

Date Received:

Control No:

Field Office Checklist and TSP Certification Sample Plan Review

Conservation Activity Plan – Irrigation Water Management Plan Practice Activity Code (118)

(Refer to National Bulletin 450-12-2 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). This checklist is designed for use by NRCS staff and Technical Service Providers. NRCS staff should use the checklist for technical review of the sample plans submitted as part of the certification process as well as for administrative review upon completion of all other plans submitted. It is the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included in the plan.

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: <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=stelprdb1043101>.
- **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.

Irrigation Water Management Plan

State/County:	Date Plan Submitted:
Producer/Owner:	Technical Service Provider:

A Irrigation Water Management Plan (IWMP) provides the producer with a guide for the proper management and application of irrigation water resources. The objective of Irrigation Water Management is to control the volume, frequency and rate of water for efficient irrigation.

Technical Guidance, Criteria, and Content for the NMP is found at the URL: eDirectives <http://directives.sc.egov.usda.gov/>. Navigate to: Handbooks Title 210 Engineering, Section 15 – Irrigation and Part 652-National Irrigation Guide.

Minimum components of a IWMP shall include:

1.	General Criteria: IWMP plans should address:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Resource concerns identified, and; b. Conservation practices needed to comprise a conservation system for IWM; c. Economics of water use; d. Energy consumption; e. Crop yield.
2.	Technical Criteria: Minimum criteria to be addresses in development and implementation of IWM Plan:
<input type="checkbox"/>	<ul style="list-style-type: none"> 1. Farm and field information: <ul style="list-style-type: none"> a. Name of producer; b. Farm number, field and/or Tract number; c. Crops grown, and planned rotation by field; d. Name of contractor or consultant developing plan; e. Date of plan development.
<input type="checkbox"/>	<ul style="list-style-type: none"> 2. The objectives of the producer, which should involve one of the purposes listed in CPS 449, Irrigation Water Management.
<input type="checkbox"/>	<ul style="list-style-type: none"> 3. A soils map that includes field boundaries, with the predominant soils listed, appropriate soil descriptions and area quantified.
<input type="checkbox"/>	<ul style="list-style-type: none"> 4. An irrigation system map that includes the size, materials, and locations of mains, laterals and application systems.
<input type="checkbox"/>	<ul style="list-style-type: none"> 5. Documentation of past water withdrawals and applications, by crop.
<input type="checkbox"/>	<ul style="list-style-type: none"> 6. The methods planned to measure or quantify future water withdrawals and irrigation applications.
<input type="checkbox"/>	<ul style="list-style-type: none"> 7. Planned water application volumes, on a seasonal and/or annual basis, and by crop.
<input type="checkbox"/>	<ul style="list-style-type: none"> 8. Soil tests, to include nutrient levels and salinity. Water tests, to include nutrients, pathogens, salinity, pH, and trace elements.
<input type="checkbox"/>	<ul style="list-style-type: none"> 9. Estimates of irrigation system uniformity based on testing, evaluation, or observation.

<input type="checkbox"/>	10. Documentation of the scientific method planned for scheduling the timing and amount of irrigation applications, based on the measurement or estimation of soil moisture, and the measurement or prediction of evapotranspiration (Et _c) of the crop(s). The proposed irrigation scheduling method should include: a. Estimated volume of water applied by field, irrigation event, season, and/or year; b. Estimated frequency or timing of irrigation applications, by field; c. Estimated application rates and depths of irrigation events.	
<input type="checkbox"/>	11. Resource assessment results (wind and water erosion, water availability, soil fertility, and others that may be needed).	
<input type="checkbox"/>	12. An Operation and Maintenance Plan, to include a check list of items to eliminate non-beneficial system losses.	
<input type="checkbox"/>	13. A signature page, with names, dates and signatures of all contract holders, person who prepared the plan and NRCS representative.	
<input type="checkbox"/>	14. The IWMP components shall be assembled into one complete plan.	
<input type="checkbox"/>	15. Conservation Plan which includes planned practices, schedule of implementation, appropriate site specific specifications and job sheet for each practice: a. For management practices include the planned practices and the site specific specifications on how, when and extent (acres or number) each practice will be applied; b. For structural practices include when and extent the practice will be applied and location of each practice on the Conservation Plan Map.	
<input type="checkbox"/>	16. References	
<input type="checkbox"/>	17. Deliverables: a. Complete hard copy for the client; b. Complete hard and electronic copy of the plan for NRCS: 1. Digital Conservation Plan Map with field, features and structural practices located; 2. Digital Soils Map. Optional -Use of the Plan Template developed for this CAP is optional, but recommended. If the Conservation Plug-In/CPlanner is used for plan development and Conservation Plan Map, Soils Map and planned/structural practices are developed from use of this program, these do not need to be included again in Plan Template.	
Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Irrigation Water Management Plan (IWMP) and it meets all the criteria of the Conservation Activity Plan 118 in accordance with Section 2508 of the Food, Conservation and Energy Act of 2008.
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.

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