

Standard Operating Procedure – Nutrient Management Plan Reviews

NMP Review Process

1. NMP is received in central office by the CAFO Permit Intake Specialist. The plan is reviewed for completeness. The operational definition for completeness is review of the CAFO nutrient management plan checklist. A plan is complete when the consultant has provided the NMP checklist fully filled out and has signed that all components are included and the plan is compliant with the requirements. If the checklist is complete the plan is deemed complete and can be sent to the reviewer. If the NMP is not complete it will be rejected and the consultant can resubmit when it is complete. The required checklist is included in the permit application materials along with other information provided as templates and guidance to the applicant at:

<http://dnr.wi.gov/topic/AgBusiness/NutrientManagementPlan.html>

Nutrient management plan templates

[CAFO nutrient management plan narrative template \[DOC\]](#)

[Interim shallow groundwater soils guidance \[PDF\]](#)

[CAFO nutrient management plan checklist \[PDF\]](#)

[DATCP nutrient management plan information \[exit DNR\]](#)

[Other nutrient management plan resources and information \[exit DNR\]](#)

2. The Runoff Management Policy and Management Team will establish criteria for selecting the reviewer for the nutrient management plan with the goal of having only one reviewer from the time a complete plan is received to final approval. The

criteria will include consideration of the size of the plan, the complexity of the site, whether the consultant used the templates provided, and workload. The reviewer will review the plan within 45 days with a goal of providing final approval within 60 days, but never to exceed 90 days. This goal is consistent with the statutory timeline for review of plans and specifications. If a complete plan is submitted the number of exchanges should be no more than three.

3. Reviewer will follow the 7 step process for review of a standard plan. A standard plan means the NMP has been submitted using the DNR template and has all the information required by the checklist.

7 Step Nutrient Management Review

Review assumes CAFO NMP submitted for review is initially complete (i.e., uses DNR templates & guidance, contains relevant SNAP+ reports, calculations and record keeping forms/logs). Timelines provided are estimates.

NMP Narrative– 1 hr

- cross check with other sections of plan to verify all items are addressed (e.g., maps, record keeping forms, calculations, SNAP+ reports, etc).

Animal Numbers and Manure + Process Wastewater Generation – 0.5 hr

- SNAP+ reports & screens – confirm all manure generated is applied and compare total acres used for spreading vs. available acres in plan.
- Cross check with application #s
- Confirm all sources of wastewater directed to storage are calculated

Maps – 1 hr

- Legible and Useable
- Legend meets all 243 & 590 requirements
- Confirm all fields in NMP are on maps

- Check some field maps for correct setbacks for SWQMA, conduits, wetlands, flow channels. Check steeper sloped or more erodible fields for soil erosion check and dominant critical soil

Record Keeping Forms – 0.25 hr

- Verify NMP contains Daily Haul Log, Annual Spread Rpt, Field and Map Verify Log, Drain Tile log, Manure Test log, Calibration info

Records – 1 hr – *skip if new facility*

- Compare Annual Rpt or other records to NM plan data on some fields for: spreading rates, manure testing, manure calibration, soil test data

SNAP+ – 1.0 hrs

- SNAP+ screens, 590 Field Data Rpt, Compliance Rpt, Soil Test Rpt
- Confirm all fields are in SNAP+
- Check all fields for rotation length, T, PI 6 or less, P balance, DC soil, N Restricted soils
- Cross check fields with maps and soil test data

Complete review findings/comments using standardized review form – 1 hr

4. If after review there is a question or concern about any portion of the plan, the reviewer will provide review comments to the consultant with a copy to the owner. Included in the request for changes will be a timeline for response from the consultant of 5-10 working days (based on information provided by the consultant as to how quickly the changes can be made). If the consultant needs more than two weeks, the plan can be withdrawn by the consultant until the information is available or the plan will be rejected.
5. Once the NMP is approvable, the reviewer will complete the process and provide a preliminary approval if part of a permit issuance or modification and a final approval as part of the final permit process.