

Revision to the DCR Conservation Plan Program and the associated forms and templates

§ 10.1-505. Duties of Board.

In addition to other duties and powers conferred upon the Board, it shall have the following duties and powers:

9. To provide for the conservation of soil and water resources, control and prevention of soil erosion, flood water and sediment damages thereby preserving the natural resources of the Commonwealth.

Action taken by the Board on June 28, 2018

The Virginia Soil and Water Conservation Board authorized the Department to administer and implement the Conservation Planning Program on behalf of the Board, and specified that the Department provide periodic reports to the Board regarding the program.

Recommended motion:

The Virginia Soil and Water Conservation Board approves the revisions to the Conservation Planning Program and the associated forms and templates.



Conservation Plan Table of Contents

- ☐ Name of District
- ☐ Plan Writer and Contact Information
- ☐ Producer Information
- ☐ Description of Operation
- ☐ Objective
- ☐ Plan developed to meet selected program requirements
- ☐ Assessment Summary
- ☐ Recommended BMP(s) Table
- ☐ Recommended BMP(s) detailed description per location
- ☐ Approval Signatures/Date
- ☐ Maps
 - ☐ Location Map (with road names)
 - ☐ Soils Map
 - ☐ Proposed BMP(s) Digitized
 - ☐ Topographical
 - ☐ Aerial Imagery
- ☐ Supporting Documents (included as needed)
 - ☐ Documents/worksheets to support specific plan components
 - ☐ Photographs
 - ☐ RUSLE (or other appropriate soil loss calculations)
 - ☐ Forestry Plan
 - ☐ Nutrient Management Plan
 - ☐ Grazing Plans
 - ☐ Cost Estimates
 - ☐ Other related documents
- ☐ Virginia Resources
 - ☐ Resource Guide Sheet
 - ☐ Farm Summary
- ☐ Conservation Planning Notes



Conservation Plan Table of Contents (Customer Copy)

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- ☐ Assessment Summary
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- ☐ Recommended BMP(s) detailed description per location
- ☐ Approval Signatures/Date
- ☐ Maps
 - ☐ Location Map (with road names)
 - ☐ Soils Map
 - ☐ Proposed BMP(s) Digitized
 - ☐ Topographical (optional)
 - ☐ Aerial Imagery (optional)
- ☐ Supporting Documents (included as needed)
 - ☐ Documents/worksheets to support specific plan components
 - ☐ Photographs
 - ☐ RUSLE (or other appropriate soil loss calculations)
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 - ☐ Other related documents



Conservation Planner Certification Course Requirements

Certification Courses	
Overview of Water Quality Resource Assessment	COVLC/NRCS AgLearn
Nitrogen Management and Concerns	COVLC/NRCS AgLearn
Phosphorus Management and Concerns	COVLC/NRCS AgLearn
Sediment Management	COVLC/NRCS AgLearn
Water Bodies	COVLC/NRCS AgLearn
Pest Management and Water Quality Implications	COVLC/NRCS AgLearn
Water Management	COVLC/NRCS AgLearn
Pesticide Management Orientation or currently certified as in any category as a Virginia pesticide applicator	VT Online/VCE
Virginia Water Concerns	COVLC
DCR Nutrient Management Soil Science, Soil Fertility and Crop Production School or currently NMP-certified in Virginia	DCR
Basic Soil Loss Calculations (RUSLE 2 or other approved method)	NRCS/Contractor
Perennial Stream Identification	Contractor CBNERR/VIMS
Virginia Rare, Threatened, and Endangered Species Protection	DNH and DWR DGH
Virginia Cultural and Historic Resources Protection	DHR
Conservation Selling Skills	Contractor
Virginia Agricultural BMP and Cost Share Program	DCR
DCR Conservation Planning Program (Forms, Processes, and Module User Training)	
All course work above is prerequisite	DCR
Conservation Plan Review (individually in-the-field, all course work above is prerequisite)	DCR

NOTE: A conservation plan must be submitted to the Department for review and approval within 6 months of completing the DCR Conservation Planning Program coursework.



