

Date Received:

Control No:

## Field Office and TSP Certification Plan Review Checklist

### Conservation Activity Plan – Comprehensive Nutrient Management Plan Practice Activity Code (102) (Refer to the National CAP 102 [Criteria](#))

**Purpose:** The purpose of this checklist is to provide guidance for elements that need to be addressed or included in the Comprehensive Nutrient Management Plan (CNMP) Conservation Activity Plan (CAP) (102). The checklist is required for use by Technical Service Providers (TSPs) and NRCS staff. The checklist will be used as a general guidance of elements to include in the plan, but it is still the plan developer's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included.

**Instructions:** The checklist will be completed and submitted with the applicable plan and / or the hardcopy of the client's plan as described below:

- **Prospective TSPs** submit the completed checklist and sample plan by mail or email. Completed plans should be sent as a single electronic file (for example pdf, word or scanned file) to Tony Bailey, Indiana State TSP Coordinator, [tony.bailey@in.usda.gov](mailto:tony.bailey@in.usda.gov) for technical review to become a certified TSP.
- **Certified TSPs** will submit the completed checklist **and** electronic copy of the client's plan as a single electronic file (for example pdf, word or scanned file) to the local NRCS Field Office for administrative review.
- **Certified NRCS Staff** will complete the checklist for administrative review and place the completed checklist and electronic copy of the complete plan in the client's file. Administrative review involves a review of the content of the plan to ensure all required elements are present, but does not involve technical review for correctness. (Please Note: If a technical review is needed, the completed checklist and client plan should be forwarded to the Indiana State TSP Coordinator.)

**Email:** [tony.bailey@in.usda.gov](mailto:tony.bailey@in.usda.gov)

**Mailing Address:** **Tony Bailey**  
State TSP Coordinator  
USDA - Natural Resources Conservation Service  
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Indianapolis, IN 46278-2933

## Comprehensive Nutrient Management Plan

<b>State/County:</b>	<b>Date Plan Submitted:</b>
<b>Producer/Owner:</b>	<b>Technical Service Provider:</b>
<p><b>A Comprehensive Nutrient Management Plan (CNMP)</b> is a conservation plan that is unique to animal feeding operations (AFO). It is a grouping of conservation practices and management activities which, when implemented as part of a conservation system, will help to ensure that both production and natural resource protection goals are achieved.</p> <p>Technical Guidance, Criteria, and Content for the CNMP are found at the: eDirectives <a href="http://directives.sc.egov.usda.gov/">http://directives.sc.egov.usda.gov/</a>. Navigate to: General Manual Title 190 Part 405 – Comprehensive Nutrient Management Plans; Handbooks Title 190 Part 620 Comprehensive Nutrient Management Planning; National Instructions Title 190 NI_190_304, Comprehensive Nutrient Management Plan Technical Criteria.</p> <p><b>Minimum components of a CNMP include:</b></p>	
<b>A.</b>	<b>Cover and Signature Page:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Name of operator, facility location (physical location) and mailing address;</li> <li>b. Latitude and longitude of the production area entrance;</li> <li>c. Type and size of the AFO;</li> <li>d. Plan period and all required signatures;</li> </ul>
<b>1.</b>	<b>Background and Site Information:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. General description of operation;</li> <li>b. Identified natural resource concerns including those that arise from the implementation of the CNMP (air quality)</li> <li>c. Producer's manure management objectives;</li> <li>d. Aerial photos with specific and unique field identifications (Tracts/field numbers/names);</li> <li>e. Legal description of land application sites, including watershed codes;</li> <li>f. IDEM CFO / CAFO permit, if applicable;</li> <li>g. Records of recent IDEM inspections;</li> <li>h. Private Fertilizer Applicator Certification (Cat 14), if applicable, for manure applications;</li> <li>i. Written manure application agreements, if applicable (landowner names and address).</li> </ul>
<b>2.</b>	<b>Manure and Wastewater Handling and Storage:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Map(s) of the production area (farmstead sketch or high quality photo);</li> <li>b. Production area conservation practices (existing and planned);</li> <li>c. Animal inventory (numbers, types, phases of production, weights);</li> <li>d. Manure storage (manure &amp; wastewater volume, existing storage volume, needed storage type and volume based on planned land applications vs. planned manure production);</li> <li>e. Current and planned animal mortality management;</li> <li>f. Planned manure exports/imports and internal transfers;</li> <li>g. Complete and included <a href="#">Manure &amp; Wastewater Handling &amp; Storage Inspection Checklist</a>.</li> </ul>

