



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

*Helping People
Help the Land*

Phone: (651) 602-7900
FAX: (651) 602-7914

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NATIONAL PLANNING PROCEDURES HANDBOOK
180-vi-NPPH
AMENDMENT MN-22

SUBJECT: ECS-CPA CONSERVATION PLANNING ASSISTANCE

Purpose. To remind field staff that the current National Planning Procedures Handbook (NPPH) is Amendment 4, dtd. March 2003.
To replace Minn. Amendment 10 (NRCS Minn. Nutrient Mgmt Planning Responsibilities, dtd. March 2001)
To move existing NPPH Minn. Amendments addressing nutrient management to one location.
To rescind old fact sheets and jobsheets.

Expiration Date. This directive is effective upon receipt.

Explanation. Minn. Amendment 22 replaces Minn. Amendment 10 by adding additional guidance on NRCS nutrient management and comprehensive nutrient management responsibilities. Amendment 22 also provides additional guidance on CNMP Manure Wastewater Storage, Handling and Treatment Assessments and on CNMP format.

Filing Instructions.

Filing instructions are for the page numbering system used in the newest NPPH (Amendment 4). Amendment 4 is accessible from my.NRCS under Management-Handbooks-NPPH-link to printable copy.

Remove and archive NPPH Minnesota Amendment MN-10. Note on the Directive Tabulation Sheet that Amendment 10 has been rescinded.

Place NPPH Minn. Amendments MN-15 (Example Nutrient Management Plans); MN-18 (Minn. Nutrient Management Technical Approval Authority (TAA)) policy; and MN-19 (Baseline, Comprehensive and Field Specific Nutrient Management Planning) in one location. The suggested location is immediately behind NPPH Part 600-5 CNMP Planning Technical guidance.

Remove and destroy Jobsheets 590, 595, 633 and fact sheets MN-NUTR1 through MN-NUTR6 (currently shown as Minn. Exhibit MN-2). Updated 590 and 595 jobsheets appear in the EQIP docket and will be on the Nutrient Management page of the Minn. NRCS home page. Updated fact sheets 2, 3 and 6 already appear on the homepage.

Reproduce the attached pages in green and file as follows:

Place one copy of NRCS Minnesota CNMP Format immediately behind Minn. Amend. MN-19 and another copy behind the NPPH's Exhibit 15 in Part 600.6.

Place NRCS Minnesota Manure and Wastewater Handling and Storage Assessment (MWHS) for CNMPs *Guidance Document* and NRCS Minnesota Staff Nutrient Management and CNMP Responsibilities and Development Process behind Minn. Amend. MN-19.

WILLIAM HUNT
State Conservationist

Attachment

DIST: ASTC (FO)
DC
ARCs
Area Engineers
NRCS Multi-area Nutrient Specialists

NRCS Minnesota Manure and Wastewater Handling and Storage Assessment for CNMPs Guidance Document

The following guidance is intended to provide a clear understanding of the scope and applicability of the various portions of the CNMP Manure and Wastewater Handling and Storage (MWHS) Assessment. The guidance augments similar MWHS guidance found in Minn. Amendment 19 to the NPPH. Both guidances should not be considered all inclusive or intended to limit the scope of the assessment. If the person performing the assessment observes anything that is applicable, but not specifically discussed here, it should be included also.

