

Date Received:

Control No:

Field Office and TSP Certification Plan Review Checklist

**Conservation Activity Plan – Nutrient Management Plan
Practice Activity Code (104)**
(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: 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: <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.

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>	
Minimum components of a NMP shall include:	
1.	Cover Page
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Name of owner/operator; b. Farm location, mailing address and operator phone; c. TSP Name, address and phone; d. Total acres of the plan; e. Signature blocks for all required signatures.
2.	Background and site information:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Soil map and appropriate soil descriptions; b. Conservation Plan Map; c. Field names and/or codes including acres; d. List of crops grown on the parcel with acreage for each; e. Description of concerns related to water quality, soil erosion (wind & water) or other local concerns.
3.	Land Treatment: On all fields where nutrients are applied
<input type="checkbox"/>	<ul style="list-style-type: none"> a. GIS Map(s) documenting fields and conservation practices including: <ul style="list-style-type: none"> 1. Aerial maps and soil maps of land application area; 2. Fields delineated to show setbacks, buffers, conservation practices planned, etc.; 3. Identification of sensitive areas such as sinkholes, streams, wells, water sources, etc.; 4. Other site information features such as property boundaries or occupied dwellings, etc.
<input type="checkbox"/>	<ul style="list-style-type: none"> b. Land treatment conservation practices planned or applied including: <ul style="list-style-type: none"> 1. Practice narrative, O&M, design specifications, job sheets, etc.; 2. Recommended conservation practices on adjacent fields; 3. Any additional resource concerns addressed for erosion, water quality and air quality; 4. If required, air quality impact mitigation.
4.	Nutrient Management: Must meet technical criteria for NM Practice Standard (590)
	<p>Nutrient Management plans must meet the technical criteria for the Nutrient Management conservation practice (code 590) standard, and address the use and</p>

<input type="checkbox"/>	management of all nutrients applied on cropland, hayland, or pastureland (animal manure, wastewater, commercial fertilizers, crop residues, legume credits, irrigation water, organic by-products). Planners must document the rationale when using custom recommendations in the nutrient plan.																																		
5.	Job Sheets																																		
	<p>When the following practices are planned include the appropriate Jobsheet or Implementation Requirements (founding in Section IV of the State eFOTG):</p> <table border="1" style="margin-left: 40px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Code</th> <th style="text-align: left;">Practice Name</th> </tr> </thead> <tbody> <tr><td>328</td><td>Conservation Crop Rotation</td></tr> <tr><td>329</td><td>Residue and Tillage Management, No-Till/Strip-Till/Direct Seed</td></tr> <tr><td>330</td><td>Contour Farming</td></tr> <tr><td>332</td><td>Contour Buffer Strips</td></tr> <tr><td>340</td><td>Cover Crops</td></tr> <tr><td>344</td><td>Residue Management, Seasonal</td></tr> <tr><td>345</td><td>Residue and Tillage Management, Mulch Till</td></tr> <tr><td>346</td><td>Residue and tillage Management, Ridge-Till</td></tr> <tr><td>386</td><td>Field Boarder</td></tr> <tr><td>390</td><td>Riparian Herbaceous Cover</td></tr> <tr><td>391</td><td>Riparian Forest Buffer</td></tr> <tr><td>393</td><td>Filter Strip</td></tr> <tr><td>585</td><td>Strip-Cropping</td></tr> <tr><td>590</td><td>Nutrient Management</td></tr> <tr><td>601</td><td>Vegetative Barrier</td></tr> <tr><td>635</td><td>Vegetated Treatment Area</td></tr> </tbody> </table>	Code	Practice Name	328	Conservation Crop Rotation	329	Residue and Tillage Management, No-Till/Strip-Till/Direct Seed	330	Contour Farming	332	Contour Buffer Strips	340	Cover Crops	344	Residue Management, Seasonal	345	Residue and Tillage Management, Mulch Till	346	Residue and tillage Management, Ridge-Till	386	Field Boarder	390	Riparian Herbaceous Cover	391	Riparian Forest Buffer	393	Filter Strip	585	Strip-Cropping	590	Nutrient Management	601	Vegetative Barrier	635	Vegetated Treatment Area
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6.	Deliverables
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Complete hardcopy of the plan for the client; b. Complete hardcopy and electronic copy of the client's plan for NRCS: <ul style="list-style-type: none"> 1. Digital Conservation Plan Map with fields, features and structural practices located; 2. Digital soils map.

Yes	No	Checklist Approval
		I have administratively reviewed this Nutrient Management Plan and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 104.
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