

**Date Received:**

**Control No:**

**Field Office and TSP Certification Plan Review Checklist**  
**Conservation Activity Plan – Drainage Water Management Plan**  
**Practice Activity Code (130)**  
**(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.

## Drainage Water Management Plan

<b>State/County:</b>	<b>Date Plan Submitted:</b>
<b>Producer/Owner:</b>	<b>Technical Service Provider:</b>
<p><b>A Drainage Water Management Plan (DWMP)</b> The objective of a Drainage Water Management Plan (DWMP) is to manage field water table elevations and the timing of water discharges from subsurface or surface agricultural drainage systems for the following purposes: improve water quality, improve the soil environment for vegetative growth, reduce the rate of oxidation or organic soils, prevent wind erosion, and enable seasonal shallow flooding or surface watercourse flows for fish and wildlife habitat.</p> <p>Technical Guidance, Criteria, and Content for the DWMP is found at the URL: eDirectives <a href="http://directives.sc.egov.usda.gov/">http://directives.sc.egov.usda.gov/</a>. Navigate to: Handbooks Title 210 Engineering, Section 16 – Drainage of Agriculture Land, Part 624-Water Table Control and Part 650-Engineering Field Handbook, Chapter 14 Water Management (Drainage).</p> <p><b>Minimum components of a DWMP shall include:</b></p>	

<b>1.</b>	<b>Technical Criteria: Minimum criteria to be addresses in development and implementation of DWMP</b>
<input type="checkbox"/>	<p>a. Farm and field information:</p> <ol style="list-style-type: none"> <li>1. Name of producer;</li> <li>2. Farm number, Field and/or Tract number;</li> <li>3. Crops grown, and planned rotation by field;</li> <li>4. Name of contractor or consultant developing plan and date of plan development.</li> </ol>
<input type="checkbox"/>	<p>b. The objectives of the producer, which should involve one of the purposes listed in CPS 554, Drainage Water Management.</p>
<input type="checkbox"/>	<p>c. Maps: The following maps should be included in the DWMP:</p> <ol style="list-style-type: none"> <li>1. A soils map that includes field boundaries, with the predominant soils listed and area quantified. If the qualifying acres for the plan are a subset of field(s), the boundaries of the DWMP acreage should also be delineated;</li> <li>2. A drainage system map that includes the size, materials, diameters or dimensions, and locations of laterals and mains;</li> <li>3. A delineation of the area within the field drained by the system;</li> <li>4. Wetland delineation map, if applicable;</li> <li>5. A topographic map on a maximum of 1:2400 that shows elevation contours on a 6-inch increment (drainage system map and topographic map need to be the same scale). The topographic map should include, at a minimum, all of the drained area as defined above;</li> <li>6. An overlay of the above maps with location, size, and impacted area identified for each planned control structure.</li> </ol>
<input type="checkbox"/>	<p>d. The management instructions should follow the Operation and Maintenance section of CPS 554, which states that to reduce soil oxidation and to minimize wind erosion and nitrate transport, the outlet elevation at the water control structure shall be set to allow the water table to rise to within 6 inches or less of the ground surface at the designated control elevation during fallow periods and when practical.</p> <p>The DWMP also must include the following instructions:</p> <ol style="list-style-type: none"> <li>1. The time after harvest to replace boards and the designated outlet elevation during</li> </ol>

	<p>the winter months (or fallow season);</p> <ol style="list-style-type: none"> <li>2. The time in the spring to release water (this will vary depending on the crop: e.g. March for corn and April for soybeans), and a delineation of the area within the field drained by the system;</li> <li>3. Guidelines for the control of drainage and the management of the water table during the growing season (see CPS 554), and;</li> <li>4. Evaluation of the DWMP's effect on wetlands and compliance with the National Food Security Act.</li> </ol>
<input type="checkbox"/>	e. A summary sheet that lists the pipe diameter or dimensions of each water control structure and the area impacted by each structure.
<input type="checkbox"/>	f. A signature page, with names, dates and signatures of all contract holders and the person who prepared the plan. The signature page should also contain a space for approval by NRCS.
<input type="checkbox"/>	g. A checklist for NRCS District Conservationist, covering each component of the DWMP, should also be included.
<input type="checkbox"/>	h. The DWMP components shall be assembled into one complete plan.
<input type="checkbox"/>	<p>i. Associated Practice Standards. The DWMP should address the resource concerns identified and the conservation practices needed to comprise a conservation system for DWM. In addition to the water control structures as described in CPS 554, Drainage Water Management, existing drainage systems may require augmentation, modification or replacement of existing components.</p> <ol style="list-style-type: none"> <li>a. Planned conservation practices documented for the planned amount, the fields where the practice is to be applied and the planned year of application.</li> </ol>
<input type="checkbox"/>	j. References
<input type="checkbox"/>	<p>k. Deliverables</p> <ol style="list-style-type: none"> <li>1. Completed hardcopy of the plan for the client that includes: cover page with names, address and phone numbers of producer and TSP, total acreage of the plan, and required signature blocks; soils map/descriptions; resource assessment results and planned conservation practices with supporting documentation.</li> <li>2. Complete hardcopy and electronic copy of the client's plan for NRCS that includes: <ol style="list-style-type: none"> <li>a. Digital Conservation Plan Map with fields, features and structural practices located;</li> <li>b. Digital Soils Map.</li> </ol> </li> </ol>
<input type="checkbox"/>	<b>Optional</b> -Use of the Plan Template developed for this CAP is optional, but recommended. A template of a DWMP is available on the Illinois Drainage Guide (Online), on the webpage "Related Information", <a href="http://www.wq.uiuc.edu/dg/">http://www.wq.uiuc.edu/dg/</a>

Yes	No	Checklist Approval
		I have administratively reviewed this Drainage Water Management Plan and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 130.
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](mailto:tsp@wdc.usda.gov).

**Mailing Address:** **Technical Service Provider Team**  
USDA - Natural Resources Conservation Service  
1400 Independence Ave SW, Room 6016  
Washington, DC 20250