

# State-Specific Training Module for Maine: Technical Service Providers (TSPs) and Conservation Planning

## Purpose of this Module

This module will provide some general information that TSPs need to conduct conservation planning in Maine. This information is general in nature so the TSP may need to follow up with additional reading or training to make sure they have the knowledge, skill, licenses and certifications to conduct conservation planning in this state.

## Review of Selected State Laws

- Laws administered by:
  - Maine Department of Environmental Protection (DEP)
  - Maine Department of Agriculture, Conservation and Forestry (DACF)

# Maine Laws – Maine Department of Environmental Protection (DEP)



Mike Mullen\* - Licensing and  
Compliance Coordinator  
Division of Land Resource  
Regulation

*Slides used by permission of M. Mullen. NRCS modified/added some slides for clarification; DEP is not responsible for any resulting errors.*

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

*Protecting Maine's Air, Land and Water*

## Erosion and Sedimentation Control Law(38 M.R.S. §420-C)

### §420-C. Erosion and sedimentation control

A person who conducts, or causes to be conducted, an activity that involves filling, displacing or exposing soil or other earthen materials shall take measures to prevent unreasonable erosion of soil or sediment beyond the project site or into a protected natural resource...

This section applies to a project or any portion of a project located within an organized area of this State. **This section does not apply to agricultural fields.**

# Protection and Improvement of Waters Act (38 M.R.S. §413)

## §413. Waste discharge licenses

1. License required. No person may **directly or indirectly** discharge or cause to be discharged any pollutant without first obtaining a license therefor from the department.

**§361-A(7)** "Waters of the State" means **any and all surface and subsurface waters...except such waters as are confined and retained completely upon the property of one person** and do not drain into or connect with any other waters of the State...

**§361-A(4-A)** "Pollutant" means dredged spoil, solid waste, junk, incinerator residue, sewage, refuse, effluent, garbage, sewage sludge, munitions, chemicals, biological or radiological materials, oil, petroleum products or by-products, heat, wrecked or discarded equipment, **rock, sand, dirt** and industrial, municipal, domestic, commercial or agricultural wastes of any kind.

# Stormwater Management Law



## Exemptions

- Agriculture: clearing vegetation, plowing, cultivating, etc. (existing fields);  
Manure storage facilities built in accordance with NRCS guidelines
- Forestry: if road used primarily for forestry and not a “change in use”.  
Roads must be of minimum width and length set by DEP



# Natural Resources Protection Act (NRPA)

## Activities requiring a permit:

- Dredging, bulldozing, removing or displacing soil, sand, vegetation or other materials
- Draining, ditching or dewatering
- Permanent structures (new, repaired, altered)
- Filling

## Protected Natural Resources

-  Rivers, Streams, and Brooks
-  Lakes (great ponds)
-  Freshwater Wetlands
-  Coastal Wetlands
-  Fragile Mountain Areas
-  Significant Wildlife Habitat

## Jurisdiction

In, on or over all protected natural resources

Adjacent to (i.e. 75 feet):

- all water resources (lakes, streams, wetlands)
- Significant Wildlife Habitat in freshwater wetland
- Freshwater wetland consisting of or containing:
  - 20,000 sq. ft. open water, aquatic vegetation or emergent marsh vegetation
  - Peatland dominated by shrubs, sedges, moss

## Rivers, Streams, and Brooks

Must have a defined channel and have at least 2 of the following:

- ✓ Solid or broken blue line on U.S.G.S. topo map
- ✓ Flow 6 months continuously per year
- ✓ Scoured mineral or parent material bed
- ✓ Aquatic organisms
- ✓ Aquatic vegetation