<b>3.</b>	<b>Farmstead Safety and Security:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Emergency response/action plan;</li> <li>b. Biosecurity measures including protocol for visitors &amp; disposal of animal veterinary waste;</li> <li>c. Catastrophic animal mortality management;</li> <li>d. EPA agreed-to Chemical Handling checklist (if CNMP is being used for NPDES permit).</li> </ul>
<b>4.</b>	<b>Land Treatment:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Land use designation for all fields;</li> <li>b. Maps documenting fields and conservation practices including: <ul style="list-style-type: none"> <li>1. Plat or other local map of all fields in relation to production facility.</li> <li>2. Aerial maps (with land use) of land application areas and specific and unique field identifications (tracts/field numbers/names);</li> <li>3. Fields delineated with setbacks, buffers, waterways and conservation practices planned or other site-specific features important to nutrient management;</li> <li>4. Sensitive areas such as gullies, sinkholes, tile risers/inlets, streams, springs, ponds and drinking water sources;</li> <li>5. Property boundaries and occupied dwellings and other features of significance.</li> </ul> </li> <li>c. Land treatment conservation practices in accordance with NRCS conservation practice standards: <ul style="list-style-type: none"> <li>1. Practice narratives and O&amp;M requirements for each practice;</li> <li>2. Air quality impact mitigation, if required.</li> </ul> </li> </ul>
<b>5.</b>	<b>Soil and Risk Assessment Analysis:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Soil maps (w/ applicable soils information);</li> <li>b. Predicted soil erosion (water, wind, rill, ephemeral and gully) from RUSLE2 and WEPS;</li> <li>c. Nitrogen and phosphorus risk analysis including any additional field data required by risk assessment (Offsite Risk Index (ORI)/Nutrient and Sediment Transport Risk Assessment Tool (NASTRAT)); <ul style="list-style-type: none"> <li>a. Document the planned actions/practices that are required to address ORI/NASTRAT values for any category identified as high or very high before or after planned nutrient applications have been made to a medium and/or lower ranking (altering nutrient application rate, method or timing or by using other appropriate agronomic management activities (AMAs) and/or conservation practices (CPS) alone or in combination to reduce N, P and sediment loss risk to an acceptable level).</li> </ul> </li> <li>d. Estimate of acres needed to apply manure generated on this site, respective of all guidelines for nitrogen and phosphorus soil loading limits.</li> </ul>

<b>6.</b>	<b>Nutrient Management:</b>
<input type="checkbox"/>	<p>a. This element will meet the technical criteria for the Nutrient Management conservation practice code (590) standard including:</p> <ol style="list-style-type: none"> <li>1. Field information, manure application setback distances, soil test data (not-to-exceed 4 years old, include actual lab analysis), and manure nutrient analysis (annual tests for each storage);</li> <li>2. Planned crops and fertilizer recommendations (including crop rotation and yield goals), manure application planning calendar, planned nutrient applications (rate(s), timing and placement for all sources – commercial fertilizer and manure), field nutrient balance, manure inventory and annual summary, fertilizer material annual summary, and farm nutrient balance;</li> <li>3. Description of application equipment and methods of application;</li> <li>4. Expected application seasons and estimated days of application per season;</li> <li>5. Estimate of acres needed to apply manure generated on this site based on nitrogen and phosphorus loading limits.</li> </ol>
<b>7.</b>	<b>Feed Management (If required):</b>
<input type="checkbox"/>	<p>Include only if Feed Management Plan is required to reduce the total nutrients excreted by the livestock on the farm. Do not include discussions of optional feed management strategies.</p> <p>Feed Management element should be developed by a professional animal scientist, independent professional nutritionists, or other comparably qualified individual. Nutritionist shall be state certified if required by policy or regulation.</p>
<b>8.</b>	<b>Other Utilization Options (If required):</b>
<input type="checkbox"/>	Include only if manure utilization options other than land application are planned.
<b>9.</b>	<b>Recordkeeping:</b>
<input type="checkbox"/>	<ol style="list-style-type: none"> <li>a. Recordkeeping information is contained in the Producer Activity Document (PAD) for specific recordkeeping items including tables and forms;</li> <li>b. The TSP must work with the producer and provide guidance regarding recordkeeping.</li> </ol>
<b>10.</b>	<b>Schedule of Practice Implementation</b> needed to address ORI/NASTRAT high and very high risk categories to medium or lower, plus other recommended actions.
<input type="checkbox"/>	
<b>11.</b>	<b>References:</b>
<input type="checkbox"/>	<ol style="list-style-type: none"> <li>a. Publications;</li> <li>b. Software and data sources, including pertinent version information.</li> </ol>
<b>12.</b>	<b>CNMP Producer Activity Document (PAD) National Template</b>
<input type="checkbox"/>	
<b>13.</b>	<b>Deliverables:</b>
<input type="checkbox"/>	<ol style="list-style-type: none"> <li>a. Complete hard copy of the CNMP plan for the client;</li> <li>b. Complete electronic copy of the client's plan for NRCS as a single electronic file (for example pdf, word or scanned file), plus the following: <ol style="list-style-type: none"> <li>1. CNMP document file (the ".nat-cnmp.doc" file from MMP);</li> <li>2. Producer Activity Document file (the ".nat-prd.doc" file from MMP);</li> <li>3. Nutrient Management planning tool plan file (the ".mmp" file from MMP);</li> <li>4. Indiana <a href="#">Manure &amp; Wastewater Handling &amp; Storage Inspection Checklist</a>.</li> <li>5. If available and requested, Geographic information systems (GIS) shape files.</li> </ol> </li> </ol>

<p>As the producer or owner of this CNMP, I certify that I have been involved in the planning processes and agree that the items / practices listed in each section are needed. I will implement / accomplish this CNMP in a timely manner as described in the plan.</p>		
<p>Producer / Owner Signature:</p>		<p>Date:</p>
<p>All necessary components of each category have been completed according to NRCS standards and specifications and CNMP planning policies.</p>		
<p>Certified TSP:</p>		<p>Date:</p>
<p>The review of this CNMP by NRCS is only to confirm that it has been completed and written by those listed above. This review is not certification of the technical adequacy for any component of the CNMP. The certified CNMP developer takes responsibility for technical adequacy of their work and that the CNMP meets all applicable requirements. It is the responsibility of the producer to implement the CNMP. This CNMP may be further reviewed for technical adequacy during a Quality Assurance Review.</p>		
<p>Approved NRCS Representative Signature:</p>		<p>Date:</p>