

Non-Agricultural Source Material (NASM) Plan Development Performance Guidelines

Who Needs a NASM Plan Development Certificate?

You need a NASM Plan Development certificate if you are preparing a NASM Plan for an operation specified under the Nutrient Management Act.

The laws that relate to NASM Plan Development and NASM application are:

- the Nutrient Management Act, 2002 (NMA)
- Ontario Regulation 267/03 (O. Reg 267/03)
- the associated Protocols

The skills and knowledge you need to prepare a NASM Plan are outlined in the Core Competencies for NASM Plan Development document, which you can find at www.nutrientmanagement.ca.

What are Performance Guidelines?

The performance guidelines go beyond the legal requirements and core competencies of your NASM Plan Development certificate – they provide consistent best management practices and describe the ways that OMAFRA expects you to conduct yourself in the development, submission, review and application of a NASM Plan.

Performance Guidelines for NASM Plan Development Certificate Holders

General

1. Stay up-to-date and continue to learn about nutrient management and related legislation (e.g. *Environmental Protection Act*, *Ontario Water Resources Act*).
2. Clearly explain to your clients what services you are providing and where consulting, engineering or geotechnical services start and stop.
3. Act conscientiously and diligently in providing professional services.
4. Communicate with farmers and build networks with haulers, land applicators and industry associations to help them understand how the NMA affects their operations.
5. Ensure the information and professional advice you give is accurate and up-to-date.
6. Be aware that you are obligated to report serious contravention of the NMA and related Acts and Regulations (e.g., the *Environmental Protection Act*, and the *Ontario Water Resources Act*) to the proper authority.
7. Ensure that you follow all biosecurity measures on farms that you visit.

Guidelines for the Development of NASM Plans

1. Clearly communicate the benefits of NASM plans to farm operators/owners, generators and clients.
2. Promote best management practices for land application of NASM
3. Clearly communicate the following information to the farm owner/operator, generator and client:
 - a. Their roles and responsibilities in providing full, complete and accurate information in the development of the NASM plan
 - b. Their legal responsibility to follow the NASM plan and to document their activities
 - c. The requirement to use licensed individuals for the storage, transportation and land application of NASM
 - d. The duty to report spills or events that could potentially cause an adverse effect
 - e. Timelines for the project
 - f. How the requirement for a NASM plan fits into the requirements of other Ministries or regulatory bodies
 - g. The consequences of not complying with the NMA and Regulations
4. Ensure the NASM plan will not contravene any federal/provincial legislation (e.g. Building Code)
5. Ensure the NASM plan is practical and effective.
6. Work with the farm owner/operator to ensure the NASM plan accurately reflects the conditions of the NASM plan area.
7. Develop contingency plans that accurately reflect the farm operation and address any potential environmental issues.
8. Verify that all information in a NASM plan is accurate by conducting a site visit and having the client warrant that the information is correct and comprehensive.
9. Before finalizing a NASM plan, review the document with the client to ensure full awareness and understanding of the contents.
10. Make sure your NASM plans are presented in a neat, organized fashion and are properly signed.
11. Understand your personal responsibility and liability as a certified individual when signing a NASM plan.
12. Keep thorough, accurate and dated records of all activities and dealing with your clients.

Guidelines for the Approval of NASM Plans and Registration of Agricultural Operations

1. Ensure applications are complete and contain all required supporting information.
2. Effectively communicate to clients any issues that may interfere with the review or registration process.
3. Direct questions, concerns and responses to requests for additional information from OMAFRA to appropriate Ministry staff.

4. Keep your clients informed of the status of the submitted NASM Plan during the approval process. Immediately share information about Requests for Additional Information).
5. Ensure your clients are aware of changes to the NASM Plan as a result of any review and concur with those changes, and that the changes accurately reflect farm business and agronomic practice on the operation
6. When approval of the NASM Plan has been completed, review the contents of the NASM Plan (and any changes) with your clients within 30 days.
7. Conduct and conclude activities in a timely fashion, in particular responding to Requests for Additional Information from OMAFRA's Environmental Management Branch.

For more information:

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