## Significant Wildlife Habitat

- Defined by DEP and Inland Fisheries and Wildlife (IFW) rule
- maps produced by IFW,
- maps at DEP and MEGIS website (Google Earth application)
- Inland Waterfowl and Wading Bird Habitat
  - wetland complexes with adjacent 250-foot habitat
- Significant Vernal Pools – **not** man-made
  - "significance" based on spring surveys for egg masses of wood frog, yellow-spotted or blue-spotted salamanders, fairy shrimp
  - 250-foot 'critical terrestrial habitat" around pool

## Agricultural Exemption\* (38 M.R.S. §480-Q(6))

6. Agricultural activities. Subject to other provisions of this article that govern other protected natural resources, altering a **freshwater wetland** for the purpose of normal farming activities such as clearing of vegetation for agricultural purposes if the **land topography is not altered**, plowing, seeding, cultivating, minor drainage and harvesting, construction or maintenance of farm or livestock ponds or irrigation ditches, maintenance of drainage ditches and construction or maintenance of farm roads;

\* Wetlands: *Clearing of stumps for production of a commodity crop is not allowed under the Swampbuster Provisions of the National Food Security Act, nor by Presidential Executive Order 10990 without mitigation. Also, irrigation ponds/pipes in a stream can be complex regulatory issues.*

## Other NRPA Permit Exemptions

- Maintenance/repair of structure
- Maintenance/replacement of existing crossing
- Forestry (forested wetlands only and adjacent to other resources)
- Minor alterations in freshwater wetlands
- Removing beaver dams
- Constructed ponds
- Existing agricultural fields

## Maintenance and Repair (38 M.R.S. § 480-Q(2))

- Repair up to 50% of structure (not for crossings but for retaining walls, riprap, etc.) if:
  - Use erosion control
  - No additional intrusion into resource
  - Same dimensions as existed within last 24 mos.
- Can repair >50% with Permit by Rule (not dams)
- Can repair >50% of dam with NRCS approval

# Existing Stream Crossings

(38 M.R.S. § 480-Q(17))

- EXEMPT IF:
  - Erosion controls used
  - Does not block fish passage
  - If river, stream or brook involved:
    - Installed to natural grade
    - Embedded at least 1 foot or 25% structure diameter (if structure not open-bottomed)

 - Structure "diameter" is typically a vertical measurement (D. Mullen, per. comm., 6 Jan 2014)

# Exempt Freshwater Wetland Alteration

(38 M.R.S. § 480-Q(17))

<4,300 sq. ft. if:

- Not in, on, over other protected natural resource
- Not w/i 25 feet of other protected natural resource
- Not in shoreland zone or area being zoned
- Not in wetland with 20,000 sf of open water, aquatic or emergent marsh vegetation
- Not in peatland
- Not in significant wildlife habitat
- Single complete project



## Removal of Beaver Dams (38 M.R.S. § 480-Q(21))

- Authorized by a Game Warden
- Minimize erosion
- Minimize wetland alteration
- Use wheeled or tracked equipment only where necessary for crossing or removing dam
- Cannot remove beaver house



## Constructed Ponds (38 M.R.S. § 480-Q(20))

### 20. Constructed ponds.

Alteration of legally created constructed ponds that are not considered part of a great pond, coastal wetland, river, stream or brook, as long as the constructed pond is not expanded beyond its original size.

## Existing Agricultural Fields (38 M.R.S. § 480-Q(25))

25. Existing agricultural fields and pastures.

Maintenance, but **not enlargement**, of agricultural fields and pastures in existence on September 1, 2002 that are adjacent to a river, stream or brook not regulated by a municipality under chapter 3, subchapter 1, article 2-B (i.e. shoreland zoning)



## Creation of Agricultural Irrigation Ponds (38 M.R.S. § 480-Y)

- General permit for ponds in and adjacent to streams
  - Need irrigation mgt. plan
  - Not a significant fishery
- Need NRCS design
  - Bottom discharge
  - Maintain aquatic base flow
  - Maintain buffer strips

## Shoreland Zoning (Chapter 1000)

- <http://www.maine.gov/dep/land/slz/index.html#rule>
- Guidelines for Municipal Shoreland Zoning Ordinances. These are the state minimum standards that all municipalities must use as a basis for developing their own ordinances.
- Local ordinance standards may be more restrictive but are only applicable to agricultural activities if the ordinance was sent to the Department of Agriculture prior to adoption in accordance with 7 MRSA Section 155.