- 1) Facility Description
 - a) Producer name, facility location
 - b) Number and types of animals including average weight, phases of production, and length of confinement for each type. Estimates of volume or manure and wastewater generated by each animal type.
 - c) Physical description of buildings and lots (photos are recommended, but not required). Include as-built plans if available.
 - d) Size measurements or volume of existing manure storage and period of time before pumping is needed.
 - e) Describe general geologic setting and soils at the site. The level of detail here is limited to information that can be obtained from the owner and a soil survey. If the facility is located in the Karst area, additional effort may be needed to visually identify sinkholes found within a ½ mile radius of the facility on aerial photos or in the field.
 - f) Current manure handling equipment used by the operator.
 - g) Provide a sketch of the facility. An aerial photo of the facility is helpful if available. If applicable, include description of drainage areas, flow paths to receiving waters, etc. in enough detail so that the FLEVAL model can be run. Show sheet flow and concentrated flow areas.
- 2) Surface Water Pollution Assessment
 - a) Describe the surface water situation related to clean and contaminated water runoff including drainage areas, slope, ground cover, flow path to receiving water, receiving water location and description.
 - b) Include a plan view sketch, quad sheet, etc. to show drainage areas and flow path.
 - c) Run and include FLEVAL model results if there is a surface water pollution issue. This would not be required if all animals are housed under roofs.
- 3) Odor Assessment
 - a) Describe possible odor sources and distance and direction of potentially affected neighbors
 - b) If odors are an issue at the site, compute and include OFFSET model results
- 4) Storage Facility Assessment
 - a) Based upon a visual inspection of the structure, review of available engineering plans, owner interview, etc. provide a professional opinion on structural and lining adequacy. This is not intended to be a definitive determination on storage facility adequacy. Merely point out items that are in question and warrant further follow-up unless a conclusion is obvious.
 - b) Summarize storage facility volume
 - c) From producer interview, estimate current storage period (months or days)
 - d) Compute an expected storage period and compare with the producers report of the actual to see if there is a correlation. Extreme differences may indicate excessive seepage or infiltration.
- 5) Ground Water Pollution Potential
 - a) This evaluation is only intended to identify potential ground water issues that may need to be followed up on later. It is NOT intended to be a definitive assessment of ground water contamination from the site. Items such as well location, well construction, general soils and geology, water test results, manure storage lining, sinkhole proximity, etc. may be used to support this section.
- 6) Milk Parlor Wash Water Disposal (if applicable)
 - a) For dairy operations, provide an assessment of current milk parlor washwater disposal methods. If a septic system is utilized, the producer should be asked if the drain field is attached to a tile drain that leads to a surface outlet.
- 7) Silage Leachate Disposal (if applicable)

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- a) This will be assessed by interviewing the producer, looking at vegetation, viewing the storage facility, etc.
- 8) Mortality Disposal
 - a) Assess the environmental suitability of the producer's mortality disposal operation. Base comments upon producer interview and inspection of any disposal facilities.
- 9) Safety Issues
 - a) Based upon observations made at the facility provide any follow-up recommendations that are appropriate regarding safety barriers, warning signage, confined spaces etc. Comments are limited to manure collection, transfer, and storage facilities.
- 10) Emergency Response plan
 - a) Determine if the producer has an Emergency Response Plan or not. If they do have one, provide any recommendations that are appropriate for revisions or updates. If they do not have one, provide a standard template (available from the NRCS).
- 11) Recommendations
 - a) Provide a summary of recommendations for corrective action or additional investigation.

