

STATEMENT OF WORK
Comprehensive Nutrient Management Plan
Florida

These deliverables apply to this individual plan. For other planned practice deliverables refer to those specific Statements of Work.

PLANNING

NOTE: A comprehensive nutrient management plan (CNMP) is a conservation plan for an animal feeding operation (AFO) that must include the following two components: 1) The production area, including the animal confinement, feed, and other raw materials storage areas, animal mortality facilities, and the manure handling containment or storage areas. 2) The land treatment area including any land under control of the AFO owner or operator, whether it is owned, rented, or leased, and to which manure or process wastewater is, or might be, applied to crop, hay, pasture production, or other uses.

Deliverables:

The Manure Management Planner (MMP) program will be used to develop the CNMP document and Producer Activity Document (PAD).

1. The CNMP document will address the following items:
 - a. Background and Site information
 - i. Names, phone numbers, and addresses of the AFO owner(s) and operator(s).
 - ii. Location of production site: legal description, mailing address, and the emergency 911 coordinates.
 - iii. Latitude and longitude of the production area entrance.
 - iv. Type and size of the AFO.
 - v. Resource concerns, including those that may arise from the implementation of the CNMP (air quality).
 - vi. The producer's manure management objectives.
 - b. Manure and Wastewater Handling and Storage
 - i. Map(s) of production area: Accurate scaled drawing or aerial photo of the confinement areas, production buildings, manure storage, and treatment locations, and feed storage areas.
 - ii. Production area conservation practices (including air quality impact mitigation [if required]): document the conservation practice decisions and operation and maintenance (O&M) requirements.
 - iii. Manure collection, transfer, storage, and treatment: type, operational capacity, annual requirement, maximum days of storage, manure on-hand at start of the plan, management of silage leachate, scraping lots, etc.
 - iv. Animal inventory: group name, type, number, weight, confinement period, percentage of manure collected (days of confinement/365 x 100), additional bedding or washwater, facility identification where manure will be stored (pad, house/building/barn/lagoon).
 - v. Mortality Management: description of how the normal mortality will be managed in an environmentally acceptable manner (burial requirements, incineration, composting, hauled away to rendering).
 - vi. Planned Manure Exports off the Farm: month/year, amount.
 - vii. Planned Manure Imports onto the Farm: month/year, manure type, amount, and source.
 - viii. Planned Internal Transfers of Manure: month/year, manure source, amount, and manure destination.

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- c. Farmstead Safety and Security
 - i. General emergency procedures to follow in response to leaks or spills of manure, chemical, fuel, or other substance that may pose a threat to the environment, and appropriate contact information.
 - ii. Procedures for biosecurity, including protocol for farm visitors, and disposal of animal veterinary waste.
 - iii. Procedures to follow in the event of catastrophic mortalities.
 - iv. The Chemical Handling Checklist shall be included in the CNMP document when the CNMP will be utilized for an NPDES permit.
- d. Land Treatment Practices
 - i. Map(s) documenting fields and conservation practices (a GIS-developed map product is preferred):
 - Aerial maps of land application areas, including soil maps.
 - Fields delineated to show setbacks, buffers, waterways, conservation practices planned or other site specific features important to nutrient management planning (risers, inlets, and wells).
 - Identification of sensitive areas such as sinkholes, streams, springs, lakes, ponds, wells, gullies, and drinking water sources.
 - Other site information features of significance, such as property boundaries or occupied dwellings.
 - ii. Land treatment conservation practices planned or applied to meet the quality criteria for soil erosion, air and water quality. Include the practice narrative and the O&M requirements for each practice. Design specifications (job sheets, engineering plans) and information associated with planning and implementation of the included conservation practices shall be maintained.
 - iii. To achieve the desired soil erosion, water and air quality improvements on land treatment areas, and adjacent fields may also require conservation treatment.
 - iv. Additional natural resource concerns may need to be addressed to meet an acceptable treatment level for erosion, water and air quality, for example, managing the plant resource on pasture lands.
 - v. If it is determined that excessive negative impacts to air quality resource concerns arise from existing or planned land treatment activities identified in the CNMP, then air quality impact mitigation is required in the CNMP.
- e. Soil and Risk Assessment Analyses
 - i. Document the results of the predicted average annual soil erosion from wind and/or water as a result of the planned treatment(s) and nitrogen and/or phosphorus risk assessments.
- f. Nutrient Management
 - i. Field information – identify field names, total acres, and spreadable acres in a table format.
 - ii. Manure application setback distances – identify setbacks for each field on the map and in a table format.
 - iii. Soil test data – soil test data for each field displayed in a table.
 - iv. Irrigation water test data (if applicable)
 - v. Manure nutrient analysis – document most recent manure analysis in a table.
 - vi. Planned crops and fertilizer recommendations – list fields, crops, yield goals, and fertilizer recommended.

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- vii. Manure application planning calendar – display manure applications planned, when crops are grown, and restrictions that would prevent nutrient/manure applications.
 - viii. Planned nutrient applications – timing, rate, source(s), and methods of application by field.
 - ix. Field nutrient balance – recommended nutrient amounts, nutrients applied, and balance after recommendation, and balance after crop removal.
 - x. Manure inventory annual summary – annual manure production by source and storage facility.
 - xi. Farm nutrient balance (acres planned for nutrient application) – summary of primary nutrients applied from all nutrient sources, by crop, year, and field. The net excess or shortage of nitrogen, phosphorus, and potassium shall be displayed by crop year and field.
- g. Feed Management (optional) – Include only if a Feed Management Plan is required to reduce the total nutrients excreted by the livestock on the farm
- h. Other Utilization Options (optional) – Include only if utilization options other than land application are planned.
- i. Recordkeeping
- i. Producer activity checklist
 - ii. Inspection/monitoring records (taken from the O&M requirements contained in each conservation practice under CNMP elements Manure and Wastewater Handling and Storage and Land Treatment Practices).
 - iii. Annual crop records – crop, yield by field.
 - iv. Manure application records – date, rate, timing, weather, set backs, by manure type, manure source, storage facility, by fields receiving manure, etc.
 - v. Other nutrient applications (e.g. commercial fertilizer and irrigation water application) records – nutrient content analysis, application rate/acre, amount of water applied, nutrient content of irrigation water, etc.
 - vi. Manure exports off the farm – date(s) and amount(s).
 - vii. Manure imports onto the farm – date(s), amount(s), and analysis (prior to application).
 - viii. Internal transfers of manure – date(s), amount(s), initial location(s) and final location(s).
 - ix. Other records required by State and/or local regulations: manure analysis – by date, type, and storage facility, soil testing – by field or conservation management unit, etc.
- j. References – Include reference sites where useful information pertinent to the CNMP can be obtained.
2. The Producer Activity Document (PAD) is a subset of the CNMP and provides the information about day- to-day management activities and required recordkeeping. At a minimum, the following sections and format will be required.
- a. Cover Page:
- i. Includes all required signatures for acceptance of a CNMP in Florida.
 - ii. Name of Owner/Operator
 - iii. Facility Location (physical address) and Mailing Address.
 - iv. Latitude and Longitude of the Production Area Entrance.
 - v. Type and Size of AFO
 - vi. Plan period

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- b. Section 1 – Background and Site Information. This information is contained in the CNMP document.
- c. Section 2 – Manure and Wastewater Handling and Storage
 - i. Map(s) of Production Area: sketch or aerial photo of the confinement areas, production buildings, manure storage and treatment locations, and feed storage areas.
 - ii. Production Area Conservation Practices: documentation of the conservation practice decisions and O&M requirements.
 - iii. Planned Manure Exports off the Farm.
 - iv. Planned Manure Imports onto the Farm.
 - v. Planned Internal Transfers of Manure.
- d. Section 3 – Farmstead Safety and Security
 - i. Emergency Response Plan.
 - ii. Biosecurity measures, including biosecurity protocol for farm visitors and disposal of animal veterinary waste.
 - iii. Catastrophic mortality management including State and local required procedures and contact information.
- e. Section 4 – Land Treatment Practices
 - i. Map(s) of Fields including land treatment conservation practices.
 - ii. Land Treatment Practices: documentation of the conservation practice decisions and O&M requirements.
- f. Section 5 – Soil and Risk Assessment Analyses. These are contained in the CNMP document.
- g. Section 6 – Nutrient Management
 - i. Field information.
 - ii. Manure application setback distances.
 - iii. Manure application planning calendar.
 - iv. Planned nutrient applications.
 - v. Fertilizer material annual summary.
- h. Section 7 – Feed Management. This is contained in the CNMP document.
- i. Section 8 – Other Utilization Options. These are contained in the CNMP document.
- j. Section 9 – Recordkeeping
 - i. Producer activity checklist.
 - ii. Inspection/monitoring records.
 - iii. Crop records.
 - iv. Manure application records.
 - v. Other nutrient applications (commercial fertilizer and irrigation water application records).
 - vi. Manure exports off the farm.
 - vii. Manure imports onto the farm.
 - viii. Internal transfers of manure.
 - ix. Other records required by State and/or local regulations.
- k. Section 10 – References
 - i. Publications – provide a list of electronically executable reference materials (url).

