

Date Received:

Control No:

Field Office Checklist and TSP Certification Sample Plan Review

Conservation Activity Plan – Integrated Pest Management Plan Practice Activity Code (114)

(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=s_telprdb1043101.
- **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.

Integrated Pest Management Plan

State/County:	Date Plan Submitted:
Producer/Owner:	Technical Service Provider:
<p>A Integrated Pest Management (IPM) Plan is an ecosystem-based strategy that is a sustainable approach to manage pests using a combination of techniques such as chemical tools, biological control, habitat manipulation and modification of cultural practices and use of resistant varieties.</p> <p>Technical Guidance, Criteria, and Content for the IPM Plan is found at the URL: eDirectives http://directives.sc.egov.usda.gov/. Navigate to: General Manual Title 190 Ecological Sciences, Part 404 – Pest Management. Also Agronomy Technical Note #5: Pest Management in the Conservation Planning Process in Technical Notes, Title 190 Ecological Sciences-Agronomy-Technical Notes #5. Additional information can be found in NRCS State Field Office Technical Guide (FOTG) http://efotg.sc.egov.usda.gov/efotg_locator.aspx. Select a state/County, go to Section IV, Conservation Practices, Integrated Pest Management (595).</p> <p>Minimum components of a Integrated Pest Management Plan shall include:</p>	

1.	Background and site information
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Name of owner/operator and farm location (physical) and mailing address; b. Soil map and soil map units description using Web Soil Survey http://websoilsurvey.nrcs.gov/app/HomePage.htm as a minimum printout.
2.	Resource evaluations and mitigation process for soil, water, air and plant quality as related to suppression tactics that are being applied to the treated site.
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Planned conservation practices and IPM technique to mitigate potential environmental risk not to degrade soil, water, air and plant quality as related to suppression tactics being applied to manage the pest; b. Other practices to address soil, water, air, plant quality and other resource concerns.
3.	Site specific assessment of environmental risks associated with existing and alternative pest management system. This element provides a brief description and maps including:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Digital Conservation Plan Map with stream, surface waters, surface drainage and wetlands on or adjacent to site, setbacks, property lines, field boundaries, field name/number/acres and land use, map scale, structural practices, legend, and grower name/county/state; b. Field locations of planned areas; c. Soil type and characteristics; note potential for runoff or permeability; d. Site conditions risk description; e. Window Pesticide Screening Tool (WIN-PST) Soil/Pesticide Interaction Hazard Report; f. Identification of pests, crop, plant community condition and degree of infestation; g. Irrigation system and management (where appropriate); h. Locations of sensitive resource areas identified on the plan map to include: Streams, drains, surface waters, wetlands, wells, groundwater, drains, grassed waterways and existing buffer practices; i. Sensitive wildlife habitat (on and off-site), food plots; j. Potential off-target drift areas; k. Identification of beneficial predators and parasites;

	<ul style="list-style-type: none"> l. Consideration for pollinator habitat and pollinator protection; m. Other risk mitigation practices in use.
4.	Monitoring Guidelines: This element addresses monitoring strategies that utilize damage and economic thresholds to prevent pest resistance and potential harmful effects on human health and the environment. The monitoring should include:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. List of crops to be maintained; b. Scouting for insects (both beneficial and pest), disease, weeds with dates and results; c. Weather forecasting; d. Degree-day prediction of pest life cycle events; e. Other methods of monitoring and results, such as pheromone traps.
5.	State University IPM guidelines for specific crops. This element addresses individual State university year round Integrated Pest Management Programs to be utilized by planners:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Where available use State Agricultural University issued crop specific Integrated Pest management guidance for individual crops that indicate activities to be undertaken throughout the year based on the crop production cycle. Scouting for insects (both beneficial and pest), disease, weeds with dates and results; b. Where available use State Agricultural University issued Integrated Pest Management guidance for individual crops, pests and diseases & weather forecasting; <p>Note: There are non-state University organizations that likewise provide credible guidelines (i.e. Rodale Institute, Kutztown, PA).</p>
6.	Record Keeping. This element addresses list of records that shall be maintained detailing:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Date of monitoring; b. Results of monitoring; c. Identification of both vertebrate and invertebrate pests; d. Identification of beneficial insects enlisted; e. Identification of specific raptors and /or bats enlisted; f. Identification of crop and/or plant community condition; g. Threshold of infestation; h. Strategies implemented with dates; i. All required records required by state and federal requirements; f. Records required or needed as part of the state university IPM guidelines being used.
7.	Deliverables:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Complete hardcopy of the plan for the client; b. Complete hardcopy and electronic copy of the client's plan for NRCS: <ul style="list-style-type: none"> 1. Cover page with name, address, phone of client and TSP, total acres of the plan, signature blocks as required; 2. Complete hardcopy of the plan with appropriate practice specifications/job sheets for the planned practices and mitigations; 3. Soils Map and soil map units descriptions using Web Soil Survey; 4. Resources assessment results in the plan or add printouts from assessment tool (RUSLE2 and WEPS); 5. Provide the Window Pesticide Screening Tool (WIN-PST) Soil/Pesticide Interaction Hazard Rating report (Required if Hazard Rating is intermediate or higher); 6. Digital Conservation Plan Map as described above. <p>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</p>

	not need to be included again in Plan Template.
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Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Integrated Pest Management Plan and it meets all the criteria of the Conservation Activity Plan 114 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