NRCS MINNESOTA STAFF NUTRIENT MANAGEMENT RESPONSIBILITIES

FIELD OFFICES

Staff with Nutrient Management Technical Approval Authority of B or C

1. Provide and explain to producers and Technical Service Providers (TSPs) EQIP fact sheets “Nutrient Management Requirements for EQIP Contracts” and “EQIP Comprehensive Nutrient Management Plan (CNMP) Requirements”. Also provide and explain to them Nutrient Management and CNMP “Statements of Work” (SOW). The fact sheets are located in the EQIP docket. SOWs are found in the E-FOTG.
2. Provide producers and TSPs the current version of the Minn. NRCS “TSP Assistance Producer Information Fact Sheet” and explain information contained in that fact sheet.
3. Provide producers without access to the web a current list of TSPs certified for nutrient management.
4. Provide TSPs producer case file information (with signed release form Mn-ADS-015, currently dtd.12/03).
5. Help TSPs working on their first nutrient management or comprehensive nutrient management plan.
 - a. Provide the “Nutrient Management Plan Quick Checklist (MN-ECS-15) and companion Manure and Wastewater Storage and Handling Evaluation Checklist.
 - b. Provide information available in the field office, needed to inventory environmentally sensitive features (e.g. soils maps; existing sinkhole and waterbody maps, Sensitive Soils Features for Nutrient Management printouts, etc). Train these TSPs to obtain this information themselves.
 - c. Estimate soil losses on fields receiving manure until TSPs can calculate sheet and rill soil losses
6. Provide TSPs and Producers the MN-CPA-046 form (Practice Certification and Recordkeeping).
7. Provide select TSPs with the Minnesota Reporting and Certification form. The form will be available on the nutrient management sub-page of the Minn. NRCS homepage and is used by TSPs to certify their services and provide reporting information (used only for activities with specific Technical Assistance (TA) line items in producer contracts).
8. Help producers schedule 1st year EQIP incentive payment tasks by completing Minnesota Job Sheet 590b with them (when NRCS is providing technical assistance).
9. Gather basic soils, farm and other inventory information needed by NRCS specialists to develop nutrient management plans and CNMPs (when NRCS is providing technical assistance).
10. Sign 1245s for Financial Assistance (FA) or TA after individuals with TAA of B or A have approved.
11. Report conservation practices planned and applied into PRS (including TSP progress) **Note: Only certified conservation planners report CNMPs planned (written) or applied.**

Staff with TAA of B

12. Develop Baseline and subsequent Annual Nutrient Management Plans and the nutrient management part of CNMPs for producers requesting that assistance (are not using TSP).
13. Check TSP and producer documentation (invoices and evidence of work) submitted to receive nutrient management FA or TA payments.
14. Coordinate review of TSPs’ 1st few CNMP plans with NRCS nutrient specialists and engineers.

MULTI-AREA NUTRIENT/PEST MANAGEMENT SPECIALISTS

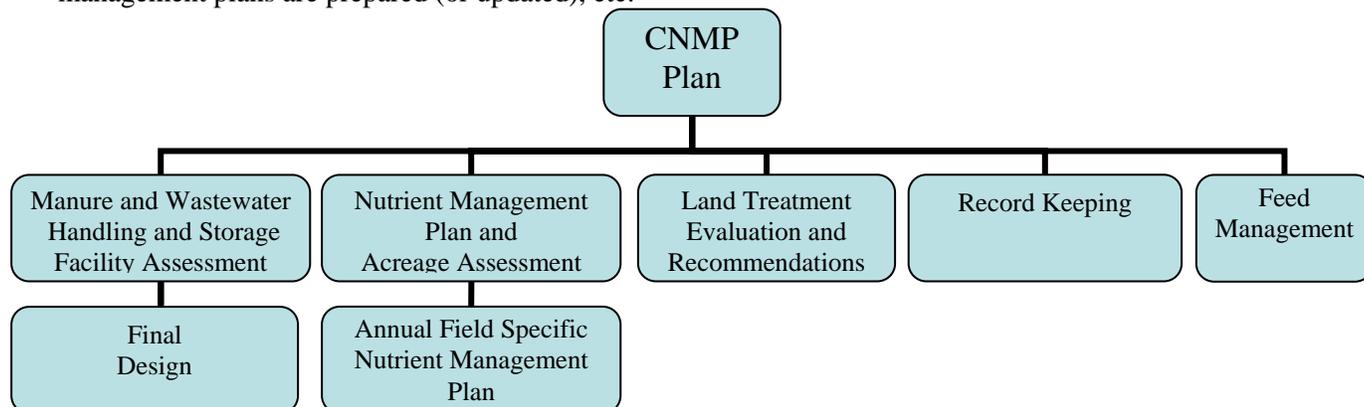
1. Items 12 and 13 above in field offices without individuals with TAA of B and other field offices with a large number of producer requests for NRCS technical assistance.
2. Help the state office enlist and orientate TSPs
3. Provide nutrient management and manure management training to NRCS field staff.
4. Recommend technical approval authority for NRCS and SWCD field staff.
5. Conduct TSP Quality Assurance checking by reviewing their 1st 3 Nutrient Management Plans prior to implementation. Spot check these TSPs in subsequent years.
6. Provide support to NRCS field staff on approved nutrient management planning tools.
7. Help state office revise nutrient and pest mgmt. standards, policies, and planning aides (forms).

