



South Lake Tahoe Field Office
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PRIVACY POLICY for the *Best Management Practice Retrofit Program*

Confidentiality of the information landowners (you) provide to USDA employees, or to our partners with the *Nevada Tahoe Conservation District*, is described in the Privacy Act of 1974, and in USDA – Natural Resources Conservation Service General Manual (GM-120-480). Your planning information will remain confidential until the landowner (you) releases that information. Water quality or other resource data (no personal information) collected as part of the ‘Site Evaluation’ may be reported to State or local agencies engaged in water quality planning in the Lake Tahoe Basin and will only be provided in a format that does not reveal the property owner’s name or specific location of the property. For example, we may report practices that we prescribe to reduce erosion within a sub-division, or within a watershed area without providing names and addresses. This policy applies until you have installed your BMP’s and want to obtain a ‘Certificate of Completion’ from the *Tahoe Regional Planning Agency (TRPA)*, please see statement below.

OBTAINING YOUR CERTIFICATE OF COMPLETION FROM THE *TAHOE REGIONAL PLANNING AGENCY*

Be advised that once you have installed your ‘Best Management Practices,’ as prescribed in your site evaluation to improve water quality, the *Tahoe Regional Planning Agency* will require that you release the ‘Site Evaluation’ to them, in order for them to accept your installation and send you a *Certificate of Completion* showing that you have met their Ordinance requirements.

WHAT BENEFITS ARE THERE TO RELEASING MY ‘SITE EVALUATION’ PLANNING INFORMATION?

If you provide authorization to release your ‘Site Evaluation’ it will be posted on a web-based database for quick and easy reference by you or your agent (realtor, contractor, or your designated property manager). This may help expedite the transfer of documents quickly in order to complete real estate transactions, or to communicate quickly with a number of contractors to obtain bids.

Please read the other side of this page for more information.....>>>>>

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

HOW DO I RELEASE MY 'SITE EVALUATION' DATA TO ANOTHER PARTY?

We are glad to provide you with multiple copies of your planning information or Site Evaluation, at your request. If you wish to have your 'Site Evaluation' posted on the TRPA web site for electronic access, the following is an example of how you may release your data:

I, _____ authorize the Natural Resources Conservation Service (NRCS) to disclose to the *Tahoe Regional Planning Agency* the results of the Best Management Practice 'Site Evaluation' for the purpose of tracking water quality improvements in the Lake Tahoe Basin.

Or, to some other entity,

I, _____ authorize the Natural Resources Conservation Service (NRCS) to release my Best Management Practice 'Site Evaluation' to _____.

I have been informed of my rights under the Privacy Act of 1974 and the protection of my personal information under USDA, NRCS General Manual Part 408.

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer."