

Administrative Review Guide for CNMP
Practice/Activity Code (102) (No.) approved by TSP and CTA planners (Pennsylvania)

Terms used in this guide: "Plan" and "Plans" - a CNMP conservation plan; "CTA planner" - a planner funded by CTA; "TSP planner" - a planner funded by EQIP/CBWI		
STEP 1 – enter Plan Information and Administrative Reviewer data below. Administrative Review begins the date NRCS received the approved plan from planner		
Plan Information		
Owner/Operator:	Program: EQIP/CWBI <input type="checkbox"/> CTA <input type="checkbox"/>	
Field Office:	Year CNMP scheduled due:	
Name of Planner:	Planner category: TSP planner <input type="checkbox"/> CTA planner <input type="checkbox"/>	
Administrative Reviewer – complete within 14 days of plan received date		
Designated Conservationist reviewing plan:	Date plan received:	
STEP 2 – Review plan for administrative adequacy:		
Instructions <ul style="list-style-type: none"> • Required components for a CNMP are listed below • Determine whether each required component is present in the plan; all are required • Document that component is included in the plan by a checkmark in the column to the right of each <ul style="list-style-type: none"> ○ Use the first column headed "First Review" the first time a plan is reviewed ○ If a follow-up review is necessary, then use the second column headed "Follow-up Review" 	Included in plan	
	First Review	Follow-up Review
All required land in plan - determine that all production and land treatment areas are planned		
Production Area - Must include all production areas, including all animal confinement areas (barns, exercise yards, feedlots, loafing areas), feed and raw material storage areas, animal mortality facilities, and all manure handling containment or storage areas.		
Land Treatment Area - Must include all land treatment areas with all lands under control of the owner / operator (owned, rented or leased) manure or process wastewater is, or might be, applied for crop, hay, pasture or other uses. Areas degraded by animal traffic, concentration, feeding, etc. on this land use must be planned.		
Signature page with TSP/CCP approving planner and technical specialists		
PA certified conservation planner can approve the overall CNMP - Check planner qualification then check appropriate box below		
<input type="checkbox"/> TSP planner	For EQIP/CBWI CAP 102 - Planner is registered in the CAP – CNMP (102) category for Pennsylvania on NRCS TechReg website	
<input type="checkbox"/> CTA planner	For CTA CNMP - Planner is a current Certified Conservation Planner in PA	
Name, signature and TSP#/JAA of each technical element specialist		
Manure and Wastewater Handling and Storage (required element)		
Land Treatment (required element)		
Nutrient Management element (required element)		
Feed Management (optional element)		
Environmental Compliance: Finalized plan must include 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 NRCS CPA 52 Environmental Evaluation Worksheet for Pennsylvania (CPA-52). Non-NRCS planners are highly encouraged, not required, to complete of CPA-52. At minimum, all plans submitted for review must include documentation of natural resource objectives, need for action, benchmark conditions, and planned alternative effects.		
NRCS CPA-52 Environmental Evaluation Worksheet sections: D. Client's Objectives(s), E. Need for Action, F. Resource Concerns and Existing / Benchmark Conditions, and G./H. Effects of Alternatives. (required in all submitted plan)		
Planned practices reviewed for compliance with cultural resource requirements; <u>email verification from the NRCS cultural resources coordinator included.</u> (non-NRCS planner encouraged to complete)		
Planned practices reviewed for compliance with the Pennsylvania Natural Heritage Diversity Program and <u>PNDI project review receipt is included.</u> (non-NRCS planner encouraged to complete)		

Place in customer file when after completing review (3/2012)

Administrative Review Guide for CNMP
Practice/Activity Code (102) (No.) approved by TSP and CTA planners (Pennsylvania)

