

[CUSTODIAN AGENCY NAME]
CONSERVATION PRACTICE STANDARD
[OFFICIAL NAME OF STANDARD]

[###]

(Unit of Measurement, NRCS standards only)

DEFINITION

This *section*¹ is intended to briefly describe the practice and may not be subject to change if the Custodian has already provided a definition. Please note that purposes supported by the practice or criteria for design, installation, or performance of the practice, are addressed in subsequent sections of the standard and should not be a part of the definition.

PURPOSE

This section lists the primary reasons for which the practice is applied. Each purpose identifies a resource problem that the practice can be specifically designed to treat. For each purpose listed, corresponding limits of design are described in the CRITERIA section.

CONDITIONS WHERE PRACTICE APPLIES

This section describes the land uses and site conditions that affect suitability or function of the practice. Conditions where the practice is applicable and conditions for which the practice is unsuitable are explained. Limitations on the extent of the practice standard are also included in this section, and may be listed in paragraph or bullet form. This practice applies to:

- bullet list item A, and
- bullet list item B.

This practice does not apply to:

- bullet list item C, and
- bullet list item D.

WDNR technical standards will use a numbering system for lists: (1) (a) 2. b.

CRITERIA

General Criteria

This section contains requirements for the design of the practice to accomplish the identified purposes.

Laws and Regulations. This section also contains references to federal, state, and local laws as necessary. For example, 'Users shall comply with all federal, tribal, state, and local laws, rules, or regulations. This standard does not contain the text of federal, tribal, state, or local laws.'

Location. This optional section may state the allowable location parameters, including exclusion from floodplains or flood events.

Design Parameters. Criteria are expressed in terms of allowable limits for:

- Design parameter limits including:
 - minimum allowable hydraulic capacity,

¹ Words in the standard that are shown in italics are described in the Definitions section. The words are italicized the first time they are used in the text.

Conservation Practice Standards are reviewed periodically and updated if needed. To obtain the current version of this standard, contact your local [Custodian abbreviation] office or the Standards Oversight Council office in Madison, WI at (608) 441-2677.

- minimum service life,
- maximum allowable velocity, and
- minimum plant heights and so on...
- Acceptable installation processes including:
 - types of equipment to be used,
 - sequencing and timing of field operations, and
 - safety requirements such as warning signs or ventilation requirements.
- Performance requirements including:
 - defining the conditions to be achieved and including such items as percent residue cover, stand density of established vegetation, earth fill densities and required strength and durability of construction materials.

Dimensions. Minimum and/or maximum dimensions that satisfy the allowable limits for design parameters.

Examples of Dimensions

Examples of dimensions may also be described. Dimensions may include, but are not limited to:

- maximum dimensions for strip widths,
- minimum side slope ratios,
- minimum top widths,
- minimum and maximum mulching rates, and
- minimum fill material heights above conduits.

Installation Processes

Acceptable installation processes and/or performance requirements may also be described.

Incorporating by Reference. Criteria are either described in the Criteria section or established by reference to other documents such as the Engineering Field Handbook or appropriate publications of universities or research agencies. Incorporation by reference is preferred to avoid errors, redundancy, or conflicting statements. Reference material supporting criteria are to be cited in this section, with full reference in the References section.

Referencing within the Document. A section may refer to another portion of the document by stating the referenced item's page, header name, sub-header name, and bullet point or paragraph number. In this example, when a client asks about dimensions criteria, refer her to page two, Dimensions, Examples of Dimensions, bullet points one through five.

Additional Criteria for Specific Categories of this Practice.

As necessary, create sections with criteria specific to subsets, or categories, of this practice. Continue formatting headers as shown under the General Criteria section.

CONSIDERATIONS

This section is the ONLY one in the standard that contains **recommendations** that are not required additional elements of design. They are elements of design that are in the considerations section because they do not directly affect the conservation function of the practice and are therefore not accounted for as required 'Criteria.'

They may address the effects of other practices in the conservation system, or the requirements of the overall farming operation on the design, installation, operation, or maintenance of the practice.

This section may be viewed as a place to locate additional guidance that may otherwise not be deemed appropriate to label as requirements, but otherwise would be useful to the technical standards user.

PLANS AND SPECIFICATIONS

This section contains plans and specification requirements for the proper preparation of specific field sites based on the standard. Plans and specifications include:

- construction plans,
- drawings,
- job sheets,
- construction specifications,
- narrative statements in conservation plans, and
- similar documents.

OPERATIONS AND MAINTENANCE

This section describes the minimum requirements needed in an Operation and Maintenance (O&M) plan for the practice.

REFERENCES

This section may be added as needed to incorporate a list of the publications helpful in planning or implementation of the practice. These publications are in addition to those referred to in the 'Criteria' section.

DEFINITIONS

Section – Words needing to be defined in the standard are shown in italics the first time they appear in the text, and are described in this section. It may be useful to include the definitions for terms here rather than in the text in order to maintain the streamlined format of the technical standard.