

## Conservation Practice Application – Agronomic Practices Process Step Table

**PURPOSE:** Provide technical assistance to implement and maintain agronomic conservation practices.

**SCOPE:** Design, layout, certification and follow-up on maintenance for all agronomic practices in Iowa.

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
1. Meet with client to review the planned practice to determine if practice meets client’s objectives and determine if practice is appropriate for site conditions.	<ul style="list-style-type: none"> <li>• District Conservationist (DC)</li> <li>• Staff with job approval authority</li> <li>• Technical Service Provider (TSP)</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Plan</li> <li>• Contract Document(s) and/or cost-share application</li> <li>• IA-CPA-15</li> <li>• Program Specialists</li> <li>• Area Resource Conservationists (ARCs)</li> <li>• Technical Specialists</li> </ul>	<ul style="list-style-type: none"> <li>• General Manual (GM) 450</li> <li>• Electronic Field Office Technical Guide (eFOTG) Section IV</li> <li>• National Planning Procedures Handbook (NPPH) Part 600.28</li> <li>• Practice Statements of Work (SOW)</li> </ul>	Document on IA-CPA-15: <ul style="list-style-type: none"> <li>• Decisions by farmer, including client’s objectives;</li> <li>• Determination that practice meets client’s objectives</li> </ul>
2. Collect resource information for determining practice design (i.e. soils, hydrology, slope, crops).	<ul style="list-style-type: none"> <li>• DC</li> <li>• Staff with job approval authority</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Plan</li> <li>• Contract Document(s) and/or cost-share application</li> <li>• IA-CPA 52</li> <li>• Soil Survey</li> <li>• Interpretive maps</li> <li>• ARC-GIS</li> <li>• IA-CPA-15</li> <li>• Program Specialists</li> <li>• ARCs</li> <li>• Technical Specialists</li> <li>• GPS expert</li> </ul>	<ul style="list-style-type: none"> <li>• GM 450</li> <li>• eFOTG Section IV</li> <li>• NPPH Part 600.28</li> <li>• Practice SOW</li> <li>• Tech Notes</li> </ul>	<ul style="list-style-type: none"> <li>• All resource material needed for design of agronomic practices is compiled in case file</li> </ul>
3. Provide technical assistance for design and layout to prepare to install the planned practice.	<ul style="list-style-type: none"> <li>• DC</li> <li>• Staff with job approval authority</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Plan</li> <li>• Technical Studies</li> <li>• Case File Data</li> <li>• TMDL and other environmental documents and evaluations</li> <li>• NRCS Job Sheets</li> <li>• All resource material needed for design of agronomic practices</li> <li>• Technical Specialists</li> </ul>	<ul style="list-style-type: none"> <li>• GM 450</li> <li>• eFOTG Section IV</li> <li>• NPPH Part 600.28</li> <li>• Practice SOW</li> </ul>	<ul style="list-style-type: none"> <li>• Practice Job Sheets</li> <li>• IA CPA-4 Seeding Plan</li> <li>• Practice layout design as appropriate, documented on the IA-CPA-15</li> </ul>

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Step Action – a verb sentence	Responsibility	Inputs	Control	Output
4. Practice Installation.	<ul style="list-style-type: none"> <li>• Producer</li> <li>• TSP</li> <li>• Contractor</li> </ul>	<ul style="list-style-type: none"> <li>• Practice Job Sheets</li> <li>• IA-CPA-4 Seeding Plan and Practice layout design documented on the IA-CPA-15</li> <li>• Technical Specialists</li> </ul>	<ul style="list-style-type: none"> <li>• GM 450,</li> <li>• eFOTG Section IV</li> <li>• NPPH Part 600.28</li> <li>• Practice SOW</li> </ul>	<ul style="list-style-type: none"> <li>• Installed Practice</li> </ul>
5. Checkout and/or certification for installed practice.	<ul style="list-style-type: none"> <li>• DC</li> <li>• Staff with job approval authority</li> <li>• TSP</li> <li>• Contractor</li> <li>• Client</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Plan, technical studies, case file data, technical assistance,</li> <li>• TMDL and other environmental documents and evaluations</li> <li>• NRCS Job Sheets</li> <li>• On-site: Installed Practice</li> <li>• Technical Specialists</li> </ul>	<ul style="list-style-type: none"> <li>• GM 450</li> <li>• eFOTG Section IV</li> <li>• NPPH Part 600.28</li> <li>• Practice SOW</li> </ul>	<ul style="list-style-type: none"> <li>• Signed IA-CPA-4 Seeding Plan, and/or Practice, checkout notes, documented on IA-CPA-15</li> <li>• Practice is documented as completed in Toolkit and Protracs, if cost-shared</li> </ul>
6. Provide assistance for the operation, maintenance, and recordkeeping required by the practice standard or policy following installation.	<ul style="list-style-type: none"> <li>• DC</li> <li>• Staff with job approval authority</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Plan, technical studies, case file data, technical assistance, and NRCS Job Sheets</li> <li>• Signed IA-CPA-4 Seeding Plan, and/or Practice, checkout notes documented on IA-CPA-15</li> </ul>	<ul style="list-style-type: none"> <li>• GM 450</li> <li>• eFOTG Section IV</li> <li>• NPPH Part 600.28</li> <li>• Practice SOW</li> </ul>	<ul style="list-style-type: none"> <li>• Adequately functioning practice, documented on IA-CPA-15</li> </ul>
7. Onsite follow-up visits with client to determine if the applied conservation practices are operating as planned and meeting the client's and NRCS goals.	<ul style="list-style-type: none"> <li>• DC</li> <li>• Staff with job approval authority</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Client Interview Notes</li> <li>• Case File Data</li> <li>• Conservation Plan</li> <li>• IA-CPA 52</li> <li>• IA-CPA-15</li> </ul>	<ul style="list-style-type: none"> <li>• GM 450</li> <li>• eFOTG Section IV</li> <li>• NPPH Part 600.29</li> </ul>	<ul style="list-style-type: none"> <li>• Proper operation and maintenance of the conservation practice as part of the planned conservation system or deficiencies noted on IA-CPA-15</li> <li>• <i>If deficiencies noted provide technical assistance as per <b>Step 3</b></i></li> </ul>

Field Checked: January 12, 2006

Approved: /s/Richard Van Klaveren  
Richard Van Klaveren, State Conservationist

Date Approved: February 8, 2006