

**CNMP/NMP/590 Planning Guidance / Act 38-equivalent (content and format)****Required Appendices and Supplemental Information**

Nutrient Management (code 590) Conservation Practice Standard planning is required when developing the following conservation plans for NRCS purposes:

- NRCS Comprehensive Nutrient Management Plans - Practice/Activity Code (102) (CNMP), TSP or agency developed.
- NRCS Nutrient Management Plans - Practice/Activity Code (104) (NMP), fertilizer only, TSP developed.
- NRCS Conservation Plans when nutrient management is an identified concern – Practice Code (590), fertilizer only, agency developed.

The Pennsylvania Nutrient Management Program's Technical Manual, website and training guidance, and planning software is consistent with NRCS Nutrient Management (590) Conservation Practice Standard criteria. Planners are required to use current PA Nutrient Management Program software (NMP Spreadsheet) and follow its current technical guidance when developing plans to meet the NRCS 590 practice standard. The Act 38 standard plan format is required, as applicable, for NRCS plans with 590.

All NRCS plans with 590 require a soil erosion plan meeting "T" for sheet and rill erosion and treatment of concentrated flow (gully) erosion, in addition to an Act 38-equivalent (content and format) plan.

A CNMP must be developed and signed by the owner-operator of any animal feeding operation before NRCS can provide any technical or financial assistance for manure and wastewater handling and storage or for nutrient management that involves the application of manure.

When NRCS provides financial assistance for CNMP/NMP plan development, nutrient application planning for three future crop years is required in the plan.

NRCS requires review of CNMP/NMP plans. This review activity requires the submission of all relevant data and information so that the plan reviewer can determine if all criteria are met. Please note that a copy of the most recent reviewed plan is required to be maintained at the farm.

**CNMP/NMP Nutrient Management Plan Submission Requirements**

All of the following plan components and Appendices are required to be submitted with the initial CNMP plan submission and NMP (104) as needed.

1. Cover Page
2. Nutrient Management Plan Summary (along with summary notes, the manure rate calibration table, additional plan requirements and the operator management map)
3. Appendix 1: Nutrient Management Plan Agreement & Responsibilities
4. Appendix 2: Operation Information
5. Appendix 3: Manure Group Information
6. Appendix 4: Crop & Manure Management Information
7. Appendix 5: Phosphorus Index
8. Appendix 6: Manure Management
9. Appendix 7: Stormwater Control
10. Appendix 8: Importer/Broker Agreements & Nutrient Balance Sheets
11. Appendix 9: Operation Maps (including topographic maps and soils maps)
12. Appendix 10: Supporting Information & Documentation

Submission of the following worksheets and forms is required when they are relevant to a plan.

- a. Rainfall Additions Worksheet - Submission is required when manure generation is calculated and includes the addition of rainfall and/or runoff.
- b. Winter Manure Application Matrix – Submission is required when winter manure application is included in the plan.
- c. Manure storage setback waiver forms – Submission is required if a manure storage setback waiver is required in order to implement the plan as proposed
- d. Manure N Residual Calculator Worksheet – Submission is required when residual manure nitrogen availability is calculated using Agronomy Guide Table 1.2-15. Refer to Appendix 4 of the Act 38 Technical Manual for more information about the use of Agronomy Guide Table 1.2-15.
- e. Table 3 Worksheet – Submission is required when crops are entered into the NMP Spreadsheet.
- f. Table 4 Worksheet – Submission is required when a legume nitrogen residual management scenario is entered into the NMP Spreadsheet.

The information summarized in the NMP summary must be separated for each individual crop year addressed in the plan (such that there is a Nutrient Management Plan summary chart listing field specific nutrient application rates for crop year # 1, and a separate summary chart for crop year # 2, and lastly a separate summary chart for crop year # 3). The lifespan for a CNMP/NMP is three crop years.

Submit all elements (1-12 as outlined above) along with additional:

1. Nutrient Management Plan Summary chart
2. Nutrient Management Plan Summary Notes (along with the Manure Rate Calibration table) for each of the three crop years covered under the CNMP/NMP with the initial NMP submission
3. Appendix 3s (only the first page is required, addressing each of the manure groups used in the plan, if no changes in the manure group are expected)
4. Appendix 4s
5. Appendix 5s

Plan updates are highly encouraged and submitted the year immediately following the 3 year lifespan of the original plan (and following each subsequent 3 year plan lifespan), must include 6 plan update components (Cover, Summary chart, Summary Notes (including the Manure Rate Calibration table), Appendices 3 (at least the first page of Appendix 3), 4, and 5). These updates must incorporate a new P Index, the new soil test numbers collected over the past three years, and incorporate new manure nutrient content figures if the running average of the manure tests including those taken over the past three years is significantly different (20% change or greater) and therefore necessitates a new manure nutrient content figure be used.

