

**Standard Operating Procedure (SOP)<sup>1</sup>**  
**Chesapeake Bay Agricultural Inspection Program**  
**SOP No. BCW-INSP-018**  
**June 2017**  
**Version 1.1**

This SOP describes the procedures by which the Department of Environmental Protection (DEP) and participating County Conservation Districts (CCDs) will conduct Initial and Follow-Up Inspections of Agricultural Operations within the Chesapeake Bay watershed to ensure compliance with the Pennsylvania Clean Streams Law and regulations promulgated thereunder. This SOP was specifically developed to implement [Pennsylvania's 2016 Chesapeake Bay Strategy](#). For Initial Inspections, the objectives are to annually verify at 10% or more of the Agricultural Operations within the Chesapeake Bay watershed the existence of written agricultural erosion and sediment control plans (Ag E&S Plans) under 25 Pa. Code § 102.4(a)(2); written manure management plans (MMPs) under 25 Pa. Code § 91.36(b)(1)(i); and discuss implementation of the plans with the farmer. Definitions for key terms used in this SOP are presented in [Attachment A](#).

This SOP does not address:

- Compliance inspections of CAFOs. DEP will continue to inspect CAFOs in accordance with its NPDES Compliance Monitoring Strategy (CMS), submitted to the U.S. Environmental Protection Agency (EPA) by the start of each federal fiscal year. A separate SOP for inspections of CAFOs will be developed.
- Annual NMP Status Reviews for CAOs or other operations that develop NMPs on a voluntary basis. Existing CCD and State Conservation Commission (SCC) procedures will continue to be followed for Annual NMP Status Reviews. Initial Inspections will not be conducted on operations where it is known that NMPs (and Ag E&S Plans) have been developed.
- Procedures for agricultural-related complaints. Existing DEP and CCD procedures will continue to be followed for responses to complaints.

In addition, this SOP applies only to the counties listed in [Attachment B](#). The counties in [Attachment B](#) have historically received funding from DEP for Chesapeake Bay Technicians. In the event that the CCD for one or more of the counties identified in Attachment B no longer receives funding from DEP, implementation of this SOP will be the responsibility of DEP in those counties.

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<sup>1</sup> The process and procedures outlined in this SOP are intended to supplement existing requirements. Nothing in the SOP shall affect or alter existing regulatory requirements. The process, procedures, guidance and interpretations herein are neither an adjudication nor regulation. There is no intent on the part of DEP to give the procedures in this SOP that weight or deference. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

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**Attachments**

- Attachment A – Definitions of Terms in SOP
- Attachment B – Chesapeake Bay County Codes
- Attachment C – DEP Routine Biosecurity Protocol
- Attachment D – Template Letters
- Attachment E – Agricultural Operation Referral Form

## I. Roles and Responsibilities.

The following summarizes the roles and responsibilities of each organization that will participate in implementation of this SOP.

### A. DEP Central Office - Bureau of Clean Water (BCW).

DEP BCW will have oversight responsibilities for implementation of this SOP. Specifically, DEP BCW will:

1. Conduct initial and periodic training of DEP regional staff on this SOP, and assist DEP regional offices in providing training and technical assistance to participating CCDs on the implementation of this SOP.
2. Receive feedback from DEP regional staff and partnering organizations on the SOP and associated documents and make modifications to these documents as deemed appropriate or necessary.
3. Receive and provide feedback on annual inspection strategies and inspection lists or maps.
4. Monitor SOP implementation progress.
5. Upon request by a CCD conducting inspections, DEP BCW will issue pre-inspection letters upon receiving the names and addresses from the CCD, to agricultural operations selected for inspection by the CCD
6. Provide enforcement support relevant to the non-compliance action being addressed.

### B. DEP Regional Offices.

The Waterways and Wetlands Program within DEP regional offices will:

1. Provide training and technical assistance to participating CCDs on the implementation of this SOP.
2. Develop annual inspection strategies for Agricultural Operations to be inspected prior to the start of each state fiscal year (July 1).
3. Conduct inspections of Agricultural Operations and complete follow-up activities in accordance with this SOP. At least 100 inspections will be completed per filled Water Quality Specialist (WQS) position within the Waterways and Wetlands Program per fiscal year. Additional responsibilities may be assigned to the Clean Water Program and other programs within DEP regional offices at the discretion of DEP BCW and/or DEP regional directors.
4. Assemble and submit initial inspection activity reports to DEP BCW quarterly.

### C. CCDs.

Each CCD will notify DEP annually, prior to July 1, that it will or will not enter into a Chesapeake Bay Technician contract and conduct the inspections addressed by this SOP, unless DEP provides an opportunity for a CCD to sign a contract at a later date. If a CCD elects to enter into a Chesapeake Bay Technician contract (i.e., is a “participating CCD” under this SOP), the CCD will:

1. Participate in DEP-led training events on the SOP.
2. Develop annual inspection strategies for Agricultural Operations to be inspected prior to the start of each state fiscal year (July 1).