AREA ENGINEERS

1. Orientate private sector TSPs on CNMP engineering requirements and review their 1st few CNMPs efforts.
2. Assist Field Offices by checking invoices and evidence of work submitted by TSPs and producers to receive TA or FA payments for development of CNMP engineering components.

COMPREHENSIVE NUTRIENT MANAGEMENT (CNMP) DEVELOPMENT PROCESS

1. Certified Conservation Planner (currently NRCS District Conservationist (DC)) meets with producer and explains the component parts of the CNMP and timing of *the facility assessment, minimum acreage calculations and Land Treatment Need Evaluation portions of the CNMP*.
2. Producer decides who performs the facility assessment and nutrient management planning.
3. Certified Conservation Planner meets with manure wastewater handling and storage (MWHS) specialists, land treatment specialists and nutrient specialists to review responsibilities.
4. The Facility Assessment is completed by certified MWHS specialists. *This should be completed prior to government contract finalization.*
5. Nutrient management inventorying, manure minimum acreage assessments, nitrogen and phosphorus loss assessments and generic crop nutrient recommendations are completed by certified nutrient specialists. *The minimum acreage assessment should be completed prior to government contract finalization.*
6. Soil loss estimates and ephemeral erosion evaluations, sensitive area determinations and land treatment recommendations are completed by Land Treatment Specialists *in consultation with Nutrient Specialists*. At this time, Certified Conservation Planners (NRCS or SWCD) are responsible for this task. *If possible the land treatment needs assessment should be completed prior to government contract finalization.*
7. The Certified Conservation Planner using information provided by the respective specialists assembles the plan using the standardized format; inserts field maps and appends various fact sheets, worksheets and assessment sheets to the CNMP.
8. The certified engineer, certified nutrient specialist; and certified land treatment specialist (if available) sign the CNMP. The Certified Conservation Planner approves and signs the CNMP and reviews it with the producer who then signs it.
9. The CNMP is then updated by the producer as actual engineering plans are prepared and as annual nutrient management plans are prepared (or updated), etc.



CERTIFIED CNMP SPECIALIST ROLES

Certified NRCS Conservation Planners

1. Explain CNMP requirements and timing of CNMP development to producer.
2. Coordinate multiple CNMP specialists by among other things providing Statements of Work; the Nutrient Management Plan Quick Checklist and Manure and Wastewater Storage and Handling checklist.
3. Perform CNMP land treatment evaluations and recommendations (Soil loss estimates, sensitive area determinations and needed land treatment (conservation practices)) .
4. Assemble CNMP including field maps; insert feed management fact sheets, feed management self-assessment worksheets; recordkeeping forms and equipment calibration and manure and soil testing fact sheets into the CNMP.
5. Approve and sign the CNMP and review the CNMP with the producer. Obtain producer signature.

NRCS Waste Storage and Treatment Specialists (NRCS Engineers)

No TSP involvement

1. Conduct required CNMP site evaluations for the Waste Storage, Treatment and Transfer portion of a CNMP (*prior to contract finalization*).
2. Provide the evaluations and recommendations to the certified Conservation Planner in a manner that can be easily assimilated into the formal CNMP .
3. Sign the completed CNMP for the Waste Storage and Treatment component (this is not a signature on a design but rather on the CNMP).

TSP Involvement

1. *If necessary complete* MWHS assessment *prior to contract finalization*
2. Review the engineering components of TSP's 1st few CNMPs prior to implementation.

NRCS Field Office and Multi-area Nutrient Management Specialists

Without TSP

1. Conduct crop, crop rotation and existing nutrient management practice inventories.
2. Develop field maps *in conjunction with certified conservation planner* for insertion into the CNMP.
3. Perform manure *Minimum acreage calculations prior to contract finalization*
4. Perform N and P loss assessments and evaluate sensitive areas and recommend sensitive area practices (*in conjunction with a certified land treatment specialist*).
5. Develop the generic crop nutrient management plan and subsequent annual nutrient management plans.
6. Sign the nutrient management specialist signature block of the CNMP.

