



CD “Cheat Sheet” of Yearly Delegation Accomplishments

September 2021 CD Virtual Roundtable



Educational/Training and Outreach Activities

- Annual coordination/planning with cooperating agencies/partners
- Sponsor or participate in at least two informational, educational, or training programs/events
- Minimum of three informational/education outreach efforts to farm operators or NM specialists
 - NMP and MMP trainings can be combined
- Identification of CAOs and determining animal density status
- Provide information on the Odor Management Program to all identified CAOs and CAFOs

NMP Review and Approval

- Review NMPs
 - New Plan, Amendments, Updates, and Yearly Plan Submissions
 - Perform site visit
 - Review Nutrient Balance Sheets that are submitted as part of the NMP
 - Verify operation has currently Agricultural Erosion and Sediment Control Plan
 - Notify other relevant agencies (NRCS for 590 and DEP for CAFO) and coordinate review
 - For CAFO operations, submit required PA Bulletin notices to DEP and coordinate review
- Recommend approval or disapproval actions to CD Board of Directors

Important Dates and Timelines

- NMP Review:
 - Admin complete or incomplete within 10 business days
 - Recommend first technical comments sent to plan writer within 30 days
 - For CAFOs, official comments cannot be sent until 30-day comment period has expired
 - Plan writer is allowed 30 days to respond to comments
 - Plan must be in final form at least 7 days prior to CD board meeting
 - Plan approval or disapproval within 90 days
 - If extension is needed, must be submitted prior to last potential board meeting for action, preferably 7 days prior to board meeting
 - Plan approval or disapproval within 180 days

Important Dates and Timelines

- Act 38 participants whose NMPs expire in current year:
 - No later than April 1: First Notification Letter to be sent to current Act 38 participants with an expiring NMP
 - No later than July 1: Second Notification Letter to be sent to current Act 38 participants with an expiring NMP
 - No later than September 1: Third Notification Letter to be sent to current Act 38 participants with an expiring NMP



Technical and Financial Assistance

- Provide technical assistance consistent with the Pennsylvania Field Office Technical Guide published by NRCS
 - Some technical assistance may require certain NRCS job approval authorities
- Assist in NMP implementation, as resources allow
 - This may include inventory and evaluations, design work, cost estimates, construction monitoring, and certification of proposed projects
- Provide information on financial assistance programs supporting Act 38 NMP and MMP development and implementation, if available

On-Site Status Reviews

- Perform on-site status reviews
 - CAOs and CAFOs must have a status review performed annually between Oct. 1 and Sept. 30
 - VAOs must have a status review performed once in a three year period
- Encourage joint inspections for CAFOs with DEP
- Assist CAOs and CAFOs determined to be out of compliance to comply with NM regulations
- Assess implementation of BMPs contained in implementation schedule as well as existing BMPs not included in implementation schedule of NMP



Complaint Investigations

- Within 7 business days, investigate complaint by performing a site visit or refer complaint to appropriate agency if outside delegation
- Work with operators to gain voluntary compliance in a timely manner
- For those that do not comply voluntarily or have continued violations, report to Commission for further action
- Refer all Odor Management Complaints to SCC, except those involving the spreading of manure

Extension and Waiver

- Plan BMP implementation extensions
 - Acknowledge receipt of proposed BMP implementation extension to operator within 5 business days
 - Evaluate extension and correspond with operator indicating findings of evaluation
- Manure storage set-back waiver requests
 - Acknowledge receipt of proposed waiver request to operator within 5 business days
 - File waiver and perform on-site evaluation within 20 business days of receipt
 - CD Board approval or disapproval of waiver request within 90 days of receipt
 - Inform operator of decision within 95 days of receipt

Act 49 Manure Hauler and Broker Program

- Proctor Level 2 Commercial Manure Hauler test
- When performing status reviews or site visits due to complaints, determine if Commercial Haulers or Brokers are being used and determine if haulers/brokers are properly certified under Act 49
- Review, at minimum, 10% of Nutrient Balance Sheets that are submitted by Commercial Manure Brokers
 - Work with author of NBS to correct any identified deficiencies



Manure Management Program

- Provide assistance to DEP with the implementation of the Manure Management Program
- Assistance efforts include:
 - Plan development, technical assistance, verification of MMPs, complaint response and referral
 - Outreach – minimum 3 outreach activities per calendar year
 - Education – minimum 2 education or training activities per calendar year
 - Training – minimum 1 technical training per calendar year where operators are guided through the development of an MMP
 - Outreach and Education can be a combination of NMP and MMP
 - Investigate complaints that fall under Chapter 91 authority

Quarterly Reporting

- Certification for Payments are to be emailed to the designated resource account
- Quarterly reporting activities are to be recorded through the PracticeKeeper program:
 - NM plan approvals, MMP verifications, and NBS received
 - NM annual on-site status reviews
 - MMP outreach activities
 - MMP training activities
 - Complaints
 - BMP implementation/technical assistance
- Quarterly reporting is to be completed by the 25th of each month following the end of the quarter



Important Dates and Timelines

- Quarterly reporting:
 - January 25th for Quarter October through December
 - April 25th for Quarter January through March
 - July 25th for Quarter April through June
 - October 25th for Quarter July through September