3. Conduct inspections of Agricultural Operations and complete follow-up activities in accordance with this SOP. At least 50 Initial Inspections will be completed per filled Chesapeake Bay Technician position per fiscal year, or as otherwise specified in the Bay Technician contract.
4. Submit quarterly reports to BCW and DEP regional offices. The submittal of inspection logs will meet this requirement until the inspection module of Practice Keeper is in use by the CCD. Once the inspection module is being used by the CCD, the CCD will be responsible for pulling an inspection report from Practice Keeper for the quarterly submittal.

## II. Training and Technical Assistance.

### A. Initial Training.

1. DEP BCW will conduct a detailed training on the execution of activities under this SOP for DEP regional office staff.
2. Each DEP regional office program will be responsible for training their respective, participating CCDs on this SOP with the assistance of DEP BCW.

### B. Future Training.

1. DEP BCW will schedule in-person and/or webinar training as necessary and/or as requested by DEP regional offices or CCDs.
2. DEP BCW and DEP regional offices may elect to conduct supplemental training at annual events.
3. DEP Conservation District Field Representatives may also provide training and outreach to CCDs and CCD Boards of Directors.

### C. Technical Assistance.

1. The DEP BCW points of contact for interpretation issues and requests for modification to this SOP are a) the Environmental Group Manager of the Non-Point Source Compliance Section, b) the Environmental Program Manager of the Division of Operations and/or c) a delegated representative thereof.
2. The DEP regional office point of contact for SOP implementation by CCDs is a) the Environmental Group Manager of the Conservation, Restoration and Inspection Section in the Waterways and Wetlands Program and/or b) a delegated representative thereof.

## III. Annual Planning and Pre-Inspection Notices.

### A. Selection of Agricultural Operations for Inspection.

Prior to the start of each state fiscal year, for planning purposes DEP regional offices and participating CCDs will develop annual inspection strategies. These strategies will be accompanied by preliminary lists of Agricultural Operations that are planned for inspection during the following fiscal year. A map showing the locations of operations that are intended for inspection may also be developed and submitted with the strategies. CCD strategies will identify operations that will receive Initial Inspections. DEP strategies will address operations that will receive both Initial and Follow-Up Inspections.

It is recommended that DEP regional offices and participating CCDs meet prior to May 1<sup>st</sup> each year to plan annual inspection strategies. **Figure 1** presents a flow diagram of the planning process and the operation selection criteria for CCDs and DEP.

## 1. CCDs.

- a. By May 1st of each year, managers of participating CCDs will develop and submit their annual inspection strategies to DEP regional offices. The inspection strategies may include a preliminary list of operations to inspect, impaired watersheds, geographic boundaries, or other strategies. All submissions will be in electronic format.

**NOTE** – The annual deadline of May 1st does not apply to the fiscal year starting July 1, 2016, but applies to all subsequent years.

- b. The DEP spreadsheet template named *Preliminary List of Inspections* (or an alternative format that provides equivalent information) may be used as a planning tool for determining which operations may be inspected. The following information should be populated in the spreadsheet to the extent this information is known in advance: 1) Farm ID; 2) name of the operation; 3) owner's name; 4) operator's name, if different; 5) operation's mailing address; 6) operation's location address; 7) operation's latitude and longitude (at headquarters for operations housing or maintaining animals and at central point of parcels used for growing crops); 8) municipality and county where the operation is located; 9) type(s) of animals (if applicable); 10) operation's contact phone number; 11) name(s) of nearest surface water(s) to the operation; and 12) the type of inspection that is planned (Initial Inspection or Follow-Up Inspection, where Initial Inspection is always selected by CCDs).

**NOTE** – Preliminary lists are for planning purposes; substitutions may be made throughout the fiscal year. In addition, a complaint response may count toward an inspection if a) the Agricultural Operation has not yet received an Initial Inspection; b) the operation does not receive Annual NMP Status Reviews; and c) the Initial Inspection Report for Agricultural Operations ("Initial Inspection Report") (3800-FM-BCW0524) is completed.

- (1) The preliminary list may not contain Agricultural Operations that are known in advance to have both an MMP (or NMP) and an Ag E&S Plan.

- (2) Farm IDs will be assigned to each unique Agricultural Operation as follows: XX-YYYYY, where XX = two-digit County Code (see **Attachment B**) and YYYYY = five-digit sequence number, unique to each Agricultural Operation within a county. An additional identifier may be added by CCDs and DEP regional offices at the end of this number, if desired (e.g., XX-YYYYY-ZZZ). It is recommended CCDs coordinate with DEP regional offices if an additional identifier is used.

- c. The preliminary list will include at least 50 unique Agricultural Operations for each DEP-funded Bay Technician position that are intended for Initial Inspections in the forthcoming fiscal year.

**NOTE** – For partially funded positions, the minimum number of inspections that are required under this SOP will be calculated by multiplying the number of partial positions by 50 (e.g., 1.75 positions x 50 inspections = 88 inspections and 0.5 position x 50 inspections = 25 inspections).