Note: Conservation Planners should be aware of Chapter 1000 as well as the applicable Municipal Shoreland Zoning Ordinances.

## Chapter 1000, Section 15 (N). Agriculture

Agriculture is an allowed use in all shoreland zoning districts provided that certain standards are met. Agricultural activities only require a permit when the activity is new or an expansion of an existing field and takes place in a Resource Protection District. Standards which agricultural activities must meet within the shoreland zone include the following:

- Manure must be stockpiled at least 100 feet from a great pond or river flowing to a great pond, and 75 feet from other waterbodies including tributary streams or wetlands. Manure storage areas must be constructed such that the facility produces no discharge of effluent or contaminated stormwater.

## Chapter 1000, cont.

- Tilling of soil greater than 40,000 square feet requires a Conservation Plan to be filed with the Planning Board and must be followed.
- New tilling must be setback at least 100 feet from the shoreline of a great pond, 75 feet from other water bodies and coastal wetlands and 25 feet from tributary streams and freshwater wetlands. Existing tilling is not required to meet these setbacks provided it was in operation prior to the effective date of the Municipal Shoreland Zoning Ordinance.

## Chapter 1000 cont.

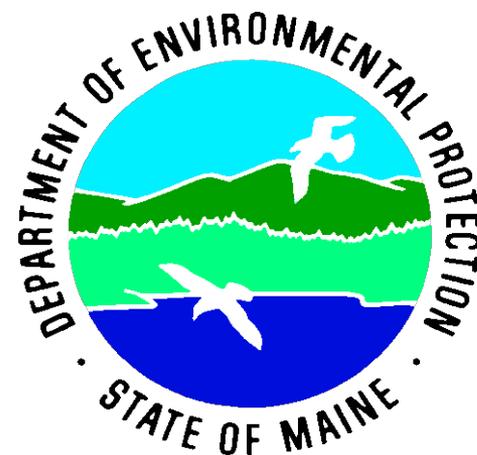
- Newly established livestock grazing areas must be no closer than 100 feet from the shoreline of a great pond, 75 feet from other waterbodies and coastal wetlands and 25 feet from tributary streams and freshwater wetlands. Existing livestock grazing areas are not required to meet these setbacks provided they were in operation prior to the effective date of the Municipal Shoreland Zoning Ordinance.

# Remember...

If you have any questions about your project site or whether a permit is required...

## CALL DEP!

Central Maine Region	1-800-452-1942
Southern Maine Region	1-888-769-1036
Eastern Maine Region	1-888-769-1137
Northern Maine Region	1-888-769-1053



# Selected Laws & Rules of Maine's Department of Agriculture, Conservation and Forestry

## Nutrient Management Act (7 MRSA §4204)

- 1. Nutrient management plan required. A person who owns or operates a farm that meets the criteria established in subsection 2 shall have a nutrient management plan for that farm and shall implement the provisions in that plan by the dates specified for that category of farm in subsection 4, 5, 6 or 7. The nutrient management plan must be prepared by a person certified in accordance with section 4202, subsection 2 and must address the storage and utilization of all farm nutrients generated on or transported to the farm. A nutrient management plan developed by a farm owner or operator is deemed to have been prepared by a certified nutrient management specialist if a certified nutrient management specialist reviews the plan for compliance with this chapter, signs the plan and notifies the department in accordance with subsection 3.

