules, and ordinances.
- It is **your responsibility**, as landowner, Licensed Forester, or logger, to know and understand what rules, including municipal ordinances, apply to your timber harvesting and related activities.

NRCS Strongly recommends that you:

1. Check with the town or municipality about any local ordinances that may apply to your activity.
2. Are familiar with ALL rules that apply to your activity BEFORE you begin your activities.
3. Plan your harvest well in advance!

If you have questions about the rules listed here, please contact your [District Forester](#).

Maine Legal Obligations

Regulating Forestry Operations cont.

Forest Practices Act - is administered and enforced by Maine Forest Service. It has three primary components:

- Landowners must file a [Forest Operations Notification](#), along with a location map, with the Maine Forest Service before beginning any timber harvesting activity. [Forest Operations Notifications are now filed online](#). The notification is not a permit and carries no fee. Notifications must be posted at the operation's principal log landing until the harvest is complete. Landowners who submit a Notification are required to complete and return a Landowner Report of timber harvesting at the end of each year in which harvesting takes place.
- Landowners who create clearcuts must adhere to standards for separation zones between clearcuts, and must have a Licensed Forester prepare harvest plans for clearcuts greater than 20 acres. Additional regulations concern the definition, size, arrangement, and management of clearcuts.
- Landowners must ensure that clearcuts have adequate regeneration of tree species within 5 years after harvest.

Check with the [Maine Forest Service](#) for current information on this law. A few towns also have municipal ordinances specifically on Forest Practices that exceed the requirements of the MFS Forest Practices act, so it is important to check with the town as well.

[View Maine's Forest Practices Act \(PDF\)](#)

[View Forest Practices Act Rules \(PDF\)](#)

NRCS Maine Forestry

Conservation Planning Activities (CPAs): Activities that result in a conservation plan consistent with steps 1-7 of the NRCS conservation planning process. The CPA 106 (Forest Management Plan) is a site-specific conservation plan that contains planned forest related conservation treatment activities for one or more 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. The DIA 165 is designing a single or combination of forest related conservation practices to treat one or more resource concerns. Forest management activities are site-specific forestry and/or agroforestry conservation practices as prescribed in a forest management plan.

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. CEMA 223 (Forest Management Assessment) is an in-depth forest stand level resource inventory.

Maine Legal Obligations Regulating Forestry Operations

Three great references for Maine.

["The Forestry Rules of Maine 2017: A Practical Guide for Foresters, Log" by Maine Forest Service and Maine Department of Agriculture, Conservation & Forestry \(digitalmaine.com\)](#)

["Best Management Practices for Forestry: Protecting Maine's Water Quality" by Maine Forest Service and Maine Department of Agriculture, Conservation & Forestry \(digitalmaine.com\)](#)

[Forest Trees of Maine: Handbooks & Guides: Publications: Division of Forestry: Maine ACF](#)

Wildlife In Maine

**Everything we do on the land
affects Fish and Wildlife!**



Some Practices that Benefit Wildlife

- Wildlife Habitat Planting – 420
- Early Successional Habitat Development/Management – 647
- Upland Wildlife Habitat Management – 645
- Hedgerow Planting – 422 & Tree and Shrub Planting - 612
- Aquatic Organism Passage - 396
- Brush Management - 314
- Field Border - 386
- Herbaceous Weed Control – 315
- Riparian Forest Buffer - 391
- Stream Habitat Improvement/Management – 395
- Wetland Practices – 644, 657 & 659
 - **However, most NRCS practices can affect, either directly or indirectly, wildlife and/or fisheries resources!**

Planning for Wildlife

When Terrestrial Habitat for Wildlife and Invertebrates is a primary resource concern, Maine's fish and wildlife quality criteria (QC) must be achieved

- A Maine approved Wildlife Habitat Evaluation Guide (WHEG) determines whether QC is met (Planned Score > .5)
 - Example WHEGs can be found here:
<https://efotg.sc.egov.usda.gov/#/state/ME/documents/section=3&folder=62918>

Major State of Fish/Maine Wildlife Laws

Although many of the laws discussed above indirectly affect fish/wildlife, the following directly address these resources:

- **Maine Endangered Species Act (MESA)**
 - Threatened and Endangered Species, Essential Wildlife Habitats
<https://www.maine.gov/ifw/fish-wildlife/wildlife/endangered-threatened-species/listed-species.html>

Natural Resources Protection Act (NRPA)

- Significant Wildlife Habitats,
- Wetlands, Streams, Brooks, Lakes
<http://www.maine.gov/dep/land/nrpa/>

MESA

Maine Threatened & Endangered Species, and Species of Special Concern

https://www.maine.gov/IFW/docs/swap/Element1_Table1-3_SGCN_version2015-09-17_FINAL.pdf

Designated Maine Essential Wildlife Habitats

- Roseate Tern
- Piping Plover
- Least Tern

Natural Resources Protection Act

All Designated “Significant Wildlife Habitats”