## 2. DEP Regional Offices.

Each DEP regional office will, upon receipt of participating CCD strategies:

- a. Verify that at least 50 unique operations have been selected by CCDs for each DEP-funded Bay Technician position that will receive Initial Inspections.
- b. Evaluate CCD strategies and provide comments to CCD managers, as necessary, to strengthen the submitted strategies.
- c. Formulate its own strategy for inspecting Agricultural Operations and develop a proposed list of Agricultural Operations for DEP to inspect during the following fiscal year, in accordance with paragraph **III.A.1.b** above. A minimum of 100 operations will be selected by each regional office

per each Water Quality Specialist position that is filled in the Waterways and Wetlands Program for inspection in the following fiscal year. This quota may be satisfied through both Initial Inspections and Follow-Up Inspections of Agricultural Operations.

**NOTE** – Preliminary lists are for planning purposes; substitutions may be made throughout the fiscal year. In addition, when a complaint is responded to, the complaint response may count toward an inspection if an Inspection Report is completed.

- d. Submit to DEP BCW, by June 1st of each year, its strategy and preliminary list of Agricultural Operations to be inspected, along with the strategies of all participating CCDs within their territories.
  - e. Provide DEP strategies and preliminary lists to the CCDs, if inspections are planned in the county, by June 1st of each year and will update the CCD if there are changes in the plan.
3. DEP BCW will review and, as necessary, provide comments to DEP regional offices on the strategies and lists, and may request that priority areas are inspected by the CCDs or DEP Regional Offices.

#### B. Pre-Inspection Notices.

DEP BCW will issue a pre-inspection letter to each Agricultural Operation selected for an inspection by a CCD upon request; the CCD will provide names and addresses to BCW. CCDs and Regional Offices are encouraged to send pre-inspection letters to operations scheduled for an inspection. The CCD may use a sample template, provided by DEP in [Attachment D](#). The letter will notify operations that DEP or CCD staff will be contacting the operation to schedule an inspection. The letter will also afford an opportunity for the operation to contact the appropriate CCD by phone to request assistance for plan development or to schedule an appointment with the CCD to review existing plans.

1. If the owner or operator contacts the CCD to make an appointment (at the CCD office or at the operation) to review plan(s), the appointment will be considered an Initial Inspection if a) the Initial Inspection Report is completed; and b) the results of the inspection are recorded in accordance with paragraph [VIII.B.4](#).
2. If the owner or operator contacts CCDs to request assistance in developing plan(s), a list of resources for plan development will be provided. CCDs will request the submission of the plan(s) within a period of time consistent with paragraph [V.C.11.b.ii](#), and follow-up measures will be taken as necessary in accordance with paragraph [VI.A](#) if submission is not made by the deadline. The receipt of plans in this manner will be considered an Initial Inspection if 1) the Initial Inspection Report is completed and 2) the results of the inspection are recorded in accordance with paragraph [VIII.B.4](#).
3. An operation that does not contact CCDs to make an appointment to review its plans or request assistance in developing plan(s) will be retained as a candidate for an Initial Inspection.

**NOTE** – Operations may contact CCDs to schedule an appointment or for assistance in developing plans at any time during the year. Some of these operations may be on the DEP regional office's preliminary list to inspect. CCDs will need to coordinate closely with the DEP regional office to ensure that DEP does not schedule an unnecessary inspection of an operation. CCDs will notify the appropriate DEP regional office each time an operation DEP plans to inspect contacts the CCD for an appointment or otherwise agrees to develop and submit plans.

#### C. Operations with Known Plans

If a DEP regional office or participating CCD has documentation (on file or in a data system) confirming the existence of both an Ag E&S Plan (or conservation plan) and MMP/NMP for an Agricultural Operation, this operation will not require an Initial Inspection, but may be selected by DEP regional offices for a Follow-Up Inspection. All such Agricultural Operations should be identified and provided to DEP BCW in accordance with paragraph [VIII.A](#), below.

#### IV. Inspection Types.

The following summarizes the inspection types that will be used to implement this SOP.

##### A. Initial Inspections.

1. Initial inspections (see [Section V](#)) are necessary for Agricultural Operations where:
  - DEP regional offices and CCDs are unaware of whether the operation has both an MMP (or NMP) and an Ag E&S Plan (note – all operations that receive Annual NMP Status Reviews are therefore excluded);
  - The operation has not previously received an Initial Inspection; and
  - The operation has not otherwise committed to develop required plan(s) verbally or in writing to DEP regional offices and/or CCDs (see [paragraphs III.B.2 and V.A.1.b](#)).
2. CCDs will complete the Initial Inspection Report for all Initial Inspections performed by the CCD. In addition, DEP regional offices will complete the Initial Inspection Report for Initial Inspections that are conducted within a county whose CCD is participating in implementing this SOP, and may use this report for Initial Inspections conducted within a county whose CCD is not participating.