# Nutrient Management Rules (Chapter 565)

## **§4. Nutrient Management Plans Required**

Unless exempted by statute or these rules, a person who owns or operates a farm shall have and implement an approved nutrient management plan for that farm if it meets one or more of the following criteria:

- The farm confines and feeds 50 or more animal units at any one time;
- The farm utilizes more than 100 tons of manure per year not generated on that farm;
- The farm is the subject of a verified complaint of improper manure handling;
- The farm stores or utilizes regulated residuals.

The nutrient management plan must be prepared by a certified NMP specialist or approved and signed by a certified NMP specialist, pursuant to the provisions of §7 of these rules.

# Rules for Disposal of Animal Carcasses (Chapter 211)

## **1. Catastrophic Carcass Disposal/Management Plans Required**

- Farms with 300 animal units or more shall have a written catastrophic carcass disposal/management plan that has been developed or approved by a certified Nutrient Management Planning Specialist.

# Nutrient Management Planning

- All planners writing NRCS nutrient management plans and/or Comprehensive Nutrient Management Plans in the state of Maine are required to be licensed by the Department of Agriculture, Conservation and Forestry and also be a NRCS Certified Nutrient Management Planner.
- To maintain State NMP license, the planner must earn 6 CEU's every 5 year recertification interval (Private NMP Specialist).
- Plans will be written in accordance with the Conservation Practice Standard, 590-Nutrient Management, and State of Maine Nutrient Management Law and Rules, Chapter 565.
- DACF Rules of the Disposal of Animal Carcasses (01-001 Chapter 211) - NMPs for livestock operations must also address catastrophic and routine mortality disposal; composting is the preferred method. A site assessment for locating facilities must be completed by a Maine-Licensed Soil Scientist. At this time, NRCS is providing this service.

## Pesticide Management

- For pest management planning, planners must pass the Pesticide Applicator's Core Exam through the Maine Board of Pesticides Control, and must be an NRCS certified Pest Management Planner. They do not need to obtain a state Pesticide Applicator License.

## Pest Management cont.

- When herbicide control is planned (Herbaceous Weed Control-315, Brush Management-314, Integrated Pest Management – 595) the WIN-PST software program must be utilized to assess risk to water resources. Certain pesticides are low risk and are exempt from this requirement. See e-FOTG, Section IV, Conservation Practices, Integrated Pest Management – 595, WIN-PST Exemption. If other chemicals are planned, and the planner is not proficient with WIN-PST, they should contact Alice Begin, Resource Conservationist, for assistance.

## Review of Major Land Use - Cropland

- Cropland – Maine has approximately 477,000 acres of cropland.
- Primary Resource Concerns include: Soil Quality, Soil Erosion, and Water Quality.
- Primary practices include: Conservation Crop Rotation, Cover Crop, Reduced tillage or no- till, Grassed Waterway, Lined Waterway,

## Review of Major Land Use – Pasture

- Pastureland – Maine has about 81,000 acres of pasture land.
- Primary Resource Concerns include:  
Degraded Plant Condition, Water Quality, Soil Erosion and Soil Quality, Livestock Production Limitations.
- Primary practices include: Prescribed Grazing, Fence, Water Facility, Animal Trails and Walkways, Stream Crossings, and Access Road.

## Review of Major Land Use – Blueberry Land

- Maine has 60,000 acres of wild blueberry lands of which the predominance are located in Washington and Hancock Counties. Resource Concerns associated with blueberry lands include: Air quality, Degraded Plant Condition, and Water Quality.
- Primary conservation practices include: Obstruction Removal (removal of rocks to allow for flail mowing rather than burning of blueberry fields), Tree and Shrub Pruning, Pest Management and Nutrient Management.

## Review of Major Land Use - Forests

- Forest Lands – Maine is over 85% forested.
- Primary Resource Concerns include:  
Degraded Plant Condition, inadequate habitat for fish and wildlife, soil erosion and water quality.

