**MANURE MANAGEMENT PLAN (MMP)**

**ADMINISTRATIVE COMPLETENESS REVIEW GUIDE**

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| Operation Name | |  | **Does plan include all properties under the management control of the operator?  Yes No** | |
| **Location Address** | |  |
| **Place a checkmark in the appropriate box for all items listed. Any “No” items are deficiencies that should be addressed with the owner/operator.** | | | | |
| **1.** | Contact Information (check all provided in plan) Owner Operator Plan preparer | | |  |
| **2.** | Date of plan development (or update) indicated and current with farm management practices | | | **Yes No** |
| **3.** | Acres available for manure application (rented and owned) identified | | | **Yes No** |
| **4.** | Animal Information (type, number, number of days on farm per year) provided | | | **Yes No N/A** |
| **5.** | Environmentally Sensitive Area worksheet is completed | | | **Yes No N/A** |
| **6.** | MMP summary is completed which includes (as applicable) crop group and anticipated yield, manure groups, application seasons, planned application rates, incorporation timing, supplemental fertilizers, and field identifiers. | | | **Yes No** |
| **7.** | Plan must include map(s) that identify the following features, for both owned and rented lands: | | |  |
|  | * Farm Boundaries | | | **Yes No N/A** |
|  | * Individual field boundaries for all fields in plan | | | **Yes No N/A** |
|  | * Field identifiers and acreage for each field | | | **Yes No N/A** |
|  | * Identification of average slopes for fields used for winter application | | | **Yes No N/A** |
|  | * Location of Environmentally Sensitive Areas and manure application setbacks | | | **Yes No N/A** |
|  | * Location of Proposed or Existing Manure Storage Facilities | | | **Yes No N/A** |
|  | * Location Manure Stockpiling or Stacking Areas | | | **Yes No N/A** |
|  | * Location of all pastures | | | **Yes No N/A** |
|  | * Location of all Animal Concentration Areas (ACAs) | | | **Yes No N/A** |
|  | * Location and names of all roads adjacent to or within farm | | | **Yes No** |
| **8.** | Crop yield, manure transfer, and monthly manure storage inspection records (as applicable) | | | **Yes No** |
| **9.** | Descriptions are provided for all manure management activities and storage facilities, including: | | |  |
| 1. Types, sizes, and volumes of liquid/semi-liquid structures (e.g. concrete/metal tanks, under building structures, lined lagoon or pond) | | | **Yes No N/A** |
| 1. A Water Quality Management Permit or copy of Professional Engineer (PE) certification must be maintained for any liquid or semi-liquid storage constructed after January 29, 2000. | | | **WQM/PE Certification:**  **Yes No N/A** |
| 1. Solid Manure Stockpiling or Stacking Facilities | | | **Yes No N/A** |
| **10.** | Description of pasture management practices | | | **Yes No** |
| **11.** | Description of ACAs including associated BMPs that are implemented or planned (with schedule) | | | **Yes No N/A** |
| **12.** | Winter manure application worksheet (as applicable) included | | | **Yes No N/A** |

**Note: The MMP works together with the Agricultural Erosion and Sediment Control Plan. Certain sections of information in the MMP (e.g. maps) may be used, as applicable, to satisfy Ag E&S Plan requirements and vice versa.**