



Quarterly Reporting Requirements and Overview

September 2021 CD Virtual RoundTable

Delegation Agreement States:

Program Education and Outreach:

The District will provide the Commission with quarterly reports that list, at a minimum: number of meetings held, number of people trained, number of educational efforts completed, number of CAO and volunteer plans received, number of on-site status reviews completed, and number of complaints received. Reports will be submitted on forms supplied by the Commission.

Program Compliance:

The District will provide the Commission with quarterly reports that summarize those activities performed during the report period. Reports will be submitted on forms supplied by the Commission and according to the schedule approved by the Commission.

Complaints:

The District will provide the Commission with quarterly reports detailing accomplishments under this agreement that list as a minimum: number of complaints, and the number and status of complaint related site visits. Reports will be submitted on forms supplied by the Commission.

Delegation Agreement States:

Act 49:

The District will provide the Commission with quarterly reports that summarize the NBSs that were received from manure brokers and the activities related to receipt and review performed by the District during the reporting period. Reports will be submitted on forms supplied by the Commission and according to the schedule approved by the Commission.

Chapter 91:


The District will provide the DEP with quarterly reports detailing accomplishments under this delegation agreement that includes, outreach and educational efforts completed, trainings and workshop provided to operators and consultants, technical assistance activities provided to operators, the number of complaints, and the number and status of complaint related site visits. Reports will be submitted on forms supplied by the Department.

Recordkeeping. – The District will retain as separate files: the quarterly reports required by the Department; the District's manure management outreach, education & training, and compliance implementation strategy, including the date when this strategy was adopted; the District's approved fee schedule, including the date when this fee schedule was adopted; and manure management plan development and verification information, as required by the DEP.


Program Education and Outreach

- Previously performed on paper, NOW PERFORMED IN PRACTICEKEEPER
 1. number of meetings held;
 2. number of people trained;
 3. number of educational efforts completed;
 4. number of CAO and volunteer plans received;
 5. number of on-site status reviews completed;
 6. and number of complaints received.

Why Report?

- Verification that delegation agreement provisions are being met.
 - Verification that provisions of the Act 38 regulations are being performed.
 - Verification that provisions of DEPs funding under the Chesapeake Bay Regulatory and Accountability Program funding (CBRAP) are being met.
 - Program(Act 38 and Chapter 91) statistics for program development and reporting to various audiences.
 - Accountability
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Due Dates

- 1st quarter (January – March) – Due April 25th
 - 2nd Quarter (April – June) – Due July 25th
 - 3rd Quarter (July – September) – Due October 25
 - 4th Quarter (October – December) – Due January 25th
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Certification for Payment Form

Email for: PA-EDWATERPROGRAMS@pa.gov

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

NUTRIENT MANAGEMENT PROGRAM DELEGATION AGREEMENT

CERTIFICATION FOR PAYMENT (To be completed by Conservation District)

Name: _____
Address: _____
Agreement # _____ Vendor # _____
Partner Bank Code _____
Quarterly Period: _____ to _____

Budget Expenditures:

A.	Salaries	\$	_____
B.	Benefits	\$	_____
C.	Travel Costs	\$	_____
D.	Equipment Costs	\$	_____
E.	Administrative Costs		
	_____	County \$	_____
	_____	County \$	_____
	_____	County \$	_____
	_____	County \$	_____
		Administrative Subtotal \$	_____
F.	Other/Miscellaneous (from approved budget)	\$	_____

TOTAL TO BE REIMBURSED BY THIS INVOICE \$ _____

I confirm that all information for Attachment F, G, H, and manure brokers, if applicable, has been entered into the PracticeKeeper Database for the quarter(s) included in this Certification for Payment.

I declare the above expenditures to be accurate.

District Official Approval: _____ Date: _____
Title: _____

Certification for Payment Form

- Send to RA-EPWATERPROGRAMS@pa.gov
- Typically filled out by manager or financial staff at CD since it looks at cost of the program for the quarter (salary, benefits, adm., etc.)
- District official (Usually Manager) confirms that all information for Attachment F, G, H, and manure brokers, if applicable, has been entered into the PracticeKeeper Database for the quarter(s) included in this Certification for Payment.

Attachment F - NMP Approval Data

All Act 38 NMPs that were approved, updated, or withdrawn in the specified quarter, must be individually recorded in PracticeKeeper.

The minimum data necessary to complete the required reporting in Attachment F (Plan Approval Data) is shown on the next slide, as a word version of what is added in PracticeKeeper (previous form).

Any additional information captured by other fields within the Nutrient Management Module of PracticeKeeper that the District would like to include may be recorded to enhance its in-house reporting.

Detailed instructions on NMP approval Data Entry to PracticeKeeper is provided in Chapter 6 of the NM/MM Administrative Manual and Clean Water Academy

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=156>

NMP Approval Data

NOTE – This form will be generated by PracticalWisper

Send to: NA-2-WATERPROGRAMS@pa.gov

Attachment F

Page ____ of ____

NUTRIENT MANAGEMENT ACT LEVEL 2 PLAN APPROVAL DATA

(Complete a separate page for each approved plan)

I. Operation Name _____ County Code _____

Approval Date _____ Date Plan Withdrawn from Program (If applicable) _____

Original Plan or Revision (P/R) _____

CAFO Site Name (If applicable) _____ CAO (Yes/No) _____

Watershed Code (No. & Letter) _____ Special Prot. Waters (H/O/T/V/None) _____

Plan Author _____ Author's NMS Cert. Number _____

Plan Reviewer _____ Reviewer's Cert. Number _____

II. Acreage Table

Acreage	Owned	Rented
Total Plan Acres		
Nutrient Application Acres		

III. Animal Manure Table

Animal Type	Animal Subgroup	AK's	Annual Manure Generated (Tons / Gallons)	Exported Manure (Tons / Gallons)	Manure Test Date	Percent Solids	Percent Moisture	Total N	Ammonia N	Total P	Water soluble P (if available)	Total K