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3. Document the AFO owner's/operator's consideration of the ten CNMP elements. It is recognized that a CNMP may not contain all ten elements; however, they need to be considered by the AFO owner/operator during development of the CNMP, and the owner's and/or operator's decisions regarding each must be documented. These elements are as follows:
- a. Background and Site Information.
 - b. Manure and Wastewater Handling and Storage.
 - c. Farmstead Safety and Security.
 - d. Land Treatment Practices.
 - e. Soil and Risk Assessment Analyses.
 - f. Nutrient Management.
 - g. Feed Management (Optional).
 - h. Other Utilization Options (Optional).
 - i. Record Keeping.
 - j. References.

NOTE: The degree to which each CNMP element is addressed is determined by the General Criteria and must meet the specific criteria provided for each element in the National Instruction 190 Part 304.

4. CNMPs will contain actions that address water quality criteria for the production area, including the animal confinement, feed, and other raw materials storage areas, animal mortality facilities, and the manure handling containment or storage areas. The CNMP will also address water quality and soil erosion to reduce the transport of nutrients within or off of a field to which manure or organic by-products will be applied (i.e., as a minimum the plan would address CNMP elements a, b, c, d, e, f, i, and j listed in item 3 above). For AFO owners and/or operators who do not land apply any manure or organic by-products, the CNMP would address only the production area (i.e., address CNMP elements a, b, c, h, i, and j listed in item 3 above).
5. Document that the CNMP meets all applicable Federal, State, Tribal, and local laws and regulations. When applicable, ensure that USEPA-NPDES or State permit requirements (i.e., minimum standards and special conditions) are addressed.
6. Certify that the CNMP meets requirements of the Florida NRCS Field Office Technical Guide (FOTG) conservation practice standards for all practices contained within it.
7. The CNMP shall require evaluation and documentation of compliance with the National Environmental Policy Act, the Endangered Species Act, the National Historic Preservation Act, and other effects on the environment. Complete the FL-CPA-30 (Planning Considerations Checklist) and the FL-CPA-52 (Environmental Evaluation Worksheet). Assistance maybe requested from the NRCS Field Office to review if there are Cultural Resources identified within or near the Area of Potential Effect.
8. CNMP shall be developed by persons who meet NRCS certification requirements. The specific criteria for certification of Florida NRCS employees and conservation partners can be found in Florida NRCS Amendment to General Manual 180 Part 409. The specific criteria for certification of Technical Service Providers (TSP) is available via the TechReg Web site: <http://techreg.usda.gov/>.

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9. The CNMP planner shall submit the following to NRCS and/or regulatory agency for review and signatures.
 - i. Printed copy of the CNMP document.
 - ii. CNMP document file (Include the “.nat-cnmp.doc” file from MMP).
 - iii. PAD document file (Include the “.nat-prd.doc” file from MMP).
 - iv. Nutrient Management planning tool plan file (Include the “.mmp” file from MMP).
 - v. Revised Universal Soil Loss Equation (RUSLE2) database file (.gdb extension).
 - vi. Conservation plan xml file from Customer Service Toolkit (.consplan.xml extension).
 - vii. If requested, the Geographic Information Systems (GIS) shapefiles created for the operation.
 - viii. Model(s) results for sizing of the waste storage facility(ies) or waste treatment lagoon(s).

10. The CNMP shall be signed by the producer, certified planner, and appropriate specialist(s), and include other signatures as required. Once the CNMP has been reviewed and signed by the planner(s) and reviewer(s), copies of the CNMP and PAD document(s) are delivered to the producer for signature. The planner returns one copy of the finalized and signed documents to the NRCS Field Service Center, the producer retains a signed copy, as well.

REFERENCES

- NRCS National Planning Procedures Handbook (CNMP Technical Guidance)
- NRCS Field Office Technical Guide
- NRCS National Engineering Manual
- NRCS National Agronomy Manual
- NRCS Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- NRCS National Agricultural Waste Management Field Handbook

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