With TSP

1. *If necessary items 2 and 3 above.* .
2. Multi-area NRCS Nutrient Specialists will check TSPs' 1st three CNMP related nutrient management plans.

SUMMARY

Overall CNMP Approver and Coordinator

The CNMP approver coordinates and pulls together the work of multiple government or private sector specialists, ensuring that all CNMP requirements are met. Only Certified Conservation Planners or private sector Technical Service Providers (TSPs) certified to approve CNMPs can serve as overall plan approvers and coordinators. Only a few TSPs are currently certified to approve CNMPs. In most cases an NRCS Certified Conservation Planner (normally DC) serves as the CNMP Plan Approver.

Manure and Wastewater Handling and Storage

TSPs certified in this category; NRCS Engineers or NRCS employees with appropriate Technical Approval Authority perform the Manure and Wastewater Handling and Storage assessment or final design.

Nutrient Management

NRCS certified nutrient specialists or certified TSPs develop or approve this part of the plan and annually update field specific nutrient recommendations. .

Land Treatment

A certified land treatment specialist or Certified Conservation Planner develops and approves this part of the plan. With few exceptions, that currently limits this person to NRCS employees.

Feed Management

The Certified Conservation Planner inserts fact sheets and self-assessment worksheets into a CNMP without providing recommendations

Recordkeeping

The Certified Conservation Planner inserts sample recordkeeping forms into the CNMP.

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**Minnesota NPPH Exhibit
NRCS Minnesota CNMP Format**

Cover Sheet

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Farm and Field Maps*

CNMP Summary

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- 1) Manure and Wastewater Handling and Storage (*Responsibility of Certified Engineers*)
 - a. Facility Assessment and Recommendations
 1. Facility Description
 2. Surface Water Pollution Assessment (If applicable, include FLEVAL run)
 3. Odor Assessment (If applicable, include OFFSET model results)I
 4. Storage Facility Assessment
 5. Ground Water Pollution Potential
 6. Milk Parlor Wash Water Disposal (if applicable)
 7. Silage Leachate Disposal (if applicable)
 8. Mortality Disposal
 9. Safety Issues
 10. Emergency Response plan
 11. Recommendations
 - b. Engineering Plans
 - c. Operation and Maintenance
 - d. Emergency Response Plan
 - e. Odor Management Plan (if required by MPCA)
- 2) Land Treatment and Sensitive Feature Management Practices (*Responsibility of land treatment specialists*)
 - a. Soil maps and legends and field slope information.
 - b. Soil Erosion (RUSLE2 estimates and ephemeral erosion evaluation)
 - c. Sensitive features (*In conjunction with certified nutrient specialists*)
 - d. Recommended Soil and Water Conservation Practices
- 3) Nutrient Management (*Responsibility of certified nutrient specialist*)
 - a. Inventories including crops, crop rotations, current nutrient management practices and soil and manure test results.
 - b. Minimum Acreage Computation
 - c. N and P loss assessments
 - d. Nutrient management restrictions and practices to use in sensitive areas including required buffer locations (*In conjunction with land treatment specialist*)
 - e. Generic Crop Nutrient Management Plan
- 4) Record Keeping Templates and permits (*Responsibility of certified conservation planner*)
 - a. Waste storage and transferred manure templates
 - b. Nutrient Management and crop production templates
 - c. Practices certification/recordkeeping form
 - d. Permits
- 5) Feed Management (*Responsibility of certified conservation planner*)
 - a. Applicable Feed Management Fact Sheet and Producer Self-Assessment sheets
 - b. Optional feed management plan prepared by qualified consultant
- 6) Fact Sheets and Jobsheets (*Responsibility of certified conservation planner*)
 - a. Soil sampling
 - b. Manure sampling and analysis
 - c. Calibrating manure spreaders

* Farm and Field Maps can also be placed in a location selected by the client.