

## **Part 620, Subpart A**

### **NHCP Exhibit 5**

### **Documentation Files**

#### **Documentation File for a State Conservation Practice Standard**

- States maintain a documentation file on State revisions to a national conservation practice standard (CPS).
- The documentation file lists all significant changes and provides the corresponding justification.
- The documentation file includes all approved variances, reports, and means of public review.

#### **Documentation File for a National Conservation Practice Standard**

The responsible national discipline leader (NDL) creates and maintains a documentation file for each CPS. The documentation file is available to States upon request.

The documentation file describes what is in the standard, why and how the technology became a part of the standard, and the rationale for each change in any section of the CPS. The NDL stores this document with the existing collection of documentation files.

Documentation files include all of the following topics.

**Brief Development History.**—Summarize the major changes for the known life of the practice standard. The 450-NHCP-620 notice contains a summary of major changes that can be used for this purpose. List the Internal Review/Development Team members.

**Changes from the Previous Version.**—Provide a justification for each change and applicable technical references. Also include the specific information listed below.

- **Rationale for Each Criterion Change.**—Provide concise narrative justifying the selected value or decisive factors for each new or revised criterion. Cite academic papers, NRCS field reports, or other technical documents to support changes in this section. Log past decisions or changes to the criteria as well as any clarifications concerning the technology, if known.
- **Rationale for Each Change to the “Considerations” Section.**—Discuss the rationale for each new, revised, or removed consideration. Explain why the new item is a consideration rather than a criterion.

**Technical Sources and Appropriate Literature Used in the Development of the Standard.**—In addition to items in the “Reference” section, include other references if they add understanding to the CPS development.

**Comments Received During Review Process.**—Keep records of all comments received during the internal and Federal Register reviews and the disposition of the comments.

**Lifespan.**—For a new practice, document the rationale for selection of the lifespan. Document the rationale for a change to the lifespan of an existing practice.

**Variance Requests, Decision Memos, and Reports.**—Include all internal documents associated with the conservation practice.

**Documentation of Changes Made to Supporting Documents.**—Include a list of the supporting documents. Note any content changes not related to changes in the CPS.