##### B. Follow-Up Inspections.

Follow-Up Inspections (see [Section VI](#)) may be conducted by DEP regional offices when:

1. A pollution incident was observed during an Initial Inspection by a CCD or DEP inspector. These Follow-Up Inspections will be conducted only by DEP regional offices.
2. Anytime DEP regional offices investigate other water quality concerns, evaluate the implementation status of MMPs and Ag E&S Plans, and/or verify the existence of BMPs.

In addition, DEP regional offices and CCDs will take follow-up measures in accordance with paragraphs [VI.A](#) (CCDs) and [VI.B.1](#) (DEP) when an Initial Inspection reveals that an operation was lacking a written MMP and/or Ag E&S Plan, and such plan(s) were not submitted to the inspector by the deadline provided. These measures are not considered an “inspection” under this SOP.

##### C. Complaint Response Inspections.

CCDs and DEP regional offices may count inspections conducted in response to a complaint toward the minimum number of annual inspections under this SOP if an Inspection Report is completed.

#### V. Procedures for Initial Inspections.

Initial Inspections as described in this section include those on-site field inspections with the owner or operator of the operation present, during which requests will be made to produce the operation’s written Ag E&S Plan and MMP. Where the term “inspector” is used in this and subsequent sections, it refers to the individual employed by DEP or CCDs who conducts the inspection; in certain cases, a distinction is made between “DEP inspector” and “CCD inspector.” Each inspection will be completed for a unique agricultural operation or satellite operation as defined in Attachment A.

##### A. Pre-Inspection Activities.

1. In general, where a phone number is available for the owner or operator of an Agricultural Operation, the inspector will attempt to contact the owner or operator in advance of the inspection to: 1) explain



the purpose of the forthcoming inspection; 2) arrange for an appropriate date and time for the inspection; and 3) determine any operation-specific biosecurity protocols. If no contact is made via telephone, mailing pre-inspection notices is recommended; a sample template, provided by DEP, may be used ([Sample Letter 1a: Notice to Inspect](#)). The operation should be given 10 business days from the date a voice message was left for the operator or a letter was sent to respond to the initial communication attempt. If no response is received, a second contact may be initiated at the inspector's discretion. If no response is to the attempted contact(s), then the inspector should make preparations for an on-site visit and conducting an inspection.

- a. Advanced notice is not necessary where 1) a phone number is not available; 2) the Initial Inspection is done as part of a complaint investigation; or 3) the operation has a history of non-compliance with DEP and/or a CCD.
  - b. If the owner or operator informs the inspector by phone that required plan(s) have not been developed, the inspector may advise that the initial inspection may not be necessary if the owner or operator will commit to develop and submit the plan(s) within a period of time consistent with paragraph [V.C.11.b.ii](#). If the owner or operator agrees, an on-site Initial Inspection is not necessary (but may be conducted at the inspector's discretion). The receipt of plans in this manner will be considered an Initial Inspection if 1) the Initial Inspection Report is completed and 2) the results of the inspection are recorded in accordance with paragraph [VIII.B.4](#).
2. The inspector should spend some time prior to each inspection to gain familiarity with the operation, to the extent possible. For example, aerial maps may be consulted and DEP or CCD files may be reviewed.

**NOTE** – Accessing documents that have been developed for an Agricultural Operation by the U.S. Department of Agriculture, Natural Resource Conservation Service (NRCS) may be allowed only if the operation provides written consent providing such access. In order for DEP and CCDs to access a plan developed in whole or in part by NRCS, the owner or operator must submit an NRCS developed “Voluntary Authorization for Release of Information” form to the inspector. The inspector will provide this form to NRCS in order access the plan(s) from NRCS.

3. The inspector will prepare all necessary supplies for the inspection.
  - a. The CCD inspector's list of supplies includes protective clothing, sanitation supplies, Inspection Report forms, camera, a charged mobile phone (if available), NRCS Voluntary Authorization for Release of Information forms, and lists of appropriate DEP and CCD contacts.
  - b. The DEP inspector's list includes those in [paragraph 3.a.](#), above, as well as sample containers, sample coolers, labels and water quality test kits.
4. The inspector should plan on inspecting no more than one operation of the same animal type per day if inspection of production areas, manure storage facilities and related site features will be conducted. Where the inspection involves an interview with the owner or operator only in a producer-designated “clean area”, this paragraph is not applicable.
5. Inspectors will plan for the following biosecurity practices, in order of priority:
  - a. If the inspector is aware of operation-specific biosecurity protocols for an Agricultural Operation in advance, those protocols will be followed.
  - b. If the inspector is aware that the operation is designated as an Agricultural Biosecurity Area or that there is an Animal Disease Outbreak Situation, inspectors will adhere to DEP's [Standard Procedure for Biosecurity at Agricultural Sites](#) (Document No. OPI 2013-01).

**NOTE** – If DEP's Standard Procedure referenced above is followed, the checklist included in that procedure should be reviewed but completion and retention for each operation is not necessary.

c. At a minimum, the biosecurity protocol provided in **Attachment C** will be implemented.

