Comprehensive Nutrient Management Plan

ROLES AND RESPONSIBILITIES FOR TECHNICAL ASSISTANCE
TO USDA PROGRAM PARTICIPANTS
for Conservation Activity Plan (CAP) 102

Use this document when the primary responsibility for developing a Comprehensive Nutrient Management Plan (CNMP) is taken on by a Technical Service Provider hired by the Program Participant using the Conservation Activity Plan (CAP) 102 CNMP program.

The Technical Service Provider (TSP) must be certified through TechReg (USDA Technical Service Provider Registry) in the CNMP Plan Approval or Conservation Activity Plan (CAP) 102 Category. The USDA program participant hires a certified TSP and pays the TSP using EQIP funds at the Technical Service Payment Rate (TSPR) as determined in their USDA program contract (also known as Participant Selection Process).

102 CNMP CONSERVATION ACTIVITY PLAN (CAP) – This practice is a one-time payment to the producer to hire a TSP to develop a Comprehensive Nutrient Management Plan (CNMP). The CNMP will provide practices to address the following:

1. Must include the following three components:
   a. Farmstead/animal feeding operation (production area), including the animal confinement, feed, and other raw materials storage areas, animal mortality facilities, and the manure handling containment or storage areas.
   b. The crop or other land receiving manure (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 for crop, hay, pasture production, or other uses.
   c. Nutrient management plan

2. Meets Natural Resources Conservation Service (NRCS) planning criteria for soil, water, and air quality.

3. Complies with Federal, State, Tribal, and local laws, regulations, and permit requirements.

4. Satisfies the owner/operator's production objectives.

USDA PROGRAM PARTICIPANT - ROLES AND RESPONSIBILITIES

1. Notify the local NRCS office that a TSP will be used prior to employing their services.
2. Select a TSP from the certified list found at the following Web site: http://techreg.usda.gov/.
3. Sign the NRCS-CPA-70 form authorizing the TSP access to case file information for planning or implementing the conservation practice.
4. Provide a copy of the TSP roles and responsibilities to the selected TSP.
5. Participate in the CNMP Pre-Planning Meeting, the CNMP Mid-Planning Meeting, and any other needed meetings with the NRCS representative and/or TSP to determine the program participant’s goals and resource concerns, formulate conservation alternative, and make a decision on how to proceed.
6. Allow Natural Resources Conservation Service (NRCS) employees/partners and TSP access to the planned farmstead and land receiving the manure.
7. Provide complete and accurate information to the TSP for development of the CNMP to NRCS standards and specifications. This includes, but is not limited to current soil nutrient tests, manure nutrient tests, planned crop rotations, livestock numbers, etc.
8. Ensure that the CNMP satisfies the participant's land treatment, production, and nutrient management objectives.
9. Accept full responsibility to negotiate and reach agreement on cost and terms of assistance with the TSP, including:
   a. Full responsibility for timely payment to the TSP and
b. Full responsibility for any TSP costs, including costs for any plan revisions, which exceed the Technical Service Payment Rate (TSPR) in the USDA program contract.
10. Be prepared to obtain and comply with all permits required for CNMP implementation.
11. Provide, or have the TSP provide the servicing NRCS office, a hard copy and electronic copies of the applicable documentation required in the CNMP template.
12. Provide the servicing NRCS office copies of invoices received from TSP (including their TechReg Identification Number) for their services as requested.
13. Ensure corrective measures are taken if deficiencies are noted during quality reviews performed by NRCS.
14. Provide records as requested by NRCS to document the implementation of the CNMP.
15. Assure that the CNMP is technically correct and accurately reflects the information provided to the TSP.
16. Understand the CNMP, how to implement it, how to operate and maintain (O&M) the plan, and the implementation schedule.
17. Understand that if he or she chooses to implement the CNMP, all parts of the plan will need to be completed by the end of the contract.
18. Note: If the producer implements the CNMP, he or she is under no obligation to contract with the TSP retained for CNMP CAP.