Manure and Wastewater Handling and Storage element – required components:	Included in plan	
	First Review	Follow-up Review
Inventory and evaluation of existing production areas where manure is deposited, transferred or stored including ACAs and field stacking. Include animal units, generated manure type and volume, and size and condition of existing storage facilities.		
Inventory and evaluate handling of process wastes (milkhouse/parlor), animal mortality management, and feed (silage) and raw material storage areas. Evaluate addressing resource concerns and runoff potential.		
Short discussion of owner’s decision making input and goals or objectives.		
Identification and documentation of resource concerns on all production areas.		
Planned conservation practices to address identified existing resource concerns and future conditions, if different. Alternative(s) are provided to address concerns to assist the client with the decision making process. Can include value added measures such as separation, composting, Anaerobic digestion, etc.		
Selected alternative(s) include pre-design Engineering estimate and quantities for proposed practices. Includes calculations used to size proposed waste storage facilities.		
Maps or sketches show locations of identified resource concerns and proposed conservation practices.		
Farmstead Safety / Manure Emergency Response Plan verified or included if none exists		
Report to be signed and/or approved by PE.		
Land Treatment element – required components:		
Contact information of AFO owner/operator – include all: names with phone number, farm names and addresses		
Comprehensive list of all soil erosion and water quality resource concerns on production and land treatment areas.		
Conservation practice schedule includes all planned and applied (existing) practices on all land uses.		
All planned practices treat a documented resource concern.		
Each practice includes narrative statement, operation and maintenance, location, date, and amount.		
Prescribed Grazing (528) planning on all pastureland and Conservation Crop Rotation (328) on all cropland		
Treatment to mitigate offsite resource impacts from sediment and nutrient movement from areas degraded by animal concentration		
RUSLE2 Plan (soil loss calculations) and Management (crop rotation, tillage) printed reports		
Maps – separate location maps, application maps, and soils maps		
Nutrient Management element: requires “Act 38-equivalent (content and format)” plan developed using current Act 38 program software. PA Nutrient Management Program Certification of the Act 38-equivalent plan is not required for NRCS purposes. The Act 38-equivalent plan is required for all NRCS CNMP required even if operation is NOT participating in the PA Nutrient Management Program.		
Cover Page		
Nutrient Management Plan Summary for three (3) future crop years (including summary notes and the operator management map)		
Appendix 1: Nutrient Management Plan Agreement & Responsibilities <i>signed by producer</i>		
Appendix 2: Operation Information <i>Note: Check that manure application calibration data is provided</i>		
Appendix 3: Manure Group Information <i>Note: check for sufficient current manure and soil test data</i>		
Appendix 4: Crop & Manure Management Information for three (3) full future crop years – the crop year includes all field activities following harvest of the last crop		
Appendix 5: Phosphorus Index		
Appendix 6: Manure Management		
Appendix 7: Stormwater Control		
Appendix 8: Importer/Broker Agreements & Nutrient Balance Sheets (as needed)		
Appendix 9: Operation Maps (including topographic maps and soils maps)		
Appendix 10: Supporting Information & Documentation (as needed)		
Record Keeping Guidance – Act 38 record keeping packet		
Feed Management (optional) to be reviewed by state-office designated Feed Management Specialist		
Other Uses of Manure (optional) documents manure exports and alternative uses such as digestion.		

Place in customer file when after completing review (3/2012)

Administrative Review Guide for CNMP
Practice/Activity Code (102) (No.) approved by TSP and CTA planners (Pennsylvania)

STEP 3 – reviewer completes information below after the review	
Administrative Review Determination	
Review Determination – check box indicating completeness plan	
<input type="checkbox"/> Administratively Adequate	Designated Conservationist (sign & date):
<input type="checkbox"/> Administratively Adequate	
Follow-up Review Determination (if needed) – check box indicating completeness of plan	
<input type="checkbox"/> Administratively Adequate	Designated Conservationist (sign & date):
<input type="checkbox"/> Administratively Adequate	
STEP 4 –Review Outcome Guidance – Follow the guidance below to communicate the results to the planner, client, and supervisor. All communications are to be written.	
First review determines the plan is either administratively adequate or inadequate. Guidance for each of these outcomes is provided below:	
<p><u>Administratively adequate</u></p> <ul style="list-style-type: none"> • Notify planner and producer the plan is administratively adequate and technical review will be completed within 45 days. • The 45-day technical review period begins the date plan determined to be administratively adequate. • Document the results of the review in this Administrative Review Guide and the Plan Review Tracking document • Notify NRCS Technical Reviewer to begin the technical review on the date the plan is determined to be administratively adequate. Give Technical Reviewer the CNMP plan and Plan Review Tracking document • File this Administrative Review guide in the client’s file <p><u>Administratively inadequate</u></p> <ul style="list-style-type: none"> • Notify planner the plan is administratively inadequate and not accepted. Negotiate date planner agrees to submit the corrected plan (<u>request 14 day turnaround</u>). Encourage planner to request advice from local and state office NRCS staff as needed. • Notify producer that the planner submitted an administratively inadequate plan (missing requirements) that was not accepted. Withhold details of the deficiencies as this can undermine the planner-producer relationship. Inform the producer of the date the planner agreed to submit the revised plan. Inform the producer that following the administrative review, the plan will be reviewed for technical adequacy. • Notify your supervisor with the results of the review • Document results of review in Plan Review Tracking document and this Administrative Review Guide • File Administrative Review Guide and the Plan Review Tracking document in customer’s file 	
Follow-up review determines the plan is either complete or incomplete. Guidance for each of these outcomes is provided below:	
<p><u>Administratively adequate</u></p> <ul style="list-style-type: none"> • Same as first review guidance <p><u>Administratively inadequate</u></p> <p>Plans determined to be administratively inadequate following second review notify of your immediate supervisor, the Assistant State Conservationist for Field Operations, and the State TSP coordinator and State Resource Conservationist within 5 days.</p> <p>File admin review guide and plan tracker in customer file</p>	

Place in customer file when after completing review (3/2012)