B. Arrival On-Site.

1. Upon arrival at an operation, the inspector will check for posted notices of agricultural biosecurity areas. The inspector will read the requirements on the posted notice, if present, and determine if the protective measures can be implemented. If not, the inspector will note the biosecurity requirements and prepare to return on a different day.
2. The inspector will park in a clean area (if possible) away from animals, animal handling areas, and feed storage where traffic flow will not be impeded and will not drive through manure, runoff or animal concentration areas (ACAs) to the maximum extent possible.
3. The inspector will report to the location agreed to during the telephone conversation with the owner or operator or, if advanced contact was not made, report to the office (if it exists) or house and ask for the owner or operator. Upon meeting the owner or operator (or other individual at the operation), the inspector will explain the purpose of the visit, show DEP/CCD identification, provide the owner or operator with a business card and request the owner or operator's participation in the inspection.

**NOTE** – If a pollution incident or the threat of a pollution incident at the operation is known in advance, the inspector may report directly to the location of the current or potential incident.

a. Owner/Operator Unavailable

If the owner or operator is unavailable (or the individual met by the inspector cannot assist), the inspector will ask for a telephone number so that the inspector can call to reschedule. The unavailability will be documented in accordance with paragraph **VIII.B.4**, but this will not be counted as an inspection. Once the inspection is rescheduled and conducted, it will count as an inspection.

b. No one present on site

- i. If no one is present on the site at the time of the visit, the inspector will leave a letter or note describing the reason for their visit. **Sample Letter 1b (Inspection Follow-up – No-one present)** in Attachment D may be used for this purpose, or the CCD may use its own letter for this purpose. The letter shall direct the owner or operator to contact the inspector in ten (10) business days (the inspector will insert the date at the time of the site visit) to respond. The inspector will complete as much of the inspection report as possible.
- ii. If there is no response by the requested date, the inspector will follow-up with the operation by mailing a copy of the inspection report to the owner/operator with a cover letter explaining that the owner/operator must provide the required plans to the inspector within 90 days from the letter's date and failure to provide the required plans will be considered documentation that no plans exist for the operation. The date the report is sent to the operation should be entered in the report prior to mailing (See **Section V.C.1.j**). Once the inspection report has been mailed to the operation it will count as an inspection.
- iii. If there is still no response after within 15 business days before the requested response date, the inspector will send a "Final Notice" letter and will request a response by the date requested. Template letter **1g (Inspection Follow-up – Non-compliance Final Notice)** in Attachment D may be used for this purpose.
  - 1) If the CCD is the agency issuing the Final Notice, the letter will inform the owner/operator that the operation will be referred to DEP if there is no response. If there is no response by the due date, this will be considered a refusal by the operator to produce the required plans, and the CCD will submit the "Agricultural Operation Referral Form" and attachments (including a chronology of actions by the CCD, a copy of provided letters to the owner/operator, and a copy of the initial inspection report) by email to the DEP regional

office and DEP BCW main points of contact. The BCW email address for referrals is: [RA-EPAGINSPECTION@pa.gov](mailto:RA-EPAGINSPECTION@pa.gov). (See [Attachment E](#) for more information on the Agricultural Operation Referral Form.) DEP will start the compliance and enforcement process for this operation (See [Section VII](#)).

- 2) If DEP is the agency issuing the Final Notice, the letter will inform the owner/operator that steps will be taken to achieve compliance if there is no response. DEP will start the compliance and enforcement process for this operation (See [Section VII](#)) as a refusal of inspection if there is no response.

c. Refusal

If the owner or operator is available but refuses to participate in an inspection and/or refuses permission for the inspector to enter the site, the inspector will leave the operation immediately, and document the refusal on the Inspection Report offsite, and notify the inspector's supervisor. If the refusal is documented on an Inspection Report in accordance with [paragraph V.C.1.j](#), below (i.e., header and general information completed, and document the refusal in the Comments Section below along with any additional information that could be determined by the Inspector at the time of the site visit), and is properly recorded in accordance with [VIII.B.4](#), this may be counted as an inspection.

- i. If the CCD is the inspecting agency, the inspector will, within 10 business days of the attempted inspection:
  - (a) Mail a copy of the inspection report with a cover letter that provides the date of the attempted inspection, explains that the owner/operator refused to participate in the inspection, and informs the owner/operator that the operation is being referred to DEP.
  - (b) Refer the operation to the DEP regional office and DEP BCW points of contact by completing the "Agricultural Operation Referral Form" and emailing the form and attachments, including the initial inspection report (See [Attachment E](#)). The DEP BCW email address that should be used for submitting referrals is: [RA-EPAGINSPECTION@pa.gov](mailto:RA-EPAGINSPECTION@pa.gov). DEP will start the compliance and enforcement process for this operation upon referral (See [Section VII](#)).
- ii. If DEP is the inspecting agency, DEP will provide a copy of the inspection report that provides the date of the attempted inspection, explains that the owner/operator refused to participate in the inspection and that DEP will be starting the compliance and enforcement process for this operation (See [Section VII](#)).

