



# Maryland Department of Agriculture

Office of Resource Conservation

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Nutrient Management Program

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## Plan Implementation Review Process for Operators

(September 2007, updated September 2015)

This document explains the process of a nutrient management plan implementation review and provides the operator with information about preparing for a review.

### Selection Method

Nutrient management specialists either randomly select an operation for a review, arrange a review in response to a complaint, schedule a follow-up to a previous review, and/or to discuss questions /concerns with submitted AIRs or other non-compliance issues.

### Notification

Nutrient management specialists notify the selected operator by letter or telephone to schedule a plan implementation review. The letter may propose a given date and time to visit at the operation site. MDA may provide the operator the option to confirm or reschedule the meeting date and/or location for the operator's convenience.

### Operator Requirements

A specialist from the MDA nutrient management program will conduct the review. The operator must make available for review the current **and** two prior years' nutrient management plans and any records associated with these plans. The specialist will randomly select one or more year's worth of plans and associated records, and compare them against nutrient application records and fertilizer receipts. The specialist will examine several fields or management units representative of the operation. P-Site Index calculations and implementation of any resulting best management practices will be verified. Following the review, the specialist will give the operator a copy of the plan implementation evaluation report which will include any necessary follow-up action.

Use these checklists to prepare for your Nutrient Management Plan Implementation Review.

### Necessary Records (retain for 3 years):

#### From All Nutrient Management Plans for the Operation

- Updated operation information used for required reporting to MDA
- Operation map or aerial photo
- Soil analysis results (original lab test results)
- Manure analysis and management information (if applicable, original lab test results)
- Summary nutrient recommendations (by field and specific to the crop)
- Phosphorus Site Index calculations (if applicable)
- Required Best Management Practices (for P-Site Index only)

#### From Actual Implementation Records

- Nutrient Type(s)** Type of nutrients applied such as fertilizer, animal manure, biosolid, etc.
- Analysis/Nutrient content** N-P-K analysis of nutrients applied
- Rates & Quantity** Pounds, gallons, or tons applied per acre and total amount applied per total crop acres per timing period
- Application Timing & Method** Date(s) applied and method such as banded, sidedress, topdress, etc.
- Manure Management Information:** Manure type, date of removal from production and/or storage facility, location stored, where applied, name and location of receiver if moved off-site, and quantity estimate
- Actual Yield:** Specific field or management unit yield information **for the last 5 years**
- Applicator voucher or certificate number:** Individual(s) applying or supervising application of nutrients on the operation
- Receipts for nutrients purchased:** Receipts for all nutrients purchased and applied (all organic and inorganic sources)

## Management Changes and Plan Modifications during Implementation

Management changes or unforeseen circumstance in an agricultural operation may require the operator to modify or update a plan before its expiration. Any revisions to the plan by a certified consultant or certified operator must be justified, documented and included in the records.

### Questions?

Contact your local MDA regional office.

## REGIONAL OFFICES

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