

Part 620, Subpart A

NHCP Exhibit 2

Conservation Practice Document Templates

This exhibit contains national conservation practice document (CPD) templates and establishes the conventions to be used for naming each national CPD, according to its type and subject.

CPD templates are provided in the CPD-DMS software. The templates are to be used to produce the national documents. States adopt the national documents, or create their own, using the same templates and the same naming conventions.

Conventions for Naming CPD Files

This is the foundation of the file naming convention:

[###]_[NHCP/StateAbbreviation]_[Type]_[Practice Name]-[2nd tier identifier]_[revision year]

Underscores are always used instead of spaces in the file names.

Table 1: File naming convention associated with each document type

CPD Types	Naming Convention to be Followed
Statement of Work (SOW)	###_NHCP/StateAbbreviation_SOW_Practice_Name_YYYY
Practice Overview (PO)	###_NHCP/StateAbbreviation_PO_Practice_Name_YYYY
Network Effects Diagram (NED)	###_NHCP/StateAbbreviation_NED_Practice_Name_YYYY
Short Summary	###_Short_Summary_YYYY
Long Summary	###_Long_Summary_YYYY
Implementation Requirements (IR)	###_NHCP/StateAbbreviation_IR_Practice_Name_YYYY
Operation & Maintenance (O&M)	###_NHCP/StateAbbreviation_OM_Practice_Name_YYYY
Practice Specification (PS)	###_NHCP/StateAbbreviation_PS_Practice_Name_YYYY
General Specification (GS)	000_NHCP/StateAbbreviation_GS-###_Document_Name_YYYY
Construction Specification (CS)	000_NHCP/StateAbbreviation_CS-###_Document_Name_YYYY
Material Specification (MS)	000_NHCP/StateAbbreviation_MS-###_Document_Name_YYYY

Tables 2a and b: Examples

340_NHCP_SOW_Cover_Crop_2019

Convention	Example
Practice Code (3-digits)	340
NHCP/StateAbbreviation	_NHCP
Document Type	_SOW
Practice Name, 1 st Tier	_Fence
Year revised (4-digits)	_2019

382_TX_PS_Fence-Barbed_Wire_2019 and 382_VT_PS_Fence-BW_2019

Convention	Example
Practice Code (3-digits)	382
NHCP/StateAbbreviation	_TX and _VT
Document Type	_PS
Practice Name, 1 st Tier	_Fence
2 nd Tier identifier (use “-“ then 2 nd tier identifier)	-Barbed_Wire or BW
Year revised (4-digits)	_2019

Conventions for Naming Engineering Specification Files

File naming convention:

[###]_[NHCP/StateAbbreviation]_[Spec Type-###]_[Spec Name]-[2nd tier, Purpose or Structure Specific Designation]-[wTitleBlock]_[revision year]

Notes: Underscores are always used instead of spaces in the file names. Several of the file name fields are used when needed to better describe the document content.

Table 3: Examples

516_NHCP_PS_Livestock_Pipeline_2019

000_TX_MS-203_Concrete-Reinforced_2019

362_VT_OM_Diversion-wTitleBlock_2019

316_FL_OM_Animal_Mortality_Facility-Poultry_Bins-wTitleBlock_2019

Convention	Example
Practice Code ### or 000. <i>Triple zero is used for documents that are not specific to one practice.</i>	### or 000
NHCP/StateAbbreviation	_NHCP, _TX, _VT, _FL
Specification Type	_PS, _GS, _CS, _MS or _SD
Specification Number, <i>if needed</i>	-###
Specification Name	_Livestock_Pipeline
Purpose or structure specific designation, <i>if needed</i>	-Reinforced
Design characteristics, <i>if needed</i>	-wTitleBlock (<i>only for OM</i>)
Year revised (8 th identifier, 4-digits)	_2019



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STATEMENT OF WORK
Practice Name (Code ###)
National Template

Note: CPD-DMS will automatically replace “National Template” in the title block with the State name when the State adopts the Statement of Work (SOW), enters the metadata, and saves the document.

These deliverables apply to this individual practice. For deliverables for other planned practices, refer to those specific SOWs.