C. Inspection Activities.

Where CCDs and DEP regional offices use the Initial Inspection Report (3800-FM-BCW0524) for Initial Inspections, CCDs and DEP regional offices will attempt to collect the information contained in the following paragraphs. The report may be completed manually in the field, electronically (via laptop or tablet) in the field, or at the inspector's office. The instructions below are specific to the paper/word document inspection report form. Practice Keeper will be used for completing the inspection report in the future. When a cooperating Agency has the inspection module of Practice Keeper available, instructions specific to Practice Keeper will be provided separate from this SOP, but the information provided in the report will be the same as below unless noted otherwise.

1. Inspection Report – Completing Header and General Information.

At a minimum, the information listed below is required for all Initial Inspections and to document instances where the owner or operator is unavailable or refuses to participate in the inspection, except as noted.

NOTE: All information in the report that can be determined during the site visit should be completed.

- a. Operation Name (required) – List the name of the operation. This may be the name identified on a sign at the entrance of the property or the name of the owner or operator (e.g., “Tom Smith Farm”). Inspectors will ask the owner or operator for the preferred name of the operation.
- b. Farm ID (required) – The ID as noted in paragraph III.A.1.b.(2), above.
- c. Inspection Date (required).
- d. Entry Time (required).
- e. Agency (required) – The agency (DEP or CCD) that is conducting the inspection.
- f. Municipality and County (required).
- g. Latitude and Longitude (required) – These coordinates can be determined in the field using GPS or through other means at the office. Identify the location of the operation’s office or headquarters, for operations housing or maintaining animals. For operations producing crops only, identify the location of the central point of the parcel(s).
- h. Mailing Address (street address) and City, State and Zip (required) – provide the mailing address for the owner (if different than the owner, the operator’s mailing address may also be provided).
- i. Location Address (street address or name of nearest street for crop fields without street numbers) and City, State and Zip (required).
- j. Inspection Status – Check the appropriate box(es) to indicate whether the inspection was scheduled with the owner or operator in advance or the inspection was not scheduled, the owner or operator was not available, and/or no inspection was completed due to site-specific biosecurity protocols. If the owner/operator was not available, the inspection report should be mailed to them as discussed in Section V.B.3.b.ii; enter the date the inspection report is mailed. If an owner or operator refused to permit access to the operation or otherwise refused to participate in the inspection, record this in the Comments section below the Header and General Information section.
- k. Interviewee and Name (required if inspector was met by an individual) – Identify whom the inspector met with during the inspection, if applicable. Check the appropriate box for Owner or Operator or Other if someone else assisted with the inspection (if so, identify this individual by name if possible). Record the name of the owner or operator or other individual in the Name column. If the inspector did not meet with the owner, the inspector should also ask for the name of the owner and record it in the Name column.
- l. Total Acres of Operation (required only if an inspection is completed) – List the total contiguous acres of common ownership or operation that are defined as part of the single inspection (i.e., that meet the definition of an agricultural operation). Contiguous parcels have at least one common or connecting point, recognizing that a road running through or between properties does not disconnect these parcels. Do not include Satellite Farms that are not contiguous with the operation under inspection. In general, do not include contiguous parcels that are rented out or leased to others.

Examples:

- The operation consists of two parcels, one owned and the other one rented and operated by the farmer being inspected, across the street from each other. These two parcels are considered contiguous and would be counted as one inspection.
- The owner has two parcels that share a boundary, one that the owner operates, and the other the owner rents to someone else to operate. These two parcels would count as two operations and therefore two inspections.

- The operation consists of two parcels, one owned and the other one rented and operated by the farmer being inspected, diagonally across the street from each other. These two parcels are considered contiguous and would be counted as one inspection.
  - The operation consists of two parcels, one that is the home farm and another that is a satellite farm located 5 miles down the road, and the two parcels do not share a common boundary at any point. These two parcels are not contiguous and would be counted as two inspections (i.e., two different agricultural operations).
  - One parcel is being inspected. On this parcel, there is an animal lot that is operated by the owner, and two crop fields that the owner rents to the neighbor who grows crops on them and does not own or operate any additional parcels contiguous to these two fields. This parcel would be administered and counted as two inspections (i.e., two different agricultural operations).
  - A parcel selected for inspection has contiguous parcels operated by the same owner/operator. These parcels are all considered one operation (i.e., one agricultural operation as defined in this SOP) and should be included in the inspection.
- m. Farm Type (required only if an inspection is completed) – Check the appropriate box(es) to indicate whether the operation under inspection is considered to be the Home Farm, a Satellite Farm, or Rented Fields (in use by the operation being inspected), and whether the operation is Crops Only or includes Animals (are) Housed On-Site. Multiple boxes will generally be checked. For example, the boxes for Satellite Farm, Rented Fields and Crops Only may all be checked for situations where an owner has a Home Farm, but the inspection occurs at a location consisting of crop fields that are rented and are not contiguous to the Home Farm.
- n. Animal Types (required only if an inspection is completed) – In the spaces provided, list the type of animals on the operation under inspection (i.e., do not include animals on Satellite Farms that would be covered by a separate report). Ask the interviewee the approximate number of each animal type that is maintained at the operation. Since the spaces are limited on the paper inspection form, the general animal type may be used and subtypes described in comments or an AEU calculation sheet. When Practice Keeper is available and in use: The electronic inspection form will allow an indefinite number of animals to be input, and general animal types should only be used under Practice Keeper when the subtype is not known or available.
- o. AEU estimate – If possible, estimate the Animal Equivalent Units (AEUs) associated with the operation.

