

## Field Office and TSP Certification Plan Review Checklist

### Conservation Activity Plan – Forest Management Plan Practice Activity Code (106)

**Purpose:** Provide guidance for elements that shall be included in a Natural Resources Conservation Service (NRCS) Conservation Activity Plan (CAP) 106. This checklist is required to be used by NRCS review staff and is recommended for use by Technical Service Providers (TSPs) as a guide when developing a CAP. NRCS staff shall use the checklist for administrative and technical review of the CAP to ensure compliance with the CAP 106 criteria. 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 shall be completed as described below:

- **Prospective TSPs’** 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>.

Forest Management Plan Checklist					
<b>County:</b>		<b>Date Plan Submitted:</b>			
<b>Participant:</b>		<b>TSP:</b>			
<b>Part One: Administrative Review Checklist</b>					
<b>Background and Site Information:</b>					
<input type="checkbox"/>			<b>Yes</b>	<b>No</b>	<b>N/A</b>
	<b>1. Landowner Information</b>				
	a. Landowner name				
	b. Landowner address				
	c. Landowner phone number				
	d. Landowner email address				
	e. Landowner signature approving plan content				
	<b>2. Plan Writer Information</b>				
	a. Plan writer’s name				
	b. Plan writer’s address				
	c. Plan writer’s phone number				
	d. Plan writer’s email address				
	e. TSP Signature				

<b>3. Site Information</b>			
	a. Property location (county, township, range, section, etc.)		
	b. Detailed landowner objectives		
	c. Date of plan		
	d. Acres covered in plan		
	e. Documentation of existing practices, past management, structures, etc.		
<b>4. Other Information</b>			
	a. Signature block for NRCS acceptance		

**Administrative Review Approval**

<b>YES</b>	<b>NO</b>	I have administratively reviewed this Forest Management Plan and it includes all items as required above.

NRCS Name:	Title:
NRCS Signature:	Date:

Notes (If “No” is checked, include reasons for denial, comments, missing items that need to be added, etc.):

**Existing Conditions and Resource Descriptions**

		Yes	No	N/A
<input type="checkbox"/>	<b>5. Stand Description</b> - The following information should be provided for each stand or field, if applicable, and be based on a forest inventory.			
	a. Acres (to the tenths of an acre)			
	b. Stocking percent			
	c. Basal area			
	d. Common species by size class (saw, pole, sapling, seedling)			
	e. Average tree diameter at breast height			
	f. Number of trees per acre			
	g. Total volume per acre, if applicable, and scale			
	h. Snags, den trees, etc., if applicable			
	i. Site Index			

	j. Soil map unit(s)			
	k. Topography (dominant aspect and slope percent)			
	l. <b>Detailed description</b> of stand condition, resource concerns, description of canopy, mid-story, and understory composition, wildfire and pest risks, noxious/invasive species present, and fish and wildlife habitat concerns			
	m. Natural and cultural features; may be included in general forest description			
	n. Threatened and Endangered species/species of concern identified by NRCS (CPA-52); may be included in general forest description; practices must have positive impact			
	o. Roads and trails (include on maps, if possible – see “Maps” below)			
	p. Water quality and other important features			
	q. Existing conservation practices			
	r. Harvest history			

**Prescriptions:**

		Yes	No	N/A
	<b>7. Desired Future Conditions (Goals)</b> (include the following, if applicable):			
	a. Stocking			
	b. Basal area			
	c. Species composition			
<input type="checkbox"/>	d. Wildlife habitat (i.e. snags and/or den trees per acre, openings, water, pollinator habitat)			
	e. Recreation			
	<b>8. Planned Conservation Practices (activity schedule)</b>			
	a. Stand/field where practice is scheduled			
	b. NRCS practice name and code			
	c. Amount to be applied (in acres, feet, or number)			
	d. Prioritized schedule for implementation (by month and year)			
	e. Necessary specifications and/or job sheets for each practice			

**Maps:**

		Yes	No	N/A
	<b>9. Maps</b>			
<input type="checkbox"/>	a. Plan map – property and stand boundaries, location of engineering/structural practices, scale, north arrow, legend with appropriate map symbols, stand/field number and acres for each land unit			
	b. Soils map – legend, interpretations (may be in plan text), suitability index for forest activities (may be in plan text)			
	c. Topographic map			
	d. Plat map or local proximity map			
	e. A wetland delineation map and associated wetland compliance documentation (Food Security Act of 1985), if applicable.			

**Forest Management Plan Documentation:**

<input type="checkbox"/>	<b>10.</b> Cover page with signature blocks (TSP/Landowner signatures needed before completing review).
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**11. Applicable Resource Assessment Results (wind and water erosion, water availability, soil fertility, etc.**

**12. Conservation plan (record of decisions) (*MS Word Document or the common forest management plan template*) to include:**

- a. Primary NRCS forestry and agroforestry practices-**When any of the following practices are used in this plan, the site specific specifications shall be developed using NRCS approved Jobsheets.

Code	Practice Name
311	Alley Cropping
379	Multi-Story Cropping
380	Windbreak/Shelterbelt Establishment
381	Silvopasture Establishment
383	Fuel Break
384	Woody Residue Treatment
394	Firebreak
472	Access Control
490	Tree/Shrub Site Preparation
612	Tree/Shrub Establishment
650	Windbreak/Shelterbelt Renovation
654	Road/Trail/Landing Closure and Treatment
655	Forest Trails and Landings
660	Tree/Shrub Pruning
666	Forest Stand Improvement



- b. Additional practices may be needed to meet all the landowner’s objectives. For the following practices the plan must include the planned amount, fields where the practice is to be applied and the planned year of application.**

Code	Practice name
314	Brush Management
315	Herbaceous Weed Control
327	Conservation Cover
338	Prescribed Burning
342	Critical Area Planting
382	Fence
395	Stream Habitat Improvement and Management
560	Access Road
578	Stream Crossing
580	Streambank and Shoreline Protection
595	Integrated Pest Management
643	Restoration and Management of Declining Habitats
644	Wetland Wildlife Habitat Management
645	Upland Wildlife Habitat Management
647	Early Successional Habitat Development/Management

**NOTICE:** Practices beyond the basic forestry/agroforestry practices may be included in the plan, but the design and implementation via approved Job Sheets of these will be conducted by an appropriately certified TSP for those practices.

<input type="checkbox"/>	<b>13.</b> For management practices include the planned practices and site specific specifications on how, when and extent (acres/number) each practice will be applied.
<input type="checkbox"/>	<b>14.</b> For engineering/structural practices include when and extent each of the planned practices will be applied, also include location on the Conservation Plan Map.
<b>Deliverables:</b>	
<input type="checkbox"/>	<b>15.</b> Complete hardcopy of plan delivered to and discussed step by step with the client;
<input type="checkbox"/>	<b>16.</b> Complete hardcopy and electronic copy of the plan delivered to NRCS: a. Digital Conservation Plan Map with fields, features and structural practices located; b. Digital Soils Map.

Yes	No	Checklist Approval
		I have technically reviewed this Forest Management Plan and it meets all requirements of the Conservation Activity Plan 106 criteria.
NRCS Name:		Title:
NRCS Signature:		Date:
Notes (If "No" is checked, include reasons for denial, comments, missing items that need to be added, etc.):		