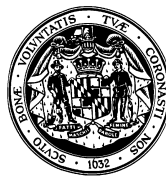


## Maryland Nutrient Management Program



# Plan Implementation Review Process for Operators

(September 2007, updated. July 2009)

This document has been developed to explain the process of a nutrient management plan implementation review and assist the operator in understanding how to be prepared for the review.

### Selection Method

The selection of an operation for a plan implementation review will be done randomly using the Nutrient Management Program database system.

### Notification

Once an operation has been selected, the operator will be notified 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. However, MDA will provide opportunity to confirm or reschedule the meeting date or change the meeting location for the operator's convenience. Plan implementation review will be conducted by a MDA Specialist from the nutrient management program.

### Plan Implementation Review - Operator Expectations from MDA

The operator will need to have available the current and the two prior years' nutrient management plans. Records of the implementation of these plans will need to be available for review. The MDA Specialist will randomly select one or more year's worth of plans and records for comparison. Nutrient recommendations in the plan will be compared against nutrient application records and fertilizer receipts. Random selection and review of fields or management units representative of the operation activity will be conducted. The implementation of best management practices imposed by a P-Site Index may be verified. Following the review, the operator will be provided with a copy of the plan implementation evaluation report and including any necessary follow-up action.

### Necessary Records (3 years):

#### From your Nutrient Management Plan

- Updated operation information used for required reporting to MDA
- All nutrient management plans** prepared for the operation including:
  - 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 (field 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:** recorded timing on a daily or weekly basis and methods such as banded, sidedress, topdressing etc.

- Manure Management Information:** records of manure type, date of removal from production and/or storage facility, location stored or utilized, 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:** In addition to documenting field specific information, be sure to keep receipts for all nutrients purchased and applied (organic or inorganic sources)

The above specific records need to be documented and kept for 3 years (retain crop yield information for 5 years)

### **Management Changes – Plan modifications during implementation**

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

Any questions regarding the plan implementation review process can be directed to your local MDA regional office or at MDA headquarters in Annapolis at (410-841-5959).

## **MDA- NUTRIENT MANAGEMENT REGIONAL OFFICES**

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