If this calculation is done and the estimated AEUs/acre available for manure application is greater than 2 and the total AEUs is greater than or equal to 8, the operation may be a CAO. Discuss with the operator and determine if an NMP is available. If an NMP is not available, note this on the Inspection Report and follow existing procedures to make a determination if the operation is a CAO (per the Nutrient Management Delegation Agreement if a delegated CCD is completing the inspection) and obtain compliance with Chapter 83 requirements. Note this in the comments section of the inspection report.

**NOTE** - Only a commercially certified Nutrient Management planner can perform an official CAO calculation which outside the scope of this inspection program, therefore, this will not be noted as a violation on the inspection report as an official determination is not expected to be made at the time of inspection. However, suspected CAOs must have additional follow-up to make the official determination. The CCD may provide a list of certified Commercial Nutrient Management Planners that are known to provide planning services in the operation's county or the owner/operator may go to the PA Plants website at:

<https://www.paplants.pa.gov/NOMHB/NOMHBCertifiedSpecialistSearch.aspx>

and check the “Nutrient Management” box and choose “Nutrient Management Commercial” under the “Program Type” for a statewide list.

**NOTE** – [Agronomy Facts 54](#) should be used by any inspector planning to estimate AEU's. A spreadsheet or other document that incorporates the weights and calculations in Agronomy Facts 54 is acceptable. DEP has an AEU calculation Excel template available for download, which is based on Agronomy Facts 54 on the Bureau of Clean Water website: <http://www.dep.pa.gov/Business/Water/CleanWater/AgriculturalOperations/Pages/Agricultural-Compliance.aspx>. If a calculation sheet is used and is attached to the report, select the appropriate box (“Calc. Attached”). Additionally, the Agricultural Operation Supplemental Information Form to this inspection has a section where the AEU's can be estimated.

## 2. Inspection Report – Completing Manure Management Plan Section.

The following data elements are required if an Initial Inspection is completed, to the extent the owner or operator provides the information, whether or not there is an MMP available.

- a. Is Manure Generated or Applied On-Site? This includes process wastewater, like milkhouse waste. Check the appropriate box. On-site in this context means the Agricultural Operation being inspected as defined in Attachment A.
- b. Does the Operation Have a Written MMP? The inspector will request to review a written copy of the MMP and check the appropriate box on the Inspection Report once the plan is produced. The inspector will also check the appropriate box to indicate whether the plan is (administratively) complete (see note below).

**NOTE** – If the owner or operator indicates that a requested plan exists but cannot be produced, the inspector will leave this section blank but will request that the plan be mailed or presented at the DEP or CCD office within 10 business days to the inspector so that the Inspection Report can be completed. If the owner or operator states that the plan was developed in whole or in part by NRCS and it is not available on-site, the inspector will request that the owner or operator complete an NRCS Voluntary Authorization for Release of Information form. The Inspection Report may be completed at the office following NRCS’ release of the plan for the inspector’s review.

**NOTE** – The inspector will briefly review the plan with the owner or operator to ensure the plan is administratively complete. An MMP is considered administratively complete if it includes or identifies:

- General information, including owner/operator contact information, MMP preparer information, date of the plan, acres available for manure application (owned and rented), and, if applicable, the type and number of animals on the operation and days on the farm.
- Maps illustrating farm boundaries; all individual field boundaries in the plan; field identifiers and acreage for each field; setbacks and slopes of any fields that are used for winter manure application (if applicable); environmentally sensitive areas (e.g., drinking water wells, streams, sinkholes, etc.) and setbacks; location(s) of proposed or existing manure storage facilities; location(s) of all manure stockpiling or stacking areas; location(s) of all pastures and animal heavy use areas (if applicable); locations and names of roads adjacent or within the farm; and existing and planned BMPs.
- Acceptable manure and wastewater application rates considering the planned crops on the farm, fertilizer rates, and crop groups and yields.
- A description of the methods used to manage the manure prior to land application (storage and/or stacking, if applicable).



- All manure groups on the operation (including imported manure).
- A description of pasture management practices (if applicable).
- A description of ACAs and BMPs used to treat runoff (if applicable). (Note that if there are ACAs in the MMP there must also be an Ag E&S Plan if the total disturbed area is greater than or equal to 5,000 square feet).
- Appropriate winter spreading fields (if applicable), including the manure application rate, percent crop residue, type of cover crop (if applicable) and individual field slopes.

The technical adequacy of the plan will not generally be evaluated as part of an Initial Inspection.

