

Date Received:

Control No:

Field Office and TSP Certification Plan Review Checklist

**Conservation Plan Supporting Organic Transition
Practice Activity Code (138)**

(Refer to National Bulletin 450-13-3 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). The checklists are recommended for use by NRCS staff and Technical Service Providers, but are not required. NRCS staff can use the checklist for administrative review of the sample plans submitted as part of the certification process as well as all other plans submitted after a TSP is certified. TSPs can use the checklist for a general guidance of elements to include in the plan, but it is still the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included.

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

Conservation Plan Supporting Organic Transition

State/County:	Date Plan Submitted:
Producer/Owner:	Technical Service Provider:
<p>A Transition to Organic System Plan is a conservation activity plan documenting decisions by producers who agree to implement a system of conservation practices which assist the producer to transition from conventional farming or ranching systems to an organic production system.</p> <p>Technical Guidance, Criteria and Content for the Conservation Plan Supporting Organic Transition plan is in the 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. Additional information can be found at USDA National Organic Program (www.ams.usda.gov/nop), California Certified Organic Farmers (www.ccof.org) and ATTRA Organic Documentation Forms, Organic Crop and Livestock Workbooks (http://www.attra.org/).</p> <p>Minimum components of a Conservation Plan Supporting Organic Transition (138) shall include:</p>	

1.	Background and Site Information
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Name of owner/operator; b. Farm location and mailing address; c. Soils Map and soil map units descriptions using the Web Soil Survey as a minimum printout; d. Conservation plan map: <ul style="list-style-type: none"> 1. Map of streams surface waters/drainage and wetland on/adjacent to site; 2. Property lines and required setbacks; 3. Field boundaries, name/number/acres/landuse; 4. Map scale and legend; 5. Structural practices located on the map; 6. Grower name/county/state. e. Total acres of the plan; f. Producer's Objectives and Goals; g. Resource evaluation for soil erosion, soil quality, water quality, plant condition and other local concerns identified and identified with the applicable NOP requirement for each identified resource concern; h. Planned conservation practices to address soil erosion, soil quality, water quality, plant condition and other local resource or human concerns and schedule of practice application; i. Document in general terms the source of plant nutrients to be used, their rates, methods of application and timings of application. This documentation is not considered a full nutrient management plan.
2.	Document the planned conservation practices to address the identified resource concerns. For each planned practice:
	<ul style="list-style-type: none"> a. Identify the field(s) or location within a field a practice is to be applied; b. Amount of the practice to be applied; c. Scheduled year to apply the practice;

- d. For the following practices develop the appropriate specifications to implement the conservation practices in the appropriate Jobsheet or Implementation Requirements (Implementation Requirements documents are new for 2013 and replace the term Jobsheets used in previous years) document found in Section IV of the Electronic Field Office Technical Guide for the respective state.

Code	Practice Name
314	Brush Management
328	Conservation Crop Rotation
340	Cover Crop
511	Forage Harvest Management
528	Prescribed Grazing
512	Forage and Biomass Planting
550	Range Planting
345	Residue and Tillage Management, Mulch Till
346	Residue and Tillage Management, Ridge Till
329	Residue and Tillage Management, No-Till/Strip Till/Direct Seed
585	Stripcropping

3. Deliverables

- a. Complete hardcopy of the plan for the Client:
1. Completed the appropriate templates “CAP_138_Cropland_Template Aug 2012.dotx” provided for the Cropland acres and/or the “CAP_138_Grazing_Template Aug 2012.dotx” provided for the Grazing acres with appropriate practice specifications (Jobsheets or Implementation Requirements) for the planned practices listed above;
 2. Soils Map and soil map unit descriptions using the Web Soil Survey as a minimum printout;
 3. Resource assessment results (form attached to the plan development criteria and templates)-complete in the template or add printouts from assessment tools (RUSLE2 or WEPS);
 4. For all practices not listed above (not requiring a Jobsheet or Implementation Requirements) document when the practice will be applied, the amount/extent and field number in the respective “Plan Template”.
 5. For structural or point/type practices locate the planned location on the conservation plan map;
 6. Digital Conservation Plan Map:
 1. Stream, surface water/drainage and wetlands on or adjacent to site;
 2. Property lines;
 3. Field boundaries, name/number, acres and landuse;
 4. Map scale and legend;
 5. Structural practices located on map;
 6. Grower name/county/state.
- b. Complete hardcopy and electronic copy of the client’s plan as outline above for NRCS.

<input type="checkbox"/>	<p>Optional-Use of the Plan Template developed for this CAP is optional, but recommended. CAP 138 Template Organic Cropland Sept 2012, dotx and Cap 138 Template organic Grazing Sept 2013, dotx are available on the TSP website http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/programs/technical/tsp/?cid=stelprdb1046968.</p>
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Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Conservation Plan Supporting Organic Transition and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 138.
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