IV. Imported Manure:

Animal Type	Tons or Gallons /Yr. Imported

V. Exported Manure:

NBS Operation or Broker Name	Acres	Manure Type	Tons to Operation or Broker	Gallons to Operation or Broker	Receiving County	Receiving State	Out of CE watershed (yes / no)

VI. Manure Storage Volume Unit 1: _____ cu. ft. or gallons Unit 2: _____ cu. ft. or gallons



VII. BMP Implementation Table

Practice Code	Units	Estimate Acres	Impl. Quarter	Impl. Year



Attachment H - Act 38 Quarterly

1. Number of People Reached Through Outreach Efforts Throughout Quarter
2. Number of Plans Submitted for Review to the District:
3. Number of On-Site Status Reviews (satisfactory, unsatisfactory, follow up, etc.)
4. Complaints:

Detailed instructions on Attachment H - Act 38 quarterly report for PracticeKeeper are provided in Chapter 6 of the NM/MM Administrative Manual and Clean Water Academy <https://pacleanwateracademy.remote-learner.net/course/view.php?id=157>

Attachment H - Act 38 Quarterly

NOTE - This form will be generated by PracticeKeeper

ATTACHMENT H
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER
NUTRIENT MANAGEMENT PROGRAM
LEVEL 2 QUARTERLY REPORT

County Conservation District: Quarter Ending Date:

☐ I Certify: The NMA LEVEL 2 PLAN APPROVAL DATA (Attachment F) forms were submitted.

☐ I Certify: No NMA LEVEL 2 PLAN APPROVAL DATA (Attachment F) forms were required for this quarter.

A. Number of People Reached Through Outreach Efforts Throughout Quarter:

B. Number of Plans Submitted for Review to the District:

Number of new plans approved:

CAOs

Non-CAOs

Number of plan updates/amendments of approved Act 38 plans:

CAOs

Non-CAOs

Number of farms with verified non-act 38 plans:

Farms

C. Number of On-Site Status Reviews:

	CAO	CAFO- CAO	CAFO	VOLUNTEERS
Satisfactory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unsatisfactory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Follow-Up	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. Complaints:

Number Processed

Compliance Required

Referred to DEP

Attachment G - Manure Management Reporting

1. Number of Manure Management Plan (MMP) outreach activities conducted
2. Number of MMP training activities
3. Number of Farmers receiving MMP assistance
4. Number of private consultants receiving outreach and training

Detailed instructions on Attachment G - Manure Management quarterly report for PracticeKeeper are provided in Chapter 6 of the NM/MM Administrative Manual and Clean Water Academy

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=154>

Attachment G - Manure Management Reporting

Send to: RA-EPWaterPrograms@pa.gov

NOTE - This form will be generated by PracticeKeeper

Attachment G

Page of

MANURE MANAGEMENT REPORTING (Chapter 91)

Conservation District: _____ Quarter Ending: _____

I.

Number of Manure Management Plan (MMP) outreach activities conducted: ____

Provide a short description of each outreach activity:

- Number of farmers attending (All outreach activities): ____
- Number of private sector planners/consultants at (all outreach activities): ____

II.

Number of MMP training activities: ____

Provide a short description of each training activity:

- Number of farmers attending (all training activities): ____
- Number of private sector planners/consultants at (all training activities): ____

III.

Number of Farmers receiving MMP assistance:

- On-farm Planning assistance: ____
- On-farm Technical assistance: ____
- MMP voluntary verifications: ____
- Conservation District developed MMPs: ____

Provide a short description of the on-farm assistance provided:

Nutrient Balance Sheet Reporting

1. Number of Act 49 Nutrient Balance Sheets (NBS) for importing operations in the county submitted to the district
2. Broker Manure Summary Chart
 - i. Broker Name & Certification Number
 - ii. NBS Importing Operation Name
 - iii. Acres
 - iv. Manure Type
 - v. Amount (gal / ton)
 - vi. Exporting Operation Location (County/ State)
 - vii. Bay Watershed (Y / N)
 - viii. Exporting Operation Location (County/ State)
 - ix. Review
 - x. Follow-up

Detailed instructions on Nutrient Balance Sheets quarterly report for PracticeKeeper are provided in Chapter 6 of the NM/MM Administrative Manual and Clean Water Academy <https://pacleanwateracademy.remote-learner.net/course/view.php?id=180>

Nutrient Balance Sheet Reporting

EMAIL TO: [Commercial Manure Hauler & Broker Program
maucoin@pa.gov](mailto:maucoin@pa.gov)

ACT 49 COMMERCIAL MANURE HAULER & BROKER PROGRAM
QUARTERLY REPORT
NUTRIENT BALANCE SHEET SUBMISSION/REVIEW DATA

County Conservation District: _____ Quarter Ending Date: _____

____ No ACT 49 NUTRIENT BALANCE SHEETS were submitted to the conservation district during this quarter.

A. Number of Act 49 Nutrient Balance Sheets (NBS) for importing operations in the county submitted to the district: _____

Please provide NBS information for importing operations submitted by broker in the chart below.

B. Broker Manure Summary Chart:

[illegible]

Questions

