

OR State Office

1201 NE Lloyd Blvd.
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Portland, OR 97232

May 29, 2026

OREGON BULLETIN NO. OR 450-2026-1**SUBJECT:** Practice & Activity Documentation and Certification

Purpose: Establish requirements for certifying practices and activities in accordance with GM 450 Part 407, Subpart B.

Expiration Date: September 30, 2027

Background: A conservation practice is recorded in a conservation plan that addresses identified natural resource concerns and accomplishes the producer's conservation objective. Supporting data must include a record of planning, design, installation, certification and maintenance necessary to ensure that practices achieve their intended purpose.

Supporting data recorded in the case file must include all practice features that can be measured, surveyed, tested, or observed. Completed work should be reviewed in accordance with the plans, specifications, and relevant requirements to confirm the quality and compliance of the installation. CPA-6 notes become a part of the supporting data along with previous planning, layout, or documentation records.

State Conservationists may establish state policies for certifying conservation practices in accordance with GM 450 Part 407, Subpart B.

Explanation: The following supporting data and documentation requirements are required for certifying conservation practices in Oregon, in addition to the practice-specific items found on the attached appendix. These must be maintained in the customer's field office case file.

- What practice was installed, documented on the NRCS-CPA-1155/1156 or conservation plan.
- The location of the installed practice shown or documented on the conservation plan map.
- Design (and any supporting data) based on practice standards in place when the conservation plan was signed, and requirements in applicable manuals (i.e. National Engineering Manual). (A design is equal to drawings/specifications, implementation requirement, or job sheet.)
- Confirmation that the practice meets NRCS standards and specifications, signed and dated by someone with Job Approval Authority on the as-built, design, or CPA-6 notes.
- Photos of the installed practice, if the practice is visible.
- As-built documenting how, when, and where the practice was actually built or installed. An as-built does not need to be a new document—it can be done on the design but must be documented in red ink and clearly distinguishable. The as-built must include the installed location of the practice, measured size, quantity, or amount of the completed practice, along with any necessary calculations.
 - A GPS-GNSS receiver must be used in accordance with OI-170-300 to measure implemented practices when they:

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- are blocked by canopy or are otherwise not entirely visible on the most recent aerial imagery, or the most recent aerial imagery is not accurate.
 - have irregular or undefined boundaries that are not easily discernable without going onsite to measure (e.g. larger patch treatments within a field, irregularly shaped habitat plots within a field, etc.)
- A GPS-GNSS receiver does not need to be used to measure implemented practices when they:
 - are full-field-width management or vegetative practices (e.g. 327, 328, 329, 340, 345, 449, 528, 590, 595, etc.) entirely visible on the most recent aerial imagery, that can be validated in the field using known landmarks such as roads or fences and are not blocked by canopy.
 - were measured during the planning stage, marked with flagging or other markers, and the treatment area has been inspected and found to be fully treated to the planned flagging or other markers.
 - are completed in small patches throughout a land unit (e.g. spot spraying, seeding small areas, etc.) where the inventory (e.g. transects, plots, dot grid, etc.) documents the percentage of the land unit needing treatment up front during the planning process and the treatment area(s) has been inspected post treatment and found to be fully treated.

The following supporting data and documentation requirements are required for certifying activities in Oregon. These must be maintained in the customer's field office case file:

- What activity was installed, documented on the NRCS-CPA-1155/1156 or conservation plan.
- Signed Administrative Review Checklist confirming all CPA, DIA, or CEMA deliverable requirements are met.

Contact: Direct any questions about this bulletin to the State Conservation Engineer or the State Resource Conservationist.

Sincerely,

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AMY HENDERSHOT
Acting State Conservationist

Attachment: Appendix 1