# Forestry In Maine



# Common Forest Practices

- *Access Control – 472*
- *Brush Management – 314*
- *Forest Stand Improvement – 666*
- *Forest Trails and Landings – 655*
- *Riparian Forest Buffer – 391*
- *Tree/Shrub Establishment – 612*
- *Tree/Shrub Site Preparation – 490*
- *Tree/Shrub Pruning – 660*
- *Access Road - 560*
- *Road /Trail/Landing Closure and Treatment – 654*



# Maine Legal Obligations Regulating Forestry Operations

- **Protection and Improvement of Waters** - This law regulates activities that discharge or could potentially discharge materials (pollutants) into rivers, streams, brooks, lakes and ponds and tidal waters (waters of the State).
- **Erosion and Sedimentation Law** - The Erosion and Sedimentation Control Law was enacted in 1996 to regulate activities involving filling, displacing or exposing soil anywhere in the organized areas of the state.
- **Natural Resources Protection Act (NRPA)** - The NRPA regulates work in, on, over, and adjacent to lakes, ponds, rivers, streams, brooks, tidal areas, and freshwater wetlands, as well as work in mountain areas above 2,700 feet in elevation. Activities regulated under the NRPA include disturbing soil, placing fill and building permanent structures in, on, over or adjacent to these areas.

# Maine Legal Obligations Regulating Forestry Operations cont.

- **Shoreland Zoning** - The Shoreland Zoning law was enacted by the Legislature in the early 1970's as a way to prevent damage to the natural beauty and habitat provided by lakes, ponds, rivers, tidal areas, non-forested freshwater wetlands and streams. The law targets development along the immediate shoreline of these resources and requires towns to enact a Shoreland zoning ordinance at least as stringent as a model ordinance developed by the state.

Towns can adopt stricter laws regarding shoreland zoning and timber harvesting. The code enforcement officer (CEO) should be consulted before any timber harvesting occurs near any water body or wetland.

# Maine Legal Obligations Regulating Forestry Operations cont.

- **Forest Practices Act** - In 1989, the Maine Legislature passed L.D. 429 “An Act to Implement Sound Forest Practices”, known more commonly as the Forest Practices Act. The law authorizes the Department of Conservation to develop rules (Chapter 20 Rule: Forest Regeneration and Clearcutting Standards, adopted by the Maine Forest Service) to implement the law. The major components of the Forest Regeneration and Clearcutting Standards in general are: 1. Landowners must notify the Maine Forest Service before beginning any timber harvesting activities. 2. Landowners who create clearcuts must adhere to standards for separation zones between clearcuts, and must prepare harvest plans for clearcuts larger than 20 acres. 3. Landowners must ensure that a clearcut has adequate regeneration within 5 years after harvest. A Forest Operations Notification of intent to harvest forest products should be completed and mailed to the Maine Forest Service prior to starting a commercial timber harvest operation.
- The forestry activities that are exempt from notification are harvests for owner's personal use, precommercial silvicultural practices and harvest of Christmas trees and boughs, maple syrup, cones, and other seed products.

## Unique to NRCS Maine Forestry

- Forest Management Plan – NRCS Conservation Activity Plan (CAP) 106
  - The Forest Inventory Criteria for Maine CAPs are further defined in Maine’s e-FOTG. The criteria are based on Maine Forest Service’s Woodwise Criteria but there are slight differences.
  - The State of Maine BMPs are written into the NRCS conservation practice specification guides.

# Wildlife In Maine

**Everything we do on the land  
affects Fish and Wildlife!**



## Some Practices that Benefit Wildlife

- *Aquatic Organism Passage - 396*
- *Brush Management - 314*
- *Conservation Cover - 327*
- *Early Successional Habitat Development/Management – 647*
- *Field Border - 386*
- *Hedgerow Planting – 422 & Tree and Shrub Planting - 612*
- *Herbaceous Weed Control – 315*
- *Riparian Forest Buffer - 391*
- *Stream Habitat Improvement/Management – 395*
- *Upland Wildlife Habitat Management – 645*
- *Wetland Practices – 644, 657 & 659*