DESIGN

Deliverables

List the documentation required to demonstrate that the criteria in the practice standard will be met during implementation and will be compatible with the planned and applied practices. Include items such as identification of the applicable practice purpose(s), identified resource concern(s), permits required prior to implementation (if any), computations and analyses used to develop site-specific plans and specifications, written plans and specifications, drawings, and other items that convey the requirements for implementing the practice.

Items listed in the “Plans and Specifications” section of the conservation practice standard (CPS) should be included in this part of the SOW template.

Items listed in the “Operation and Maintenance” section of the CPS should also be included in this part of the SOW template.

Note: State-specific deliverables may be added as appropriate.

The note (above) is part of the SOW template, as a reminder to States that they may add additional State-specific deliverables. States should delete the note.

INSTALLATION

Deliverables

List the activities required to install the practice. Include items such as meeting with the client; verifying that the client has obtained any required permits; staking and laying out the practice; delivery of the guidance (implementation requirements, designs, drawings, specifications, etc.) to the client; facilitation of any modifications needed to install the practice; advice to the client regarding compliance; and verification that the application process and materials meet design and permit requirements.

Note: State-specific deliverables may be added as appropriate.

The note (above) is part of the SOW template, as a reminder to States that they may add additional State-specific deliverables. States should delete the note.

Month, Year

(450-620-H, Amend. 17, Aug 2019)

CHECK OUT

Deliverables

List the documentation needed to certify that the practice was installed according to the NRCS practice requirements. Include the records of installation, such as the extent of the practice units that were applied and materials used, and a certification that the practice was installed correctly.

Note: State-specific deliverables may be added as appropriate.

The note (above) is part of the SOW template, as a reminder to States that they may add additional State-specific deliverables. States should delete the note.

REFERENCES

This section lists references that may be used for development and implementation of the site-specific practice plans and specifications.

Note: State-specific references may be added as appropriate.

The note (above) is part of the SOW template, as a reminder to States that they may add additional State-specific references. States should delete the note.



State
Month, Year

Conservation Practice Overview

Standard Name (Code ###)

This section contains the definition of the practice as taken from the conservation practice standard.

Practice Information

This section contains a short summary of what the practice is used for, where it is typically applied, what is included as a part of the practice, the lifespan of the practice, and typical operation and maintenance information.

Common Associated Practices

This section contains a listing of other practices that are applied in conjunction with the practice or as a system of practices that are commonly applied.

For further information, contact your local NRCS field office.

The sentence above is part of the PO template. States should not delete the sentence.

Insert a picture representing use of the practice. Provide a title and narrative description of what the image shows to meet 508-compliance requirements.

States may replace a national picture with a State-appropriate one and edit the title and description, as needed.

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Operation & Maintenance Plan Standard Name (Code ###) (Optional Second tier Description)

Expected Lifespan

The minimum expected lifespan of this practice is at least # years.

CPD-DMS will add the practice lifespan to this sentence from the CPS metadata when the O&M template is saved.

General Operation and Maintenance Requirements

List the O&M requirements for the practice.

Insert the O&M component from the CPS here. Use the navigation pane's dropdown to remove the component reference. Edit the component to list only the bulleted requirements.

Add State-specific O&M requirements.

Additional Operation and Maintenance Requirements

List any additional O&M requirements for this practice.

Insert additional O&M components from the CPS, as needed. Use the navigation pane's dropdown to remove the component reference.

Add State-specific O&M requirements.

Site-Specific Requirements

Planners will use the last page of the O&M plan to provide site-specific requirements.



[Type] Specification
Document Name and Number
(Optional Second tier Description)

Four types of Specifications use this template. The Specification Type in the title block is automatically populated by CPD-DMS based on the type of specification selected:

- *Practice Specification*
- *General Specification*
- *Construction Specification*
- *Material Specification*

Section

Add contents here.

Specific Site Requirements

Planners will use the last page of the specification to provide site-specific requirements.

###_Short_Summary_YYYY

Provide a short summary of the major changes made to the conservation practice standard during a revision. This summary is derived from the documentation of changes file and is generally 2–5 sentences long, unless an unusual number of changes occur.

This summary is only used in the Federal Register notice and the NHCP notice. It is not otherwise published outside of CPD-DMS.

###_Long_Summary_YYYY

Provide a list of all content changes made to the conservation practice standard during a revision and the reason(s) the changes were made.

This summary is required for internal approval of the Federal Register notice, but is not published in the Federal Register.