The CNMP/NMP provided to the farmer must include all of the NMP requirements (items 1-12) described above. The following plan elements must be provided to the farmer in a separate Farmer Packet so the farmer can focus their attention on those plan elements most relevant to his day-to-day activities:

1. Cover Page
2. NMP Summary (including the NMP summary application chart, summary notes, manure rate calibration table, and the farm management map)
3. Appendix 1
4. Appendix 8
5. Record Keeping Packet (Act 38 Recordkeeping Checklist)

New plans, plan amendments and plan updates (either a three-year update or an update to address a change that would not require a plan amendment), developed using the standardized Act 38 NMP Spreadsheet, are acceptable for review purposes.

Even though particular farms may be operated where one or more of the above appendices are not relevant, all of the appendices for an Act 38 plan must be submitted. For these situations where a particular appendix is not relevant, the non-relevant appendix must be submitted with the plan along with some indication (either on the appendix cover page or in the beginning of the appendix) informing the reader that the given appendix is not relevant to this operation.

For example, a farm that has no acreage included in the plan (such as an all export broiler operation where the owned fields are rented out to another farmer and no manure from the broiler operation is applied on these rented out lands) the Nutrient Application chart in the *Plan Summary*, the *Plan Summary Notes*, appendices 4, 5 and 7 and possibly Appendix 10 would not be necessary. These non-relevant appendices would have an entry (preferably on the cover page or alternatively on the first line of the appropriate appendix) that would read; "This appendix is not relevant to this farm situation since no cropped fields are included in the plan." If a farm situation is such that any given required section of the plan (as outlined above) is not necessary, it is not acceptable to leave that section blank or to leave it out of the submitted plan. It is required to submit either the section cover page or the section cover page and first page, with an indication that the information in that section is not relevant for this plan.

The standardized Act 38 plan development computer spreadsheet program defaults to the basic required elements of an Act 38 nutrient management plan.

In addition to the above listed required plan components and appendices, farms that apply manure in winter are required to complete and submit the Winter Manure Application Matrix as part of Appendix 10 of the plan. A hard copy of the Winter Manure Application Matrix is provided in Supplement 10 of the Act 38 Technical Manual and is provided in a computer spreadsheet format on the Nutrient Management Program website.

NRCS does accept electronic submissions of certain sections of initial Act 38-equivalent (content and format) nutrient management plan and plan amendment submissions developed using the standard Act 38 NMP spreadsheet program. It should be noted that when the plan or plan amendment is reviewed and determined to be in its final form, a hard copy of the entire plan, and all plan maps, will need to be provided to NRCS for program payment purposes. So this electronic submission allowance is only for the initial submissions of certain sections of new plans or plan amendments and any follow up plan correction submissions, and these electronic submissions need to be followed up with a hard copy once the plan or plan amendment is determined by the reviewer to be ready for program payment. This allowance is not provided for the submission of plan updates to NRCS for filing in the farmer's plan file.

**Electronic submission of an Act 38-equivalent (content and format) nutrient management plan is only relevant to the following plan sections:**

1. Appendices 3, 4, 5, 6, 7, 8, 9, and 10,
2. the winter matrix (if developed using the Act 38 program winter matrix spreadsheet),
3. signed exporter agreements, and
4. Nutrient Balance Sheets (if developed using the Act 38 program nutrient balance sheet spreadsheet).

The parts of the plan submission that **must always be submitted in hard copy** include:

1. the Cover Page,
2. the Plan Summary (including the Farm Management Maps),
3. Appendix 1,
4. Appendix 2, and
5. any relevant approved manure storage setback waivers or waiver request forms.

Appendix 1 is where the farmer and planner sign the plan. These signatures are required with the initial plan or plan amendment submission in order to consider the plan to be administratively complete. If there are significant changes made during the review process that affect the rates, timing or method of nutrient applications or the conservation practices to be installed on the operation, new signatures by the farmer and the planner on Appendix 1 will be required for the final review.

**The planner is required to review the plan with the farmer** (focusing on the Plan Summary, Appendix 1 and Appendix 8) prior to submission to ensure that the farmer understands and agrees with the obligations outlined in the plan. The farmer's signature on the plan is his acknowledgement that he will follow the plan, and he cannot make that statement until he understands what the plan is requiring.