

Nutrient Management Strategy – Job Aid

Key Steps to completing and managing your NMS

Key Step-NMS	Checklist	My Next Steps
1. NMS must be produced by a certified individual	<ul style="list-style-type: none"> ○ Hire a certified consultant ○ Become certified to prepare my own NMS 	
2. Prepare detailed description of the operation	<ul style="list-style-type: none"> ○ Pre-consultation with Building Official ○ Prepare a written description of the operation ○ Complete the Farm Unit Declaration Form ○ Calculate NUs ○ Prepare a map/sketch of Farm Unit properties ○ Prepare a Farmstead Sketch ○ Document agreements 	
3. Describe Prescribed Materials	<ul style="list-style-type: none"> ○ Describe prescribed material generated and/or transferred into the farm unit (total annual volumes) 	
4. Develop acceptable storages for prescribed material & Address all setbacks	<ul style="list-style-type: none"> ○ Storage facility information including capacity, dimensions and storage type ○ Detailed volume calculations ○ Setbacks to sensitive features ○ Compliance with Part VIII Construction and Siting Standards ○ Plans to deal with runoff 	
5. Quantify and analyze nutrients generated and received on the farm unit	<ul style="list-style-type: none"> ○ A nutrient analysis for each type of prescribed material listed in the operation description ○ Analysis by an OMAFRA accredited lab ○ Documentation for use of feed additives that modify manure (i.e. Phytase) 	
6. Document prescribed material destinations	<ul style="list-style-type: none"> ○ Documentation of nutrient destinations ○ Document agreements 	
7. Develop a contingency plan	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ If your NMS requires approval by OMAFRA, it must be submitted either as: <ul style="list-style-type: none"> ○ NMAN NMS printout or ○ NMS Submission for Approval Form 	
11. Manage your operation in accordance with your NMS	<ul style="list-style-type: none"> ○ Build storages according to your NMS ○ Abide by all setbacks ○ Adhere to all aspects outlined in your NMS 	
12. Keep thorough and accurate records	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Have my NUs become ≥ 300NUs? ○ Am I applying for a building permit? ○ Am I building an earthen lagoon? 	
14. Annual Review	<ul style="list-style-type: none"> ○ Complete a review of your strategy by February 15 each year 	

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