

Date Received:

Control No:

Conservation Activity Plan – Comprehensive Nutrient Management Plan Practice Activity Code (102)

Field Office Administrative Plan Review Checklist

Purpose: The purpose of this checklist is to provide guidance for components that need to be addressed or included in a Comprehensive Nutrient Management Plan. This checklist is designed for use by NRCS staff as well as Technical Service Providers. Please refer to CAP Development Criteria for specific elements to be addressed.

Instructions: Mark a check in the box if the entire component is contained in the CNMP. For components not found in the CNMP, leave the box blank and enter a remark describing the deficiency in the space provided at the end of the checklist. Notify the TSP of the deficiencies with a copy of the checklist. **Forward a copy of the administrative review checklist to the NRCS-Michigan SO.**

| Comprehensive Nutrient Management Plan | |
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| State/County: | Date Plan Submitted: |
| Producer/Owner: | Technical Service Provider: |
| <p>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.</p> <p>Technical Guidance, Criteria, and Content for the CNMP are 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.</p> | |
| <input type="checkbox"/> | Production Area |
| | Production area shall include animal confinement, feed and other raw material storage areas, animal mortality facilities, and the manure handling containment or storage areas and; |
| <input type="checkbox"/> | Land Treatment Area |
| | Land Treatment area shall include any land under control of the 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. |

| Minimum components of a CAP-CNMP shall include: | |
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| 1. | Cover and Signature Page: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. Name of operator, facility location and mailing address; B. Name of the Preparer (if different from the Certified TSP), name and signature of the Certified TSP approving the CNMP; C. Signature of the Landowner and date; |
| 2. | Background and Site Information: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. Overview description of operation; B. Type and size of the AFO; C. Typical crop rotation, tillage systems used, and manure storage & application methods D. Cropland acres and spreadable acres; E. Brief statement of sustainability (attach MI Farm Nutrient Balance Worksheet); F. Brief statement of the availability for winter spreading (attach MARI Worksheets); G. Identified Natural Resource Concerns (on farmstead and crop fields); H. Brief description of planned activities to address resource concerns. |
| 3. | Manure and Wastewater Handling and Storage Element: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. Map(s) of the production area; (do not have to be individual maps) <ul style="list-style-type: none"> 1) Runoff flow path of both clean and dirty water; 2) Delineated contributing area; 3) Existing and proposed storages and any other relevant features; 4) Location of well(s), distance to existing and proposed storages; 5) Animal housing, open lots, and milking facilities; B. Production area conservation practices; existing and proposed storages; C. Animal Inventory and manure storage needs; D. Normal animal mortality management; E. Planned manure exports/imports and internal transfers. |
| 4. | Farmstead Safety and Security: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. Emergency response plan; including possible flow path; ingress and egress for emergency vehicles; contact phone numbers; B. Biosecurity measures including protocol for visitors & disposal of animal veterinary waste; C. Catastrophic animal mortality management. |
| 5. | Land Treatment: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. Maps documenting fields and conservation practices including: <ul style="list-style-type: none"> 1) Aerial maps of land application areas; including land use and acres; 2) Fields delineated with setbacks, buffers, waterways, and other existing or planned conservation practices; 3) Sensitive areas such as wetlands, private or county drainage, sinkholes, streams, springs, ponds, and drinking water sources for livestock; 4) Property boundaries and occupied dwellings; B. Summary of Conservation Practices in accordance with NRCS conservation practice standards currently used by the operation or planned to address a specific resource concern; C. Sampling, calibration and other statements. |

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| 6. | Soil and Risk Assessment Analysis: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. Soil map and map unit legend; fields should be outlined as they are on the field maps B. Soil information; soil tolerance (T), wind erosion group, estimated slope, other relevant site specific information. C. Predicted Soil Erosion <ul style="list-style-type: none"> 1) RUSLE 2 summary reports using the typical crop rotation and tillage system listed in the overview. 2) WEPS summary reports using the typical crop rotation and tillage system listed in the overview and documented buffers from the field maps. D. Nitrogen and Phosphorus Risk Analysis including any additional field data required by risk assessment. <ul style="list-style-type: none"> 1) MARI worksheets for winter spreading assessment; |
| 7. | Nutrient Management: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. This component shall meet the technical criteria for the Nutrient Management conservation practice code (590) standard, Michigan Right To Farm GAAMPS, and any CAFO general permit requirements (if CNMP is for a CAFO), including but not limited to: <ul style="list-style-type: none"> 1) Field information, <ul style="list-style-type: none"> a. soil test data; b. manure application method; c. setback distances; d. manure nutrient analysis; 2) Planned crops and fertilizer recommendations; <ul style="list-style-type: none"> a. manure application planning calendar; b. planned nutrient applications; c. manure inventory and annual summary; d. fertilizer material annual summary; and e. farm nutrient balance. |
| 8. | Feed Management (Optional): |
| <input type="checkbox"/> | <p>Include only if Feed Management Plan is required to reduce the total nutrients excreted by the Livestock on the Farm. Should not include discussions of optional feed management strategies.</p> <p>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.</p> |
| 9. | Schedule of Implementation: |
| <input type="checkbox"/> | <p>List of NRCS Conservation Practices or landowner activities to be implemented that will address the resource concerns</p> <ul style="list-style-type: none"> A. NRCS Conservation Practice Name and Code B. Unit of Implementation; acres or number C. Date Scheduled to be installed |
| 10. | Recordkeeping: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> A. At a minimum, a list of recordkeeping forms shall be listed within the CNMP; recordkeeping forms shall be provided to the landowner in the Producer Activity Document. B. Other records required by State and/or local regulations |

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| 11. | Appendixes, Supporting Documentation, References: |
| <input type="checkbox"/> | A. Publications; B. Software and Data Sources, including pertinent version information |

| Yes | No | Checklist Approval |
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| | | I have reviewed this Comprehensive Nutrient Management Plan (CNMP) and it meets all the criteria of the Conservation Activity Plan 102 in accordance with NRCS-Michigan Field Office Technical Guide, Section III. |
| NRCS Representative Name and Title (print or type): | | |
| NRCS Representative Signature: | | Date: |
| <p><u>Notes:</u> If the plan is inadequate, include a description of all deficiencies, including missing items that need to be added, and other corrective actions as needed. Use additional page(s) as needed.</p> | | |

Certified TSPs: Submit the completed Comprehensive Nutrient Management Plan to the local NRCS Field Office servicing the client.

To locate the NRCS Field Office visit:

<http://www.mi.nrcs.usda.gov/contact/Field%20Offices.html>

Note: if this is for TSP CAP-CNMP Certification; submit the Plan directly to the NRCS State Resource Conservationist. The MAEAP CNMP Certification Checklist will be used.

NRCS Reviewers: Submit a copy of the completed checklist to the State Resource Conservationist & maintain a copy in the case file for contract documentation.

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