TECHNICAL SERVICE PROVIDER - ROLES AND RESPONSIBILITIES
1. Understand NRCS policies and procedures to complete a CNMP.
2. Participate in the pre-planning meeting with the program participant and the NRCS representative to determine the resource concerns and the program participant’s goals.
3. With the program participant, organize and participate in the CNMP Mid-Planning Meeting with the NRCS representative.
4. Sign the NRCS-CPA-70 form authorizing the TSP access to case file information for planning or implementing the conservation practice.
5. Conduct inventory and analysis necessary to develop the CNMP according to the National Planning Procedures Handbook or accept NRCS inventory and analysis information provided.
6. Prepare the CNMP in accordance with NRCS criteria along with any required standards and specifications.
7. Develop a list of practices needed to implement the CNMP, including the practice unit(s) and extent.
8. Provide information on necessary permits that may be required by the USDA program participant to meet all local, state or federal regulations.
9. Provide electronic and paper copies of approved project documentation to the servicing NRCS office and paper copies to the program participant.
10. The TSP planner will educate the USDA Participant how to use and implement the CNMP, to apply manure correctly, to understand key operations and maintenance such as sampling manure, interpretation of soil and manure analysis, and calibration and adjusting application equipment.
11. All information provided in the documents are as accurate as provided to the TSP from the USDA Participant.

NRCS FIELD OFFICE - ROLES AND RESPONSIBILITIES
1. Participate in the pre-planning meeting with the TSP and program participant.
2. Sign the NRCS-CPA-70 form authorizing the TSP access to case file information for planning or implementing the conservation practice.
3. Provide the pre-planning packet of information to the participant and the TSP or if they complete the pre-planning themselves, explain the expectations.
4. Provide and review the Role and Responsibilities documents with the program participant and TSP.
5. Complete the environmental evaluation and document on the Environmental Evaluation Worksheet (NRCS-CPA-52). The responsible Federal official (RFO) will be review and sign.
7. Maintain the program participant’s case file, include technical service documentation provided by the TSP.
8. Provide the program participant copies of any existing case file records relevant to the technical assistance being provided by the TSP.
9. NRCS will bring any concerns regarding the CNMP development to the attention of the program participant and TSP.
10. NRCS has a contractual relationship with the program participant. **NRCS will not direct the work of the TSP.**
11. Report progress in the Performance Results System and indicate TSP assistance was utilized.
12. **Participate in the mid-planning meeting with the program participant and the TSP to determine the finalized resource concerns, alternatives and the program participant’s goals. Complete and sign revised CPA-52 based on the completed process.**
13. Provide the USDA program participant and/or TSP access to copies of the NRCS standards, specifications, standard drawings, software, and other design aids used by the NRCS.
14. The Field Office or Area Office will complete the administrative review of the CNMP on the appropriate administrative review form and record the name of the TSP associated with the contract.
15. Conduct technical review, as appropriate, of the CNMP and documentation received from the USDA program participant.
   a. The Area Office or State Office will conduct technical spot-check quality reviews of a minimum of the first two plans by a new TSP and 5% of a TSP’s CNMPs annually.

*I have read and understand the responsibilities indicated above. Initial and date.*

________________________________________  ________
Program Participant   Date

________________________________________  ________
TSP      Date

________________________________________  ________
Designated Conservationist   Date
Comprehensive Nutrient Management Plan
PRE-PLANNING MEETING AGENDA
for a Conservation Activity Plan (CAP) 102

Purpose: Establish the roles and responsibilities of the NRCS, TSP, the participant, and others in the CNMP planning process. Document the pre-planning meeting on the CPA-15 and keep this checklist in the participant case file.

Who Organizes: NRCS staff after participant informs them of the TSP they have hired

Who: The following individuals should attend the pre-planning meeting (checked are required):

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<th>Should Attend</th>
<th>Title</th>
<th>Person</th>
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<td>☒ Participant</td>
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<td>☒ CNMP Developer</td>
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<td>☐ Engineer</td>
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<td>☐ Other</td>
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Meeting Date/Time: ______________ Meeting Location: ______________________________

