



## Water Division ePermitting System

### Annual Nutrient Management Plan (NMP) Update Checklist

#### Concentrated Animal Feeding Operation (CAFO) NMP Update pursuant to s. NR 243.19(3), Wisconsin Administrative Code

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Wisconsin Department of Natural Resources, Runoff Management Section

Below are the required documents to be completed and submitted to the Department as part of the Nutrient Management Plan (NMP) Update. Additional documentation may be required by the Department.

#### Supplemental Attached Forms: 3400-025B Nutrient Management Plan Checklist

- Must be completed prior to submittal.

#### Supplemental Attached Forms: 3400-025D Nutrient Management Plan Annual Checklist Update

- Must be completed prior to submittal.

#### Upload Required Attachments: Nutrient Management Plan

- **Section 1-Additional Checklists**
  - WI NRCS [590 Checklist](#)
- **Section 2-Plan Narrative**
  - Narrative, updated (use DNR Narrative Template). The narrative or separate document should also describe:
    - Whether any applied manure or process wastewater ran off the application site for surface applications on frozen or snow-covered ground the previous winter.
    - List of fields that received nutrients from a source other than manure or process wastewater generated by the farm. These nutrient applications should also show up in the SnapPlus files.
    - List of fields removed from the NMP in the previous 12 months.
- **Section 3-Maps**
  - Updated set of Spreading Restriction Maps (Spring, Summer, Fall Spreading)
  - Updated set of Winter Spreading Restriction Maps
  - Updated Headland Stacking Maps (if applicable)
  - Updated Manure Irrigation Spreading Maps (if applicable)
- **Section 4-Manure Analyses and Soil Test records**
  - Soil Test Summary Report (not required if the SnapPlus data file is submitted under section 5)
  - Lab analyses results of manure and process wastewater samples collected in the previous 12 months.
- **Section 5-Field Specific reports**
  - Form 3200-123 or department approved equivalent
  - SnapPlus data file (preferred). If the SnapPlus data file isn't submitted submit the following reports:
    - Spreading and NM Sorted By Crop Report
      - Prior and current crop years
    - DNR CAFO Annual Spreading Report

- Prior and current crop years
  - Field Data and 590 Assessment Report
  - Compliance Check Report
  - DNR CAFO Nutrient Mass Balance Report
- Section 6-Farm Reports
  - Not Required
- Section 7-Inspections, Record Keeping and Reporting
  - Copies of field verification records completed in the previous 12 months
  - Copies of land application equipment inspections and calibrations
  - Copies of hauling records completed in the previous 12 months
  - Copies of tile line/outlet monitoring (if applicable)
  - Copies of groundwater and bedrock depth monitoring (if applicable)
  - Copies of manure irrigation monitoring (if applicable)
- Section 8-Other supporting documentation
  - Other information requested by the Department in writing or in the permit.
    - If no other information is required select the Not Applicable box.