***However, most NRCS practices can affect, either directly or indirectly, wildlife and/or fisheries resources!***

## Planning for Wildlife

When a client chooses wildlife as a “modifier” to a NRCS land use, Maine’s Fish and Wildlife Quality Criteria (QC) must be achieved

- A Maine approved wildlife habitat evaluation determines whether QC is met
  - Maine NRCS’ Instruction for Wildlife QC =>  
[http://www.nrcs.usda.gov/wps/PA\\_NRCSConsumption/download/?cid=stelprdb1250306&ext=pdf](http://www.nrcs.usda.gov/wps/PA_NRCSConsumption/download/?cid=stelprdb1250306&ext=pdf)
  - Sample Maine Habitat Evaluation Procedure =>  
[http://efotg.sc.egov.usda.gov/references/public/ME/ME\\_HEP\\_v1.4.xls](http://efotg.sc.egov.usda.gov/references/public/ME/ME_HEP_v1.4.xls)

## Major State of Fish/Maine Wildlife Laws

Although many of the laws discussed above indirectly affect fish/wildlife, the following directly address these resources:

- **Maine Endangered Species Act (MESA)**
  - Threatened and Endangered Species, Essential Wildlife Habitats  
<http://www.maine.gov/ifw/wildlife/endangered/>
- **Natural Resources Protection Act (NRPA)**
  - Significant Wildlife Habitats,
  - Wetlands, Streams, Brooks, Lakes  
<http://www.maine.gov/dep/land/nrpa/>

# MESA

## Maine Threatened & Endangered Species, and Species of Special Concern

[http://efotg.sc.egov.usda.gov/references/public/ME/FOTGII\\_d\\_ME\\_TE\\_List.pdf](http://efotg.sc.egov.usda.gov/references/public/ME/FOTGII_d_ME_TE_List.pdf) *Note: This document also includes Federal threatened and endangered animals as well as species of special concern*

## Designated Maine Essential Wildlife Habitats

- Roseate Tern
- Piping Plover
- Least Tern

## Natural Resources Protection Act

### **All Designated “Significant Wildlife Habitats”**

- Habitat for Threatened and Endangered Species
- Deer Wintering Areas
- Inland Waterfowl/Wading Bird Habitat
- Seabird Nesting Islands
- Shorebird Areas
- Significant Vernal Pools
- Tidal Waterfowl/Wading Bird Habitat

# Federal Special Environmental Concerns

*In addition to Maine Law, NRCS evaluates effects of practices on the following areas of federal law/concern*

Clean Water Act	Invasive Species
Clean Water Act	Migratory Bird Act
Coastal Zone Management	Bald/Golden Eagle Act
Coral Reefs	Natural Areas
Cultural Resources/Historic Preservation	Prime/Unique Farmlands
Federal Endangered Species Act	Riparian Areas
Environmental Justice	Scenic Beauty
Essential Fish Habitat	Wetlands
Floodplain Management	Wild and Scenic Rivers

*See Subpart C of NRCS' Environmental Compliance Handbook for more info –*

[http://efotg.sc.egov.usda.gov/references/public/ME/SubpartC\\_NatEnvComplHndbk.pdf](http://efotg.sc.egov.usda.gov/references/public/ME/SubpartC_NatEnvComplHndbk.pdf)

## Major Federal Fish/Wildlife Laws

Maine NRCS has programmatic consultations or agreements for the following laws & species that affect where and how we plan practices

### **Endangered Species Act**

- Salmon/Sturgeon  
[http://efotg.sc.egov.usda.gov/references/public/ME/Salmon\\_SturgeonESAMatrix.doc](http://efotg.sc.egov.usda.gov/references/public/ME/Salmon_SturgeonESAMatrix.doc)
- Canada Lynx  
<http://efotg.sc.egov.usda.gov/references/public/ME/LynxESAMatrix.doc>

### **Magnuson-Stevens/Essential Fish Habitat**

- Anadromous Fish  
[http://efotg.sc.egov.usda.gov/references/public/ME/Final\\_EFH\\_Programmatic.pdf](http://efotg.sc.egov.usda.gov/references/public/ME/Final_EFH_Programmatic.pdf)

## Cultural Resources & Historic Preservation

NRCS, as a federal agency, must consider effects of planning and implementing its conservation practices and other undertakings on significant cultural resources.

