## Nutrient Management Strategy – Job Aid

### Key Steps to completing and managing your NMS

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<th>Key Step-NMS</th>
<th>Checklist</th>
<th>My Next Steps</th>
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| 1. NMS must be produced by a certified individual | o  Hire a certified consultant  
 o  Become certified to prepare my own NMS |  |
| 2. Prepare detailed description of the operation | o  Pre-consultation with Building Official  
 o  Prepare a written description of the operation  
 o  Complete the Farm Unit Declaration Form  
 o  Calculate NUs  
 o  Prepare a map/sketch of Farm Unit properties  
 o  Prepare a Farmstead Sketch  
 o  Document agreements |  |
| 3. Describe Prescribed Materials | o  Describe prescribed material generated and/or transferred into the farm unit (total annual volumes) |  |
| 4. Develop acceptable storages for prescribed material & Address all setbacks | o  Storage facility information including capacity, dimensions and storage type  
 o  Detailed volume calculations  
 o  Setbacks to sensitive features  
 o  Compliance with Part VIII Construction and Siting Standards  
 o  Plans to deal with runoff |  |
| 5. Quantify and analyze nutrients generated and received on the farm unit | o  A nutrient analysis for each type of prescribed material listed in the operation description  
 o  Analysis by an OMAFRA accredited lab  
 o  Documentation for use of feed additives that modify manure (i.e. Phytase) |  |
| 6. Document prescribed material destinations | o  Documentation of nutrient destinations  
 o  Document agreements |  |
| 7. Develop a contingency plan | o  Describe actions to be taken in the event that the nutrient management strategy cannot be followed. |  |

Refer to the NM Protocol Part 5 and O. Reg. 267/03 to ensure the contents of your NMS are complete.
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| 8. Sign off by operator or authorized agent | - The Nutrient Management Strategy or Plan Sign Off form is to be signed by the farmer and the certified individual that prepared the strategy.  
- Sign off forms are in the resources section of www.nutrientmanagement.ca | |
| 9. Registration of Farm Unit  
**Note: this step ONLY applies to > 300NU farms** | - Registration is required for some agricultural operations.  
- Registration must be in accordance with Part 9 of the NM Protocol  
- Registration must be completed using the registration form in the resources section of www.nutrientmanagement.ca | |
| 10. Approval by OMAFRA  
**Note: This step is not required in all NMS** | - If your NMS requires approval by OMAFRA, it must be submitted either as:  
  - NMAN NMS printout or  
  - NMS Submission for Approval Form | |
| 11. Manage your operation in accordance with your NMS | - Build storages according to your NMS  
- Abide by all setbacks  
- Adhere to all aspects outlined in your NMS | |
| 12. Keep thorough and accurate records | - Note implementation of the contingency plan  
- Note if storages get too close to capacity  
- Note if NUs increase  
- Keep records of temporary field storage use  
- Keep all records required for an annual update of your NMS | |
| 13. Remember renewal triggers | - Have my NUs become >300NUs?  
- Am I applying for a building permit?  
- Am I building an earthen lagoon? | |
| 14. Annual Review | - Complete a review of your strategy by February 15 each year | |

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