Agenda:
1. Participant signs the NRCS-CPA-70 to authorize the disclosure of their NRCS records to specific TSP’s.
2. Review Roles and Responsibilities.
3. NRCS distributes and presents the preplanning packet:
   a. Inventory for Planning Livestock Waste Management Systems (IA-ENG-48) documenting the inventory of the farmstead. Includes all livestock in the operation.
   b. Field inventory information (including conservation, agronomic (e.g. field operations), current nutrient management, etc.)
   c. Size of AFO agreed upon
   d. Plan period for the CNMP
   e. Resource concerns identified (attach report)
   f. Farmstead (livestock production area/AFO) area conservation practices identified (attached sheet)
   g. Conservation plan maps with all known conservation practices
   h. Conservation Plan Record of Decisions
   i. Conservation practice O&M requirements if NRCS is required to fill them out (i.e. cover crop job sheet)
   j. RUSLE2 reports from the initial inventory and analysis
   k. Any other relevant inventories and analysis (e.g. P-Index if done)
4. Review critical elements of the CNMP and quality expectations
   a. Discuss *Critical elements to meet the Nutrient Management (590) Conservation Practice Standard* and *CNMP Technical Rubric* [not yet available. Will contain quality expectations]
   b. Discuss critical elements of the Animal Feeding Operation plan, including
      i. Type of manure to be stored
      ii. Quantity of manure to be stored
      iii. Nutrients available and timing
      iv. Months of storage provided
      v. Proposed basic design of the facility
      vi. Preliminary geologic site investigation demonstrating site is appropriate (e.g. location relative to flood plain, soils, and expected depth to bedrock [what do we need for this?])
      vii. Proposed location of facility on the farmstead [how detailed do we need? Travel lanes for equipment, people, and livestock? Service access considering biosecurity? Etc.?]
      viii. Clean water diversions (as appropriate)
   c. References the TSP should be using (e.g. from 590).

5. Review CNMP Deliverables
   c. Hard copy of the CNMP for the participant
   d. Hard copy of the CNMP for NRCS (optional, NRCS decides)
   e. Electronic copy of the CNMP for NRCS
      i. CNMP - .nat-cnmp.doc
      ii. PAD - .nat-prd.doc
      iii. Nutrient Management Planning tool plan file - .mmp

6. Discuss Permit Responsibilities
   a. Participant is responsible for obtaining necessary permits, e.g. contact IDNR for placement.

7. SPECIAL NOTES
   a. Since CNMP’s are required prior to contracting a structure, for implementation elements of the CNMP may need to be updated or modified based on decisions made for the structure. The participant is responsible for making sure any needed updates or modifications including any costs involved.
   b. Note: If the structure is built using NRCS financial assistance, all conservation practices listed within the plan are required to be implemented to meet the soil, water, and air quality resource concerns.

8. Discuss the Mid-Planning Meeting, its purpose and how it will be set up.

9. What questions do you have?
Purpose: During the CNMP planning process the TSP and the Participant may make changes to the plan which will impact the Environmental Evaluation of the conservation plan. At this meeting step 6 of the planning process (Evaluate Alternatives) will be completed and the Environmental Evaluation Worksheet (NRCS-CPA-52) will be updated and signed as needed. The meeting provides an opportunity to address questions and update NRCS staff about progress.

Who Organizes: TSP and Participant after completing step 5 (Formulate Alternatives) of the conservation planning process. Consider providing a draft of the plan to all participants prior to the meeting.

Who: The following individuals should attend the mid-planning meeting (checked are required):

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Meeting Date/Time: ______________  Meeting Location: ______________________________

Agenda:
1. Changes or additions to the resource concerns on the:
   a. Farmstead/animal feeding operation site (production area)
   b. Crop or other land receiving the manure (land treatment areas)

2. Changes to the farmstead/animal feeding operation
   a. Numbers or types of livestock
   b. Additional conservation practices needed

3. Changes to the crop or other land receiving the manure
   a. Fields removed from the CNMP due to RUSLE2 or P-Index issues
   b. Fields requiring additional conservation practices and which practices will be applied.

4. Report of any issues with Special Environmental Concerns noted during the inventory (e.g. cultural resources, endangered species, etc.)

5. Permits obtained (if applicable)
6. General discussion with the TSP, Participant, and NRCS on the process that should be documented in the CPA-15 notes.

7. Determine if it is necessary to revise the CPA-52. Revise it or, if not feasible, provide a timeline when this will be done.

8. Discuss expectations and responsibilities for the implementation of the plan including schedules and responsibilities.
   a. For the farmstead/animal feeding operation
   b. For the cropland

9. Set timeline and responsibilities to complete the plan. (Note: it may be possible to complete and sign the plan at this meeting)

10. What questions do you have?

Please send revision suggestions to Eric G. Hurley at eric.hurley@ia.usda.gov