

Date Received:

Control No:

## Field Office Checklist and TSP Certification Sample Plan Review

### Comprehensive Air Quality Management Plan Practice Activity Code (126)

(Refer to National Bulletin 450-12-2 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). This checklist is designed for use by NRCS staff and Technical Service Providers. NRCS staff should use the checklist for technical review of the sample plans submitted as part of the certification process as well as for administrative review upon completion of all other plans submitted. 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 in the plan.

**Instructions:** The checklist should be completed and submitted with the sample plan or the hardcopy of the client's plan as described below:

- **Prospective TSP's** should 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 administrative review to ensure the plan contains all necessary components. Once administrative review is complete then the State TSP Coordinator should forward the sample plan to National Headquarters for technical review. A list of State TSP Coordinators is located at: <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=sitelprdb1043101>. States should submit the complete plan and checklist by mail or email to the TSP Team. (See below for address information.)
- **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. A list of State TSP Coordinators is located at: <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=sitelprdb1043101>.
- **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.)

## Comprehensive Air Quality Management Plan

<b>State/County:</b>	<b>Date Plan Submitted:</b>
<b>Producer/Owner:</b>	<b>Technical Service Provider:</b>
<p><b>A Comprehensive Air Quality Management Plan</b> can be part of conservation plans applicable to many agricultural operations. These plans assess practices and strategies adopted by agricultural operations to address environmental concerns directly related to air quality and atmospheric change. Management options and structural alternatives are also recommended to address resource concerns identified during the assessment.</p> <p><b>Minimum components of a Comprehensive Air Quality Management Plan (126) shall include:</b></p>	

<b>1.</b>	<b>Background and Site Information</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Name of owner/operator;</li> <li>b. Facility location(s) and mailing address;</li> <li>c. Type and size of operation;</li> <li>d. Air Quality resource concern(s) to be addressed</li> </ul>
<b>2.</b>	<p><b>Document of the CAQMP Emissions of Concern.</b> This element documents the owner's/operator's consideration of the CAQMP emissions of concern. It is recognized that a CAQMP may not address all of these emissions; however each emission of concern needs to be considered by the planner and owner/operator during the development of the CAQMP, and the owner's/operator's decisions regarding each must be documented. The following eight emissions contribute to the NRCS air quality and atmospheric change resource concerns (the applicable concern(s) are included in parentheses after the emission). Refer to Plan Development Criteria for examples of practices and activities that can be used to address each emission.</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>1. Direct Particulate Matter/PM Emissions (Particulate Matter);</li> <li>2. Ammonia (Particulate Matter, Odors);</li> <li>3. Volatile Organic Compounds/VOCs (Particulate Matter, Ozone Precursor, Odors);</li> <li>4. Oxides of Nitrogen/NO<sub>x</sub> (Particulate matter, Ozone Precursors);</li> <li>5. Odorous sulfur compounds (Odors);</li> <li>6. Carbon Dioxide/CO<sub>2</sub> (Greenhouse Gases);</li> <li>7. Methane/CH<sub>4</sub> (Greenhouse Gases);</li> <li>8. Nitrous Oxide/N<sub>2</sub>O (Greenhouse Gases)</li> </ul>
<b>3.</b>	<b>Producer's objectives and goals related to organic production</b>
<input type="checkbox"/>	Producers objective and goals met
<b>4.</b>	<p><b>Documentation of CAQMP Components.</b> The CAQMP shall address the resource concerns identified. This element documents the owner's/operator's decisions as to what NRCS conservation practices are planned. It is recognized that a CAQMP may not contain all of these components; however each component needs to be considered by the planner and owner/operator during development and owner's/operator's decisions regarding each must be documented. CAQMP Components include:</p>

<input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Land Treatment Practices for erosion control and air emissions management which could include irrigation, unpaved road and surface treatment, barriers and windbreaks, fertilizer management, incorporating/injecting manure, etc;</li> <li>2. Land Treatment Practices for carbon sequestration which could include nutrient, fertilizer and pest management;</li> <li>3. Crop Residue Management for erosion control or to minimize emissions from prescribed burning which could include no-tilling, mulch till, chipping and mulching of orchard prunings, utilization of agricultural residues/wastes as renewable fuel feedstock, etc;</li> <li>4. Manure Management Systems for odor and other air emissions management which could include manure and wastewater handling and storage practices such as the use of lagoon covers, solid-liquid separation, biofilters/scrubbers, anaerobic digesters, etc;</li> <li>5. Livestock feeding to manage nutrient content in feed to reduce emissions from animal agriculture that impact air quality;</li> <li>6. Livestock Housing and Feedlots to address dust, odors, and other air emissions from the confinement of animals which could include biofilters/scrubbers, cleaning up spilled materials, manure removal, irrigation sprays, etc;</li> <li>7. Other Utilization Activities</li> </ol>
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<b>5.</b>	<b>Reference Element. This element lists the technical documentation sources used for the CAQMP and may include the actual documents or web sites that contain the technical documentation useful for the producer.</b>
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<input type="checkbox"/>	Reference element addressed
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<b>6.</b>	<b>Deliverables:</b>
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<input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Hard copy of the plan for the client; <ol style="list-style-type: none"> <li>a. Cover page including name, address and phone of the client and TSP, total acres of the plan and required signature blocks;</li> <li>b. Soils map and appropriate soil descriptions;</li> <li>c. Resource assessment results (wind and water erosion, water availability, soil fertility and others that may be needed);</li> <li>d. For management practices include the planned practices and site specific specifications on how, when and extent (acres or number) of each practice that will be applied;</li> <li>e. For engineering/structural practices include when and extent for each practice that will be applied and location of each practice on Conservation Plan Map.</li> </ol> </li> <li>2. Hard and electronic copy of the client's plan for NRCS; <ol style="list-style-type: none"> <li>a. Digital Conservation Plan Map with fields, features and structural practices;</li> <li>b. Digital Soils Map.</li> </ol> </li> </ol> <p><b>Optional</b>-Use of the Plan Template developed for this CAP is optional, but recommended. If the Conservation Plug-In/CPlanner is used for plan development and Conservation Plan Map, Soils Map and planned/structural practices are developed from use of this program, these do not need to be included again in Plan Template.</p>
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Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Comprehensive Air Quality Management Plan and it meets all the criteria of the Conservation Activity Plan 126 in accordance with Section 2508 of the Food, Conservation and Energy Act of 2008.
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](mailto:tsp@wdc.usda.gov).

**Mailing Address:** **Technical Service Provider Team**  
USDA - Natural Resources Conservation Service  
1400 Independence Ave SW, Room 6016  
Washington, DC 20250