

Date Received:

Control No:

Field Office Checklist and TSP Certification Sample Plan Review

Conservation Activity Plan – Nutrient Management Plan Practice Activity Code (104) (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 technical review to become a certified TSP. A list of State TSP Coordinators can be found at: http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=s_telpdb1043101.
- **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.

Nutrient Management Plan	
State/County:	Date Plan Submitted:
Producer/Owner:	Technical Service Provider:
<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> <p>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. Navigate to Manuals Title 190 Ecological Sciences, Parts 503c and 507.</p> <p>Minimum components of a NMP shall include:</p>	
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. Soil map units; d. Conservation Plan Map; e. Field names and/or codes including acres; f. List of crops grown on the parcel with acreage for each; g. Description of concerns related to water quality, soil erosion (wind & water) or other local concerns.
2.	Land Treatment: On all fields where nutrients are applied
<input type="checkbox"/>	<ul style="list-style-type: none"> 1. GIS Map(s) documenting fields and conservation practices including: <ul style="list-style-type: none"> a. Aerial maps and soil maps of land application area; b. Fields delineated to show setbacks, buffers, conservation practices planned, etc.; c. Identification of sensitive areas such as sinkholes, streams, wells, water sources, etc.; d. Other site information features such as property boundaries or occupied dwellings, etc.
<input type="checkbox"/>	<ul style="list-style-type: none"> 2. Land treatment conservation practices planned or applied including: <ul style="list-style-type: none"> a. Practice narrative, O&M, design specifications, job sheets, etc.; b. Recommended conservation practices on adjacent fields; c. Any additional resource concerns addressed for erosion, water quality and air quality; d. If required, air quality impact mitigation.
3.	Nutrient Management: Must meet technical criteria for NM Practice Standard (590)
<input type="checkbox"/>	<ul style="list-style-type: none"> 1. Soil test data, manure analysis and nutrient content from biosolids; 2. Field information (field names, total acres and spreadable acres); 3. Planned management and engineering practices (when, where and how practice will be applied); 4. Planned crops and nutrient recommendations for all sources; 5. Manure application planning calendar; 6. Planned nutrient applications; 7. Farm/Field nutrient balance; 8. Manure/Fertilizer annual summary.

4.	Deliverables
<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Complete hardcopy of the plan for the client; 2. Complete hardcopy and electronic copy of the client's plan for NRCS: <ol style="list-style-type: none"> a. Digital Conservation Plan Map with fields, features and structural practices located; b. Digital soils map. <p>Optional-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>

Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Nutrient Management Plan (NMP) and it meets all the criteria of the Conservation Activity Plan 104 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

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