Conservation Planner Recertification Contact Hours

DCR Conservation Planner Recertification requires 30 contact hours over the course of the 3-year certification period.

All contact hours must be *pre-approved* by DCR

Description	Contact Hours
Conservation Related College Semester Course	45
Conservation Related College Quarter Course	30
Attend Professional Level Webinar, seminar, professional meeting, convention, or conference	1 for each qualifying hour of training
Provide Professional Level Presentation Webinar, seminar, professional meeting, convention, or conference	2 per presentation limited to 8 contact hours
Active participation as an officer or committee member in a scientific professional organization or society	2 per year per organization
Attend Conservation outreach activity provided by a discipline specialist	1 hour per activity limited to 6 contact hours
Attend Conservation On-Job Training provided by a discipline specialist	1 hour per activity limited to 10 contact hours

*Additionally, after ~~getting~~ **earning** 30 contact hours, an individual must submit one DCR Conservation Plan for review and approval. The Plan **updates** must not be more than 6 months old. Recertification will be issued only after a DCR Conservation Plan is approved.

Submit Contact Hour Approval request to Carl Thiel-Goin, DCR Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov or 804-887-8915



Conservation Plan Farm Summary

General Farm Questions

1) Operator Name:				
2) Farm Name:				
3) County(s) included in plan:				
4) Mailing Address:				
5) Headquarters Address:				
6) Home Phone:		Work/Cell Phone:		
7) Email address:				
8) Landowner Contact:				
9) Have you ever contacted or received assistance/service from the following agencies or private entities? <input type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> SWCD <input type="checkbox"/> VDOF <input type="checkbox"/> DCIF DWR <input type="checkbox"/> Private Consulting Forester <input type="checkbox"/> Other _____ *If you are receiving federal cost share, the plan must be an NRCS-compliant Conservation Plan.				
Notes:				

Land Use Acres	Owned	Rented	State-Owned	Federally-Owned
Pasture				
Hayland				
Cropland				
Woodlands/Forestland				
Other				
Total Acres				

*If operating on federal lands, there is a requirement for an NRCS-compliant Conservation Plan.

*If operating on state lands, there may be additional requirements to your DCR conservation plan.

Is there an HEL determination on included land units? Y / N

Is there a wetland determination on any included land units? Y / N

Is any of your land in a preservation/easement program? Describe:

Notes:

For the following sections, complete as applicable.

Livestock

1) Summarize average livestock numbers in a typical year:

Poultry:			Cattle:	Total #	# on pasture
Number of Flocks/Year:					
Broilers	Per flock		Dairy Milk Cows		
Layers	Per flock		Dairy Dry Cows		
Roasters	Per flock		Beef Cow/Calf		
Pullets	Per flock		Stockers		
Swine:			Equine:		
Swine for Breeding			Horses		
Swine for Slaughter			Other:		
			Goats		
			Sheep		

Average Weight:

Other (specify):

2) Is farm a CAFO or AFO? Y / N Is it currently operating under a permit? Y/N

3) How do you manage animal waste?

Give/sell waste to other operators(s) (%)	Applications are made when or because storage is unavailable
Kept in covered storage for later use/disposal	Stockpiled in field for later use/disposal
Applied directly to fields (percentage: %)	Other:

4) If you use a waste storage facility, what type is it and what is the capacity?

Type of Storage:	Capacity in Cu. Ft./Gallons:

5) How is mortality managed?

Notes:

Pasture Management

1) Total pasture acres?

Number of paddocks?	Acres/paddock
Average Days spent in paddock	# Animal/paddock

2) Is livestock excluded from any streams, ponds, wetlands, or sensitive areas? Y / N

3) Are there buffers on streams, ponds, wetlands, or sensitive areas? Y / N

Approximate buffer widths and types:

4) Water Source?

5) Is there a grazing plan? Y / N

6) Are soil tests done on the pasture fields? Y / N Date of last test:

7) What types of fertilizer are applied to pasture?

