United States Department of Agriculture
Natural Resources Conservation Service

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 National Bulletin 450-13-3 for a complete listing of CAP Criteria)

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). The checklists are recommended for use by NRCS staff and Technical Service Providers, but are not required. NRCS staff can use the checklist for administrative review of the sample plans submitted as part of the certification process as well as all other plans submitted after a TSP is certified. TSPs can use the checklist for a general guidance of elements to include in the plan, but it is still the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included.

Instructions: When the checklist is used it should be completed and submitted with the sample plan or the hardcopy of the client's plan as described below:

- **Prospective TSP's** submit the completed checklist and sample plan by mail or email (complete plans should be sent as a single electronic file for example pdf, word or scanned file) to the appropriate State TSP Coordinator for technical review to become a certified TSP. A list of State TSP Coordinators can be found at: https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx.

- **Certified TSP's** should submit the completed checklist, hardcopy and electronic copy of the client's plan to the local NRCS Field Office or appropriate State TSP Coordinator for administrative review.

- **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, the completed checklist and client plan should be forwarded to the appropriate State Office staff or NHQ for technical review.)

Please Note: Should a State not have the technical specialist to conduct the technical review, requests can be submitted (by the State Office) to NHQ for review. For NHQ review please submit the complete plan and checklist by mail or email to the TSP Team. See below for address information.

Comprehensive Nutrient Management Plan	
State/County:	**Date Plan Submitted:**
Producer/Owner:	**Technical Service Provider:**

A Comprehensive Nutrient Management Plan (CNMP) is a conservation plan that is unique to animal feeding operations. 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.

Technical Guidance, Criteria, and Content for the CNMP is found at the URL: eDirectives http://directives.sc.egov.usda.gov/. 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.

Minimum components of a CNMP shall include:

1.	**Cover and Signature Page:**
☐	a. Name of operator, facility location (physical location) and mailing address; b. Latitude and longitude of the production area entrance; c. Type and size of the AFO; d. Plan period and all required signatures for the State.
2.	**Background and Site Information:**
☐	a. General description of operation; b. Sampling, calibration and other statements; c. Identified Natural Resource Concerns including those that arise from the implementation of the CNMP (air quality) d. Producer's manure management objectives.
3.	**Manure and Wastewater Handling and Storage Element:**
☐	a. Map(s) of the production area; b. Production area conservation practices; c. Animal inventory and manure storage; d. Normal animal mortality management; e. Planned manure exports/imports and internal transfers.
4.	**Farmstead Safety and Security:**
☐	a. Emergency response plan; b. Biosecurity measures including protocol for visitors & disposal of animal veterinary waste; c. Catastrophic animal mortality management; d. EPA agreed-to Chemical Handling checklist (if CNMP is being used for NPDES permit).
5.	**Land Treatment:**
☐	a. Maps documenting fields and conservation practices including: 1. Aerial maps of land application areas; 2. Fields delineated with setbacks, buffers, waterways and conservation practices planned or other site-specific features important to nutrient management;

	3. Sensitive areas such as sinkholes, streams, springs, ponds and drinking water sources; 4. Property boundaries and occupied dwellings and other features of significance; b. Land Treatment Conservation Practices in accordance with NRCS conservation practice standards: 1. Practice narratives and O&M requirements for each practice; 2. Air quality impact mitigation, if required.
6.	**Soil and Risk Assessment Analysis:**
☐	a. Soil information; b. Predicted soil erosion; c. Nitrogen and Phosphorus Risk Analysis including any additional field data required by risk assessment.
7.	**Nutrient Management:**
☐	a. This element shall meet the technical criteria for the Nutrient Management conservation practice code (590) standard including: 1. Field information, manure application setback distances, soil test data, and manure nutrient analysis; 2. Planned crops and fertilizer recommendations, manure application planning calendar, planned nutrient applications, field nutrient balance, manure inventory and annual summary, fertilizer material annual summary, and farm nutrient balance
8.	**Feed Management (If required):**
☐	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. 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.
9.	**Other Utilization Options (If required):**
☐	Include only if manure utilization options other than land application are planned.
10.	**Recordkeeping:**
☐	a. Recordkeeping information is contained in the PAD for specific recordkeeping items including tables and forms; b. Planners must work with the producer and provide guidance regarding recordkeeping.
11. ☐	**Schedule of Practice Implementation**
12.	**References:**
☐	a. Publications; b. Software and data sources, including pertinent version information.
13. ☐	**CNMP Producer Activity Document (PAD) National Template**

14.	**Deliverables:**
☐	a. Complete hard copy of the CNMP plan for the client; b. Complete hard copy and electronic copy of the client's plan for NRCS; 1. CNMP document file (If using MMP, need the ".nat-cnmp.doc" file); 2. Producer Activity Document file (If using MMP, need the ".nat-prd.doc" file); 3. Nutrient Management planning tool plan file (If using MMP, need the ".mmp" file); 4. Revised Universal Soil Loss Equation (RUSLE2) database file (.gdb extension); 5. Conservation Plan .xml file from Customer Service Toolkit (.consplan.xml extension); 6. Geographic information systems (GIS) shapefiles.

Yes	No	Checklist Approval	
		I have administratively reviewed this Comprehensive Nutrient Management Plan (CNMP) and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 102.	
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.):			

Email: tsp@wdc.usda.gov

Mailing Address: **Technical Service Provider Team**
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