

Nutrient Management Strategy – Recognized Consultant Program

RCP NMS SUBMISSION CHECKLIST:

To be completed and included with each NMS submission during the **probationary period**.

If RCP status is obtained, this checklist should be reviewed and completed by a Recognized Consultant before submitting each Nutrient Management Strategy but not included with the NMS submission.

Submission Requirements	Check to confirm
1. The submission has been prepared using AgriSuite and all current versions of forms, including: <ul style="list-style-type: none">- “Farm Unit Declaration Form/Sign off Farm” generated by AgriSuite	
2. The latest version of the Overview of the Operation Template was used. (Posted on nutrientmanagement.ca)	
3. The Farmstead Sketch Checklist has been reviewed and completed before submitting each NMS, but should not be included in the NMS submission. (Posted on nutrientmanagement.ca)	
4. Verification of the Roll Numbers is included for properties in the Farm Unit and Transfers, one of the following is included: <ul style="list-style-type: none">• copy of the tax bill,• printout from AgMaps or other GIS, or• other acceptable method	
5. All AgriSuite Flags are explained <ul style="list-style-type: none">• Information Flags – explained• BMP flags – explained• Legislative STOP – should not be present or should be fully explained	
6. All known previous NMS's and NASM Plans for the farm unit are considered in the current submission <ul style="list-style-type: none">• If there are outstanding conditions on this farm unit they are addressed in the submission	Yes No previous approvals
7. I have verified that information is consistent in the Overview of the Operation, sketch and AgriSuite. I have checked that the following information is consistent throughout the submission <ul style="list-style-type: none">• Storage names• Storage dimensions• Livestock numbers	
8. The Complexity Assessment Tool has been completed accurately and included in the submission.	

Recognized Consultant Declaration:

I confirm that I have checked my work and all information is consistent, accurate and the requirements of the Regulation and Recognized Consultant Program have been met.

Recognized Consultant Signature

Date