

Date Received:

TSP Certification Plan Review Checklist Agricultural

**Energy Management Plan, Headquarters
Conservation Activity Code (122)**

(Refer to National Bulletins 300-14-6 and 450-14-4 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 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: <https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx>. 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: <https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx>.
- **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.)

Agricultural Energy Management Plan, Headquarters (CAP 122)

State/County:	Date of Plan:
Producer/Owner:	Technical Service Provider:
<p>Definition: An Agricultural Energy Management Plan - Headquarters (AgEMP) is a detailed documentation of energy consuming components and practices of the current operation, the previous year's on-farm energy consumption, and the strategy by which the producer will explore and address their on-farm energy conservation concerns, objectives, and opportunities.</p> <p>Minimum components of a Headquarters AgEMP (122) shall include:</p>	

A.	General AgEMP Headquarters Criteria:
	<p>An AgEMP - Headquarters has been developed by a certified Technical Service Provider (TSP). In accordance with Section 1240 (A) of the 2008 Farm Bill, the Environmental Quality Incentives Program (EQIP) provides funding support through contracts with eligible producers to obtain services of certified TSPs for development of an AgEMP- Headquarters. The TSP proficiency criteria required to develop an AgEMP - Headquarters for an EQIP eligible producer is located on the TSP website at: http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/</p> <p>The AgEMP - Headquarters meets the Type 2 on-farm energy audit minimum criteria established in the ANSI/ASABE S612 July2009 Performing On-farm Energy Audits standard, hereafter referred to as the industry standard.</p>
B.	Criteria for Specific Elements of an AgEMP Headquarters:
	<ol style="list-style-type: none"> 1. The Cover page of the AgEMP contains the following: <ul style="list-style-type: none"> • Farm name, owner name (if different from farm), street address and county/state • Primary phone number of the producer • Primary Enterprise of the farm • TSP identification (Name, email address and primary phone number) • Date AgEMP was finalized
2.	Summary Reporting of Recommended Measures:
	<p>Tables 1 and 2 have been provided in their exact formats near the beginning of the AgEMP report. The Summary Table 1 (shown on the next page) contains each of the various recommended measures, prioritized according to pay-back period.</p>
	<ol style="list-style-type: none"> a. Estimated reduction in energy use (electricity, propane, other), estimated energy savings, estimated installation cost, estimated energy cost savings, estimated reduction in greenhouse gas emissions and air pollutants are provided for each energy improvement/recommended measure.
	<ol style="list-style-type: none"> b. The Payback in Years column determines the sequence in which recommended measures are to be listed in the Summary Table. This sequence has been used to provide guidance on the recommended sequence of implementation, from shortest time of payback to longest time of payback.
	<ol style="list-style-type: none"> c. Recommended measures with payback periods exceeding 10 years have been presented in the body of the report but have not been included in the Summary of Recommendations.

Table 1. Summary of Energy Efficiency Improvements

Recommended Measure	Estimated Reduction in Energy Use					Estimated Costs, Savings, Payback, and Prioritization for Implementation			Environmental Benefits				
	Electric Savings (kWh)	Natural Gas Savings (ccf)	Propane Savings (Gal)	- Other ^{2/}	Energy Savings (mBTU)	Installed Cost [a]	Energy Cost Savings [b]	Payback in Years [a/b]	Estimated CO2 (lbs)	Estimated N2O (lbs)	Estimated CH4 (lbs)	Estimated SO2 (lbs)	Estimated NOx (lbs)
Total													

Table 1 Notes:

- 1) SO₂ and NO_x are ambient air contaminants; CO₂ is a greenhouse gas.
- 2) Other: Gasoline, Diesel fuel, Wood, etc.

Energy Savings as a percent of total energy use must also be presented for each energy type in Table 2 format (as shown below).

Table 2. Energy Savings of Recommendations

Fuel	Current Usage	MBTU Usage	Savings	MBtu Savings	% Savings
Electricity (kWh)					
Natural Gas (ccf)					
Propane (Gal)					
Other					
Totals					

3.	Background and Site Information – The AgEMP provides a narrative for:
	a. Name of producer
	b. Facility location(s)
	c. Type, size and overall management scheme of the operation (e.g., description of the poultry, dairy, or swine, etc. as well as production levels, and any unusual factors that affect energy use)
	d. Producer concerns and objectives for the enterprise (i.e., description of why the producer wants an on-farm energy audit and their specific objectives)
4.	Documentation of Current Equipment and Baseline Current Energy Use: The AgEMP will provide, at a minimum, comprehensive documentation of the prior year energy consumption for the primary farm enterprise.
	a. The report provides the usage and costs for the prior year energy consumption shown by energy resource for the primary farm enterprise.

4b.	All major activities associated with the primary enterprise are documented by:
	<p>1. Descriptions have been provided for the components, primary equipment and/or details of the activity, as appropriate according to the amount of energy used, such as:</p> <ul style="list-style-type: none"> • Manufacturer of equipment • Component equipment factory ratings (hp, BTU input, BTU output, efficiency, etc.) • Management use inefficiencies (e.g. manual/automatic systems)
	2. An estimate of annual energy usage of each major activity is provided.
	3. All major activities for the primary farm enterprise have been addressed even if the auditor does not have an improvement recommendation for every activity. The report notes any major activity which has no opportunity for improved energy use.
5.	Energy Improvement Measures: The AgEMP will examine possible energy improvement measures that potentially reduce energy use and address the energy management concerns of the agricultural operation. The AgEMP must provide appropriate energy savings (relative to the baseline energy use) for each examined improvement measure.
5a.	For each measure examined, the report presents:
	(1) The estimated energy savings—first in the common sale units (kWh, gallons, etc.) and secondly in the energy units of millions of British Thermal Units (mBTU)
	(2) The estimated energy cost savings
	(3) The estimated installed cost
	(4) The simple payback period in years
	(5) The estimated reductions in emissions with specific estimates for CO ₂ , N ₂ O, CH ₄ , SO ₂ , and NO _x .
	(6) Equipment product information associated with recommendations and/or comparisons of specific products.
5.	Energy Improvement Measures:
	b. The audit reflects non-discounted prices for reporting installation cost and payback period.
	c. Recommendations are closely linked to energy efficiency improvements rather than those that are primarily production improvement related.
	d. The report clearly specifies measures that the auditor recommends and explains why others are not recommended.
	e. Documentation for recommended improvement measures is sufficient to allow for a third party to evaluate the recommendation and install equipment or practices that achieve similar results.
	f. Improvement measures are considered without regard to whether they may be eligible for private or government financial assistance.

6.	Signature Page - The signature page provides the following:
	<ul style="list-style-type: none"> a. Farm identification <ul style="list-style-type: none"> (1) Farm name, owner name (if different from farm), street address and county (2) Primary enterprise of farm
	<ul style="list-style-type: none"> b. TSP certification statement <ul style="list-style-type: none"> (1) A statement to the effect that the auditor possesses the technical expertise and experience to perform on-farm energy audits and that the report meets all the requirements of ASABE S612 (per §6.1) and NRCS CAP 122 (2) The signature of the TSP and date
	c. Producer certification statement
	d. NRCS certification statement
7.	References
	<ul style="list-style-type: none"> a. The AgEMP includes technical documentation of sources used for the Headquarters AgEMP. The report includes the actual documents or web sites that contain technical information used to gain energy savings in the report.

Yes	No	Checklist Approval
		I have administratively reviewed this Agricultural Energy Management Plan, Headquarters and it meets the FY14 Plan Development Criteria for Conservation Activity Plan 122.
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**
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