

Date Received:

Control No:

## Field Office Checklist and TSP Certification Sample Plan Review

### Agriculture Energy Management Plan, Landscape Practice Activity Code (124)

(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 administrative review to ensure the plan contains all necessary components. Once administrative review is complete then the State TSP Coordinator should forward the sample plan to National Headquarters for technical review. A list of State TSP Coordinators is located at: [http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=s\\_telprdb1043101](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=s_telprdb1043101). States should submit the complete plan and checklist by mail or email to the TSP Team. (See below for address information.)
- **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. A list of State TSP Coordinators is located at: [http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=s\\_telprdb1043101](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=s_telprdb1043101).
- **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.)

## Agriculture Energy Management Plan, Landscape

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

**A Landscape Agriculture Energy Management Plan (Landscape AgEMP)** contains the strategy by which the producer will explore and address his/her on-farm energy problems and opportunities on the working land.

Technical Guidance, Criteria and Content for the Landscape Agricultural Energy Management Plan is found at the URL: eDirectives <http://directives.sc.egov.usda.gov/> Navigate to: Manuals, Title 190 Ecological Sciences, National Agronomy Manual. Additional information can be found in NRCS State Field Office Technical Guide (FOTG) [http://efotg.sc.egov.usda.gov//efotg\\_locator.aspx](http://efotg.sc.egov.usda.gov//efotg_locator.aspx). Select a state/county, go to Section IV.

**Minimum components of a Landscape AgEMP (124) shall include:**

<b>1.</b>	<b>Background and Site Information</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Name of owner/operator;</li> <li>b. Facility location(s) and mailing address;</li> <li>c. Type, size of operation and total acres of the plan;</li> <li>d. Soils Map and soil map unit descriptions using the Web Soil Survey as a minimum printout;</li> <li>e. Digital Conservation Plan Map with stream, surface waters/drainage wetlands on/adjacent to site, property lines, field boundaries/name/number/acres/landuse, map scale, legend, structural practices located and grower name/county/state;</li> <li>f. Resource evaluation for soil erosion, water quantity and other local concerns identified.</li> </ul>
<b>2.</b>	<b>Landscape Agricultural Energy Resource Assessment: This element determines and documents current energy usage over the past annual cycle. The evaluation of energy conservation activities shall include energy used in the cultivation, irrigation, production, protection and harvesting of agricultural/forest crops. The Landscape AgEMP shall address energy use for the following elements (as applicable):</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Cropland field equipment operations – estimate energy use associated with the current field equipment operations under current management and with the planned treatment applied (Compare in common units):               <ul style="list-style-type: none"> <li>1. Field equipment operations that involve equipment passing over the field(s) (cultivation, planting, harvest, manure application, etc. (use RUSLE2 or WEPS to estimate energy use);</li> <li>2. Embedded energy in synthetic nitrogen used (20,000 BTU's per pound of synthetic nitrogen);</li> <li>3. Growing/producing legume nitrogen for crops-energy saved by using less synthetically produced nitrogen;</li> <li>4. Irrigation energy required (system type, pressures, management techniques, pumping plant management, system maintenance).</li> </ul> </li> <li>b. Pasture field equipment operations and potential use of legumes:               <ul style="list-style-type: none"> <li>1. Pasture management (feed and water hauling, management to reduce irrigation, fertilization or mowing);</li> <li>2. Field operations (mowing, spreading manure or fertilizer, etc);</li> <li>3. Changes in species composition (growing/producing legume nitrogen for crops energy saved by using less synthetically produced nitrogen or conserving irrigation</li> </ul> </li> </ul>

	<p>water);</p> <ol style="list-style-type: none"> <li>4. Irrigation energy required (system type, pressures, management techniques, pumping plant management, system maintenance);</li> <li>5. Pumping livestock water.</li> </ol> <p>c. Forest field/harvest operations:</p> <ol style="list-style-type: none"> <li>1. Forest operations and management (forest trails and landings, identified potential energy savings in other land uses associated with windbreaks/shelterbelts).</li> </ol> <p>d. Range field equipment and management:</p> <ol style="list-style-type: none"> <li>1. Forage operation and management;</li> <li>2. Pumping livestock water.</li> </ol>
<b>3.</b>	<b>Planned conservation practices to address soil erosion, water quantity, energy and other local resource or human concerns:</b>
<input type="checkbox"/>	<ol style="list-style-type: none"> <li>a. Document the typical planned conservation practices and include site specific specifications shall be developed in the template, in a NRCS approved job sheet or separate plan;</li> <li>b. For all other practices the practices shall be documented for the planned amount, the field where the practice is to be applied and the planned year of application.</li> </ol>
<b>4.</b>	<b>References</b>
<input type="checkbox"/>	References included in the document
<b>6.</b>	<b>Deliverables</b>
<input type="checkbox"/>	<ol style="list-style-type: none"> <li>a. Complete hardcopy of the plan for the client;</li> <li>b. Complete hardcopy and electronic copy of the client's plan for NRCS: <ol style="list-style-type: none"> <li>1. Completed template for Landscape Agricultural Energy Management Plan (124);</li> <li>2. Soils Map and soil map unit descriptions using the Web Soil Survey as a minimum printout;</li> <li>3. Resource Assessment results in template or add printouts from assessment tool (RUSLE2 or WEPS);</li> <li>4. Landscape Agricultural Energy Resource Assessment (Where RUSLE2 and WEPS was used to estimate energy, the RUSLE2 and WEPS printouts for erosion can also be used to document energy before/after planned treatment.) For irrigation add the printout for the Energy Estimator, Irrigation or other data showing before/after energy savings, if a different irrigation energy estimator was used;</li> <li>5. For identified management practices listed provide site specific specifications on how, when, and extent (acres/number) that will be applied;</li> <li>6. Other practices listed document when, extent, where, and if appropriate, the location of applied practices on Conservation Plan Map;</li> <li>7. Digital Conservation Plan Map.</li> </ol> </li> </ol> <p><b>Optional</b>-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.</p>

Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Agriculture Energy Management Plan - Landscape, and it meets all the criteria of the Conservation Activity Plan 124 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](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