- Habitat for Threatened and Endangered Species
- Deer Wintering Areas
- Inland Waterfowl/Wading Bird Habitat
- Seabird Nesting Islands
- Shorebird Areas
- Significant Vernal Pools
- Tidal Waterfowl/Wading Bird Habitat

Federal Special Environmental Concerns

In addition to Maine Law, NRCS evaluates effects of practices on the following areas of federal law/concern

Clean Water Act	Invasive Species
Clean Water Act	Migratory Bird Act
Coastal Zone Management	Bald/Golden Eagle Act
Coral Reefs	Natural Areas
Cultural Resources/Historic Preservation	Prime/Unique Farmlands
Federal Endangered Species Act	Riparian Areas
Environmental Justice	Scenic Beauty
Essential Fish Habitat	Wetlands
Floodplain Management	Wild and Scenic Rivers

See Subpart C of NRCS' Environmental Compliance Handbook for more info –

https://www.nrcs.usda.gov/sites/default/files/2022-09/National_Environmental_Compliance_Handbook_2016.pdf

Major Federal Fish/Wildlife Laws

Maine NRCS has programmatic consultations or agreements for the following laws & species that affect where and how we plan practices

Endangered Species Act

- Atlantic Salmon and Atlantic Salmon Critical Habitat
- Canada Lynx and Canada Lynx Critical Habitat
- Small Whorled Pogonia
- Rusty Patched Bumble Bee and Other Rare Bees
- Sturgeon

<https://efotg.sc.egov.usda.gov/#/state/ME/documents/section=2&folder=61972>

Magnuson-Stevens/Essential Fish Habitat

- Anadromous Fish

<https://efotg.sc.egov.usda.gov/references/public/ME/EFHProgrammaticConsultation.pdf>

Cultural Resources & Historic Preservation

NRCS, as a federal agency, must consider effects of planning and implementing its conservation practices and other undertakings on significant cultural resources.

In Maine, the local District Conservationist generally will employ TSP - provided information to initiate cultural resources reviews under the National Historic Preservation Act (ME-CR-1) and the National Environmental Policy Act (CPA-52). TSPs do not conduct cultural resource reviews for NRCS.

TSP Input in Historic Preservation

TSPs can help NRCS Maine by planning to avoid areas with historic structures (structures greater than 50 years of age) and that are highly sensitive for archaeological sites.

In Maine most areas sensitive for precontact archaeological sites are found near water, such as rivers, streams, and brooks, the inlets/outlets of lakes, and at confluences of rivers, streams, and/or brooks. Others are located on relatively level, well-drained sandy soils by small streams, especially if the area overlooks water or confluence.

Areas sensitive for historic archaeological sites are often found by reviewing historic maps that show homes or structures, as well as noting unusual depressions, mounds, foundations, wells, and ornamental vegetation in unlikely locales.

Further Information on Cultural Resources

All Certified Conservation Planner TSPs are required to learn more about cultural resources by taking the on-line course “Cultural Resources Training Series, Part 1” in AgLearn (<http://www.aglearn.usda.gov/>).

Also, examine NRCS Maine’s Field Office Technical Guide on the web (http://efotg.sc.egov.usda.gov/efotg_locator.aspx): Section II/Cultural Resources Information. The Cultural Resources Fact Sheet is available there as well.

If there are questions or concerns during planning, please reach out to the Cultural Resources Specialist:

Nathaniel King, RPA

Email - Nathaniel.king@usda.gov

Phone (207)990-9566

NRCS Policy

- Maine NRCS evaluates effects of implementing conservation practices on all protected resources and fish & wildlife
- NRCS policy is to avoid or minimize adverse affects to protected Federal, State and Tribal resources; *including species of concern*
- NRCS consults with appropriate Maine and/or Federal regulatory agencies, as needed
 - Typically, our clients are ultimately responsible for obtaining necessary permits
 - *Note: there is usually a difference between a mandate for federal agencies to consult and permit acquisition*

Expected TSP Workflow

- The State Resource Conservationist (SRC) will be responsible for reviewing TSP conservation planning for the National Planner Certification.
- 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 certification renewals.
- TSPs will work with the local District Conservationist to make sure the proper environmental evaluations (NRCS.CPA.52) are completed.

Non-Discrimination Statement

Non-Discrimination Policy

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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

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, 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

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, audiotape, 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 Inquires

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

Certificate of Completion

After viewing the State Specific Training module, please print and sign the completion certificate on the following slide.

The certificate is your acknowledgement that based on the information provided in this module, you have the proper knowledge, skills and ability to conduct planning in this state.

Send the signed certificate to the State TSP Coordinator. Copy the below link to your browser for a list of State TSP Coordinators.

<https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx>

STATE SPECIFIC TRAINING MODULE COMPLETION CERTIFICATE

I, _____ hereby verify I have viewed and understand the content of the Maine 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