In Maine, the local District Conservationist generally will employ TSP-provided information to initiate cultural resources reviews under the National Historic Preservation Act (ME-CR-1) and the National Environmental Policy Act (CPA-52). TSPs do not conduct cultural resource reviews for NRCS.

## TSP Input in Historic Preservation

TSPs can help NRCS Maine by planning to avoid areas with historic standing structures and archaeological sites.

In Maine most prehistoric archaeological sites are found by canoe-navigable waters or former waterways. Others are located on relatively level, well-drained sandy soils by small streams. Historic archaeological sites are often found by reviewing historic maps and noting unusual depressions, mounds, foundations, wells, and ornamental vegetation in unlikely locales.

## Further Information on Cultural Resources

All Certified Conservation Planner TSPs are required to learn more about cultural resources by taking the on-line course “Cultural Resources Training Series, Part 1” in AgLearn (<http://www.aglearn.usda.gov/>).

Also, examine NRCS Maine’s Field Office Technical Guide on the web ([http://efotg.sc.egov.usda.gov/efotg\\_locator.aspx](http://efotg.sc.egov.usda.gov/efotg_locator.aspx)): Section II/Cultural Resources Information.

## NRCS Policy

- Maine NRCS evaluates effects of implementing conservation practices on all protected resources, fish & wildlife too
- NRCS policy is to avoid or minimize adverse affects to protected Federal, State and Tribal resources; *including species of concern*
- NRCS consults with appropriate Maine and/or Federal regulatory agencies, as needed
  - Typically, our clients are ultimately responsible for obtaining necessary permits
    - *Note: there is usually a difference between a mandate for federal agencies to consult and permit acquisition*

## Expected TSP Workflow

- The State Resource Conservationist (SRC) will be responsible for reviewing TSP conservation planning for the National Planner Certification.
- Subsequent conservation plans will be reviewed by the District Conservationist (DC) at the local USDA Service Center.
- The SRC will conduct plan reviews for TSP planner certification renewals.
- TSPs will work with the local District Conservationist to make sure the proper environmental evaluations (NRCS.CPA.52) are completed.

## Certificate of Completion

After viewing the State Specific Training module, please print and sign the completion certificate on the following slide.

The certificate is your acknowledgement that based on the information provided in this module, you have the proper knowledge, skills and ability to conduct planning in this state.

Send the signed certificate to the State TSP Coordinator. Copy the below link to your browser for a list of State TSP Coordinators.

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



STATE SPECIFIC TRAINING MODULE COMPLETION CERTIFICATE

I, \_\_\_\_\_, hereby verify I have viewed and understand the  
*TSP Name*  
content of the Maine State Specific Training Module and affirm I have the  
knowledge, skills and ability to conduct conservation planning services in that  
state.

\_\_\_\_\_  
TSP signature

\_\_\_\_\_  
Date

## Non-Discrimination Statement

### Non-Discrimination Policy

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases apply to all programs and/or employment activities.)

### To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's EEO Counselor within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at [http://www.ascr.usda.gov/complaint\\_filing\\_file.html](http://www.ascr.usda.gov/complaint_filing_file.html)

### To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9419, by fax at (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

### Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.), please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

### Supplemental Nutrition Assistance Program

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish, or call the State Information/Hotline Numbers.

### All Other Inquiries

For any other information not pertaining to civil rights, please refer to the listing of the USDA Agencies and Offices.