**Guidance on How to Complete the Nutrient Management Supplemental On-Site Status Review Report and How to Input the Information into PracticeKeeper**

The purpose of this guidance document is to explain the purpose of the Nutrient Management Supplemental On-Site Status Review Report (Supplemental SR Report), how to complete the report, and how to record the information gathered into PracticeKeeper.

Nutrient Management Supplemental Best Management Practices are looking to be captured and recorded for Chesapeake Bay reporting purposes. These NM Supplemental BMPs are Nitrogen Rate, Placement, and Timing and Phosphorus Rate, Placement, and Timing. Pennsylvania receives Nitrogen Core Nutrient Management and Phosphorus Core Nutrient Management credits by farmers having and implementing approved Nutrient Management Plans (NMP). Now, the goal is to receive additional credits for these Supplemental BMPs in order to continue to achieve our reduction goals for the Chesapeake Bay.

Please use this guidance to assist in completing the Supplemental SR Report form as well as recording the gathered information into PracticeKeeper.

**Nitrogen Supplemental NM BMPs:**

**1. Rate:** one or more of the following practices must be implemented resulting in a reduction in application rate of nitrogen.

* *Nitrogen application rate (manure and fertilizer) made at less that PSU Recommendations.*
	+ Nitrogen from manure or fertilizer cannot exceed crop needs, which is already a requirement of all approved NMPs. However, it is common practice for the NMPs to “zero” out nitrogen in Appendix 4 via Supplemental Fertilizer. It may be necessary to check with operators to see exactly how much fertilizer was applied to the specific crops in order to determine how many acres received less than PSU Recommendations.
* *Nitrogen applied by crop in multiple lower rate split applications made throughout the growing year.*
	+ Application rates are crop specific and manure is applied in multiple applications (i.e. instead of spreading 8,000 gallons of manure in the fall for the spring corn crop, applications of 4,000 gallons of manure is applied both fall and spring).
* *Nitrogen applied at variable rates at the sub-field level based on variable crop response data from historical records or PSNT, chlorophyll meter, etc.*
	+ Nitrogen fertilizer is applied at variable rates within the field itself using test data or historical records.

**2. Placement:** one or more of the following practices must be implemented resulting in better placement and utilization of nitrogen.

* *Injection or incorporation of inorganic nitrogen fertilizer only within 24 hours of application.*
	+ This will mostly apply to starter fertilizer.
* *Applications of nitrogen are made with setbacks from surface waters (wells, streams, etc.)*
	+ This is a requirement of all approved NMPs, so this practice will be considered implemented after verified during inspection. All field acreage that has nitrogen applications apply.

**3. Timing:** one or more of the following practices must be implemented resulting in better timing of nitrogen application.

* *Nitrogen applied by crop in multiple lower rate split applications made throughout the growing year.*
* *Nitrogen was applied through multiple applications based on recommendations from PSNT, chlorophyll meter, etc.*

**Phosphorus Supplemental NM BMPs**

**4. Rate:** one or more of the following practices must be implemented resulting in a reduction in application rate of phosphorus.

* *Phosphorus application rate (manure and fertilizer) made at less than PSU Recommendations.*
	+ This will be less common in NMPs compared to nitrogen.
* *Application of manure based on annual crop removal of phosphorus rather than nitrogen*
	+ This will apply to CMUs that require a P-Index evaluation and resulted in a score of 80 or higher.
* *Phosphorus applied at variable rates at the sub-field level based on variable crop response data from historical records or tools like optical crop sensors.*
	+ Phosphorus fertilizer is applied at variable rates within the field itself using test data or historical records.

**5. Placement:** one or more of the following practices must be implemented resulting in better placement and utilization of phosphorus.

* *Injection or incorporation of inorganic phosphorus fertilizer within 24 hours of application.*
	+ This will mostly apply to starter fertilizer.
* *Applications of phosphorus are made with setbacks from surface waters (wells, streams, etc.)*
	+ This is a requirement of all approved NMPs, so this practice will be considered implemented after verified during inspection. All field acreage that has phosphorus applications apply.
* *The P Index assessment was followed to apply manure on lower P Index rated fields rather than higher P Index rated fields.*
	+ This is a requirement for operators to properly implement their NMP. During inspection, a verification must occur that the operator did not apply any manure to fields with a P-Index rating of 100 or higher. If verified, the practice is considered implemented.

**6. Timing:** one or more of the following practices must be implemented resulting in better timing of phosphorus application.

* *Phosphorus was applied in seasons of lower risk for phosphorus loss.*
	+ This practice is considered implanted if phosphorus is applied in the spring, summer, or early fall.
* *Split applications of phosphorus fertilizer were made throughout the growing year*
	+ i.e. phosphorus fertilizer applied as a starter fertilizer and side-dress

After each section of this Supplemental SR Report, the planned and implemented acreage is to be recorded. For some sections the planned and implemented acreage should be the same (such as the setbacks in sections 2 and 5. This would be all field acreage contained in the NMP). Other implemented acreages will be determined based on the operations records and/or operator interview. If multiple practices satisfy a specific Supplemental BMP and the acreages overlap, do not combine. This would be considered double reporting.

**Reporting in PracticeKeeper**

After a plan is approved by a County Conservation District Board of Directors, the technician should record the NM Supplemental BMP information into PracticeKeeper. This will be found under the Nutrient Management Plan module, in the tab labeled “Supplemental NM BMP’s”. The questions on the Supplemental SR closely resemble those in PracticeKeeper. All selections are a “Yes” or “No” answer. If “Yes” is selected, an additional input field will appear that will allow the planned acreage to be recorded.

After the Annual Status Review is completed, the verified NM Supplemental BMPs and implemented acreage are to be recorded.

Please contact your NM Program Regional Coordinator for any questions or assistance regarding the completing of the Supplemental SR Report.