Soil and Water Conservation District Policy for Handling Agricultural Stewardship Act (ASA) Complaints

District:

Name:

Primary District Contact Person (with delegated authority to make ASA decisions):

Name:  Email:  Phone:
Title:

Secondary District Contact Person (to be cc’d on notification of complaint received), if preferred:

Name:  Email:  Phone:
Title:

In handling ASA complaints, the District generally prefers* to:

☐ perform the investigation to determine the validity of the complaint.
☐ assist VDACS by performing a joint investigation.
☐ not participate in the investigation process.

(*It is understood that the District reserves the right to handle ASA complaints differently than indicated on this form. Many prefer to handle on a case-by-case basis, depending on the circumstances.)

Comments:

VDACS intends to send all correspondence and associated documents (including notification and complaint tracking forms) to Districts electronically.

District boards should re-visit this policy annually to re-affirm the same individual(s) are authorized to make these decisions, or whenever there is a personnel change that would impact this policy. Re-affirmations and new designations of individuals should be communicated to VDACS by September 30 of each year.

Approved by: _________________________________  Date: ____________________________