8) Is the pasture included in a nutrient management plan? Y/N

Notes:

Cropland Management						
1) Total crop acres:						
2) Are there buffers on streams, ponds, wetlands, or sensitive areas?						
Approximate buffer widths and types:						
3) What is a typical rotation?						
4) What is your tillage system?		Corn	Soybean	Sm. Grain	Hay	Other
Conservation/Mulch Till	Acres					
No-Till (Continuous? Y / N)	Acres					
Conventional Till	Acres					
Vertical Till/Turbo Till	Acres					
5) How long has this tillage system been used?						
6) Are cover crops included in the cropping rotation? Y / N If yes, please describe the cover crop system for a typical year:						
7) Is the cropland included in a nutrient management plan? Y / N If yes, who is your plan writer?						
8) Do you have soil tests taken on crop fields? Y / N		How often?		Date of last tests?		
9) Is nitrogen applied as a split application? Y / N						
10) Are any of the following Nutrient Management Practices utilized?		Use Regularly	Do Not Use	Have Used, Not Regularly		
N Stabilizers						
Pre-Sidedress Nitrate Test						
Corn Stalk Nitrate Test						
Tissue Analysis						
Application setbacks from ditches or streams						
Other:						
11) Is manure applied to this farm?		Y / N	What type?			
Is manure injected?		Y / N				
Is a manure analysis conducted?		Y / N	How often?			
Is the manure spreader calibrated?		Y / N	How often?			
12) Is there a pest management plan?		Y / N	Is pest scouting conducted?			Y / N
How are chemicals applied?						
13) Are pesticides and fertilizers stored on the farm?						Y / N
Are spill containment controls in place?						Y / N
Notes:						

Forest Land & Wildlife Management

1) How many acres of forest land are on this property?		Acres _____
2) How many acres of natural areas (ponds, streams, wetlands) are on this property?		Acres _____
3) Indicate which multi-resource management plans were developed for this property within the last 10 years. ___ Forest Stewardship ___ NRCS CAP 106 ___ Tree Farm ___ Wildlife Management ___ Other: _____		
4) Is there an interest in wildlife habitat management? Y / N		
5) How many acres of ponds, streams, ditches, or wetlands are buffered with either grass or trees?		Acres _____
6) How many acres of forest lands are grazed or used for shade for livestock?		Acres _____
7) Indicate which forest management practices you have completed over the past 5 years and how many acres are included.		
MANAGEMENT PRACTICE	ACRES	DID YOU RECEIVE COST SHARE ASSISTANCE?
___ Harvested timber		
___ Planted trees in open fields		___ Federal ___ State ___ Other
___ Planted trees in harvested lands		___ Federal ___ State ___ Other
___ Used herbicide for site preparation or release		___ Federal ___ State ___ Other
___ Forest stand improvement / thinning		___ Federal ___ State ___ Other
___ Forest road stabilization		___ Federal ___ State ___ Other
*For Planning and Management of Forest Lands Owner/Operator shall contact local Department of Forestry		
Notes:		

Conservation Plan Reviews

Planner:	Location:	Date:
Planner Affiliation:		Planner's Current DCR certification level:
<input type="checkbox"/> SWCD <input type="checkbox"/> RMP		<input type="checkbox"/> Conservation Planner <input type="checkbox"/> RMP Planner <input type="checkbox"/> None
Purpose of Review:		<input type="checkbox"/> Certified Conservation Planner Designation <input type="checkbox"/> Recertification
Customer Plan Id:	District:	Farm Name:
Minimum Plan Requirements meet:	<input type="checkbox"/> Identified Soil Concern <input type="checkbox"/> Surface Water Feature	<input type="checkbox"/> Represents Farming in the District
Review Items	"Y/N" or "NA"	Comments/Deficiencies (explain all "no" answers) <i>*Items needing corrections</i>
1. Problems and Opportunities		
Have existing, potential and perceived resource problems, concerns and opportunities been identified and documented?		
2. Client Objectives		
Are the client objectives documented including the desired future condition as compared to the current conditions?		
3. Inventory/Analyze Resource Data		
Are inventories appropriate to support planning decisions to treat resource concerns? Inventories should be: <ul style="list-style-type: none"> a. Appropriate for land use b. Based on site specific concerns identified c. Support planning objectives <ul style="list-style-type: none"> i. Livestock (number, type, and condition) ii. Crop (cropping history) iii. Pasture (pasture condition score) 		
Have problems been analyzed, compared to planning criteria and documented on appropriate assessment tools and worksheets if applicable (should be included in case file)?		
Have appropriate environmental evaluations been completed (Resource Guide Sheet)?		

4. Recommended Actions		
Have recommendations been provided that: <ul style="list-style-type: none"> a. Achieve objectives b. Solve identified problems c. Prevent additional problems d. Take advantage of opportunities e. Meet resource planning criteria 		
Are appropriate assessment tools and worksheets used in developing and evaluating recommendations and maintained in the case file?		
5. Decisions – Conservation Plan Document and Supporting Data		
Does the record of planning decisions contain planned practices, approved practice narratives, extents and schedule of implementation: <ul style="list-style-type: none"> a. Adequate to support the treatment of identified resource concerns b. Specific enough to provide all necessary data for practice application 		
Are forms and other documentation referenced in the conservation plan adequate, appropriate and maintained within the case file?		
Has operation and maintenance information been provided (included in plan narrative, job sheet or separate document) to the client?		
Has the client been advised on all resource concerns to meet a DCR Conservation Plan on either crop or pasture land? Has the Resource Guide Sheet been documented in Conservation Planning Module?		
6. Plan (Case File) Format and Content		
Are Conservation Planning Notes comprehensive, neat, legible and of professional quality?		
Are plan maps present and do they include minimum items outlined in the Table of Contents List?		
Are soils maps and reports adequate and appropriate for the planning area (soil maps and interpretations)?		
Are Case File contents assembled and maintained according to DCR guidance?		
7. Client Communications		
Has communication with the client been clear and effective?		
8. Instruction and Training		
Has the planning instruction and training been followed?		

9. Proficiency Level		
<p>Have essential Knowledge, Skills, and Abilities proficiency been met:</p> <ul style="list-style-type: none"> a. Knowledge of Virginia conservation programs b. Skill in assessing natural resource concerns c. Skill in applying the DCR Conservation Planning Program d. Ability to plan and implement conservation practices common to the geographic area e. Knowledge of the DCR Agricultural BMP program for applicable conservation practices in the State and locality. f. Skill in applying approved soil erosion calculations (RUSLE2) g. Skill in using applicable site vulnerability assessment tools h. Knowledge of applicable federal, state, tribal, and local laws and regulations i. Ability to accurately complete Farm Summary, Resource Guide, and other documents j. Knowledge of policy and procedures to protect cultural resources, historic properties and rare, threatened and endangered species k. Skill in communicating with landowners and operators 		
10. Review of Conservation Plans		List Plan ID & Farm Name Below
Have you completed at least one field reviewed DCR Conservation Plan on either crop or pastureland for certification or recertification?		
<i>(For recertification only)</i> Has the planner demonstrated proficiency and practice of the conservation planning process by writing conservation plans of which one is reviewed in the field?		
11. Review of Training Requirements		
<p><i>(For new certification only)</i> Has the planner completed all required training and met the minimum qualifications for the planner certification? (Supply training certificates or transcript to the reviewer during the review process)</p> <p><i>(For Recertification)</i> Has planner completed all tasks? (Completion of Contact hours and shared documentation of completion)</p>		

Additional Comments/Deficiencies noted during review and additional courses required related to deficiencies:

☐ I have reviewed the above referenced planner's conservation plan for the purpose of ensuring that conservation planning instruction and training have been followed and hereby DO NOT recommend certification or re-certification in the above mentioned category.

☐ I have reviewed the above referenced planner's conservation plan for the purpose of ensuring that conservation planning instruction and training have been followed and hereby recommend certification or re-certification in the above mentioned category.

Reviewer Name: (Print)		Title:			
Reviewer Signature:				Date:	

Planner Name: (Print)			
Planner Signature:		Date:	