GUIDANCE FOR USE OF TSP “STATEMENTS OF WORK” NATIONAL TEMPLATES
and STATE-MODIFIED STATEMENTS OF WORK

Technical Service Providers (TSPs), NRCS personnel, producers, and partners have requested clear guidance on the specific products and deliverables required for each category of technical assistance performed by TSPs. To respond to these requests, NRCS leadership assembled a team to develop national “Statements of Work” templates for each technical service category contained in TechReg. These Statements of Work outline deliverables for all 157 Conservation Practice Standards contained in the National Handbook of Conservation Practices (NHCP), as well as for Comprehensive Nutrient Management Plan development, Conservation Planning, and Cultural Resources Compliance activities.

The national Statements of Work templates are intentionally broad in scope and serve as generic models. They are designed to be modified or tailored at the State or local level. NRCS State Conservationists may elect to adopt or modify the national templates or develop their own to meet the specific needs within their intended use area.

In all cases, NRCS State Offices are to ensure that their own State name, contact information, and date of posting in the eFOTG are entered as the heading for each individual Statement of Work document. The Statements of Work, as adopted, modified, or created by the State will be posted, along with this guidance document in the eFOTG in Section IV in a new folder titled Statements of Work.

The Statements of Work will contain specific products or deliverables for technical services provided by TSPs or other authorized personnel. Others who may find these statements to be useful include agricultural organizations, producers, state agricultural agencies, etc. The Statements of Work are intended to organize and reinforce existing technical resources and references, not to rewrite or replace them. When completed by the States, each Statement of Work could also be used, with minor changes as needed, as a technical service completion checklist.

State-tailored Statements of Work may serve as guidance for documentation and progress reporting and may be used in conjunction with quality assurance and for training new employees.

All questions regarding the TSP Statements of Work documents should be directed to the State TSP Coordinator.
These deliverables apply to this individual practice. For other planned practice deliverables refer to those specific Statements of Work.

**DESIGN**

**Deliverables**

1. Design documents that demonstrate criteria in NRCS practice standard have been met and are compatible with planned and applied practices:
   a. Practice purpose(s) as identified in the conservation plan.
   b. List of required permits, if required, to be obtained by the client.
   c. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
      i. Results of applicable sampling, analyses, and tests provided by the client.
      ii. Realistic yield goals for the crop(s) to receive nutrient applications.
      iii. Planned nutrient and soil amendment application rates, methods, and timing of application in balance with the nutrient budget.
      iv. Site risk assessment for phosphorus transport when manure or other organic materials are a source of nutrients.
      v. Other requirements applicable to manure or organic materials, non-point source pollution, soil condition, and air quality.

2. Written plans and specifications shall be provided to the client that adequately describes the requirements to implement the practice and obtain necessary permits. Plans & specifications include:
   a. Maps that identify areas on which nutrients will be applied.
   b. Location of setbacks or other sensitive areas with nutrient application restrictions.
   c. Guidance for nutrient applications on setbacks or other sensitive areas.
   d. A nutrient budget for nitrogen, phosphorus, and potassium that compares recommended to planned nutrient application rates.
   e. Guidance for operation and maintenance plan.
   f. Other requirements listed in the conservation practice standard Nutrient Management (590).

3. Certification that the design meets practice standard criteria and complies with applicable laws and regulations.

4. Specific detailed requirements for practice design and development are outlined in the South Dakota documentation requirements for this practice.

5. Design modifications during installation as required.

**INSTALLATION**

**Deliverables**

1. Pre-implementation conference with client to review the plan.
2. Verification that client has obtained required permits, if required for installation.
3. Location of and communication of setback requirements for wetlands, water bodies, streams, and other nutrient-sensitive areas.
4. Installation guidance as needed.
5. Specific detailed requirements for practice installation are outlined in the South Dakota documentation requirements for South Dakota.
6. Facilitate and implement required design modifications with client and original designer.
7. Advise client/NRCS on compliance issues with all federal, state, Tribal, and local laws, regulations, and NRCS policies during installation.
8. Certification that the application process and materials meets design and permit requirements.
CHECKOUT

Deliverables

1. Records of implementation:
   a. Extent of practice units applied, acres.
2. Guidance for record keeping (implementation records maintained by the producer or agent)
   a. Records of crops produced, planting and harvest dates, yields, residue management.
   b. Records of recurring soil tests, and other tests (e.g. manure, plant tissue, water) used to implement the plan.
   c. Records of recommended nutrient application rates.
   d. Records of nutrient applications including quantities, analyses, and sources of nutrients applied; dates and methods of application.
   e. Records of recurring review of the plan including the dates or review, individual performing the review, and recommendations that resulted from the review.
3. Specific detailed requirements for practice performance are outlined in the South Dakota documentation requirements for this practice.
4. Certification that the application meets NRCS standards and specifications and is in compliance with permits.
5. Progress reporting.

REFERENCES

• NRCS South Dakota Technical Guide (SDTG), Section IV, Conservation Practice Standard – Nutrient Management (590) and accompanying documents
• NRCS General Manual Title 450, Part 401.03 (Technical Guides, Policy and Responsibilities) and Title 190, Part 402 (Ecological Sciences, Nutrient Management, Policy)
• NRCS National Planning Procedures Handbook (NPPH), CNMP Technical Guidance Document
• NRCS National Agronomy Manual (NAM) Section 503
• NRCS Agricultural Waste Management Field Handbook, Chapter 4 – Agricultural Waste Characteristics
• NRCS National Environmental Compliance Handbook
• NRCS Cultural Resources Handbook