

United States Department of Agriculture
Natural Resources of Conservation

Contract Number:

Field Office and TSP Certification Plan Review Checklist
Conservation Activity Plan – Nutrient Management Plan Practice
Activity Code (104)

Purpose: The purpose of the checklist is to provide guidance for elements that need to be addressed or included in the Conservation Activity Plan (CAP). This checklist is for use by NRCS staff. NRCS staff will use the checklist for administrative review of the plans submitted as part of the certification process. It is the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included.

Technical Guidance, Criteria, and Content for the NMP is found at the URL: eDirectives <http://directives.sc.egov.usda.gov/>. Navigate to: General Manual Title 190 Ecological Sciences, Part 402 – Nutrient Management and NRCS National Agronomy Manual, Parts 507 and 503C.

Instructions:

NRCS Staff should complete the checklist for administrative review and place the completed checklist 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 technical review is needed because of questions with the plan, the completed checklist and client plan should be forwarded to Sandra Primard for technical review.)

Nutrient Management Plan	
State/County:	Date Plan Submitted:
Producer/Owner:	TSP:
<p>A Nutrient Management Plan (NMP) is a document of record of how nutrients will be managed for plant production and to address the environmental concerns with the offsite movement of nutrients. The plan is designed to help the producer with implementation and maintenance activities associated with the plan.</p>	
Minimum components of a NMP shall include:	
1. Background and site information:	
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Name of owner/operator; b. Farm location, mailing address and operator phone; c. TSP name, address and phone; d. Crop year of the plan; e. Type of operation; f. Current crop grown on each field; g. Field names and FSA tract and field numbers including acres and whether they are rented or owned; h. Animal units (types, number, and weight animal and period of confinement); i. Watershed, watershed codes and watershed concerns; j. Signature blocks for all required signatures.
2. Maps and Land Treatment Conservation Plan or Practice List	
<input type="checkbox"/>	<p>Maps documenting fields including (maps should be GIS aerial maps):</p> <ul style="list-style-type: none"> a. Planned Practices maps including locations of required buffers and nutrient application setbacks, required gully stabilization or other erosion control measures. b. Soils maps and soil descriptions; c. Topo maps; d. Identification of sensitive areas such as sinkholes, streams, wells, water sources, etc.; e. Nitrate Leaching Index maps. f. Conservation plan or detailed practice list cross referencing required practices shown on maps. At a minimum a practice list must show all required practices or managements, by field, which are needed to fulfill the land treatment portion of the NMP and must provide enough detail for the customer to be able to understand the requirements. (<i>Example: Field 2-West side along stream-Vegetated buffer 350' long X 25' wide. See Map.</i>)

3.	Nutrient Management: Must meet technical criteria for NM Practice Standard (590)
<input type="checkbox"/>	Nutrient Management plans must meet the technical criteria for the Nutrient Management conservation practice (code 590) standard, and address the use and management of all nutrients applied on cropland, hayland, or pastureland (animal manure, wastewater, commercial fertilizers, crop residues, legume credits, irrigation water, organic by-products). Planners must document the rationale when using custom recommendations in the nutrient plan. (<i>Examples of administrative review are checking sources of nutrients were accounted for; all tracts that receive nutrients were accounted for, etc...</i>)
4.	Deliverables
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Complete hardcopy of the plan for the client; b. Complete hardcopy or electronic copy of the client's plan for NRCS.

Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Nutrient Management Plan and it meets all the Plan Development Criteria for Conservation Activity Plan 104.
NRCS Representative Name and Title (print or type):		
NRCS Representative Signature		Date:

Notes (If "No" is checked, include reasons for denial, comments, missing items that need to be added, etc.):