**NOTE** – An MMP that is considered by the inspector to be significantly deficient with respect to the items above will be treated as a violation of the regulatory requirement to have a written MMP. Where an MMP is incomplete but is not considered by the inspector to be significantly deficient, the inspector may use the Comments section of the Inspection Report to provide suggestions for improvement. The inspector is documenting whether or not the plan is complete in order to prioritize Follow-Up Inspections and/or technical assistance.

- c. MMP Developed By – Indicate whether the plan was developed by a certified planner, the owner or operator, or a public agency (e.g., CCD or NRCS). If the owner or operator developed the plan, check the appropriate box to indicate whether assistance from a certified planner or agency was provided (e.g., participated in a workshop run by a certified planner). Enter the name (individual, company or agency name) of the plan developer in the space provided. In addition, record the Date of the MMP as recorded in the plan.
- d. Inspected Acres Available for Manure – The acreage available for manure should only be the acreage on the inspected portion of the operation (e.g., if there is a satellite operation that is not contiguous to the inspected portion but is included in the MMP, the acreage of the satellite operation should not be included).
- e. Cropland acres covered by MMP – Identify the cropland/row crop acres that are covered by the Manure Management Plan. It may be less than or equal to the total acres available for manure. Note: This information is collected for reporting for credit in the Chesapeake Bay modeling tools.
- f. Total Acreage Covered by MMP – The total acreage covered by the MMP, if it covers more than the inspected acreage. In addition, check the appropriate box to indicate whether the Acres Available for Manure includes acres farmed on the Home Farm, Satellite Farm(s) and/or Rented Fields.
- g. Import / Export Status – Check the appropriate box(es) to indicate whether manure is exported from the Agricultural Operation or imported to the operation, or whether sewage sludge (“biosolids”) is imported. (If other material is imported, e.g., food processing wastes, record this information in the Comments section).
- h. Liquid Manure Storage Facilities – The inspector will ask the owner or operator whether there are any liquid manure storage facilities on-site. If yes, the inspector will ask the owner or operator the type of manure storage (e.g., earthen impoundment, lined impoundment, aboveground concrete, in-ground concrete, aboveground steel, underbarn concrete, etc.); the approximate storage capacity (if known), in million gallons (MG); and the year the storage was construction (if known by the owner or operator), and record this information on the Inspection Report. Note: With use of the Practice Keeper database, the capacity will be reported in thousand gallons.
- i. Manure Stacking, Outdoor Feed Storage, Process Wastewater (e.g., egg washwater, milkhouse wastewater, etc.), and AHUA(s) / ACA(s) – The inspector will ask the owner or operator whether any of these activities are done or wastewaters are produced or features are present on the

operation and check the appropriate box(es) on the Inspection Report. If there is process wastewater, please enter the type in the space provided.

- j. Does the Owner or Operator Indicate the MMP Is Being Implemented? The inspector should interview the owner or operator to determine whether the MMP is being implemented (if the plan is available), and record the answer on the Inspection Report. The inspector should discuss the importance of implementing the plan with the operator.
  - k. The inspector will interview the owner or operator to determine if: 1) manure application setbacks are being followed and 2) manure application records are being kept, and record the responses in the appropriate boxes (i.e., an un-checked box indicates the owner responds “No” to these questions). 3) If the operator indicates that manure application records are maintained, please ask to see the records, and complete **number 1.a** of the “Agricultural Operation Supplemental Information” form (See **number 9** in this Section).
3. Inspection Report – Completing Agricultural E&S Plan Section.

- a. (Are there) Plowing/Tilling or AHUA(s) of at Least 5,000 square feet (SF) On-Site? Check the appropriate box to indicate the owner or operator’s response to this question.

**NOTE** – In accordance with 25 Pa. Code § 102.1, no-till is considered an agricultural plowing or tilling activity.

- b. Does the Operation Have a Written Ag E&S Plan? The inspector will request to review a written copy of the Ag E&S Plan (or conservation plan) and check the appropriate box on the Inspection Report once the plan is produced. The inspector will also check the appropriate box to indicate whether the plan is (administratively) complete (see note below).

**NOTE** – If the owner or operator indicates that a requested plan exists but cannot be produced, the inspector will leave this section blank but will request that the plan be mailed or presented at the DEP or CCD office within 10 business days to the inspector so that the Inspection Report can be completed. If the owner or operator states that the plan was developed in whole or in part by NRCS and it is not available on-site, the inspector will request that the owner or operator complete an NRCS developed Voluntary Authorization for Release of Information form. The Inspection Report may be completed at the office following NRCS’ release of the plan for the inspector’s review.

**NOTE** – The inspector will briefly review the plan with the owner or operator to ensure the plan is administratively complete. An Ag E&S Plan is considered administratively complete if it includes or identifies:

- Maps of all fields (including Satellite Farms, if applicable) where plowing or tilling activities occur, showing surface waters and drainage patterns; field and property boundaries; buildings and farm structures; animal heavy use areas (if applicable); roads; existing and planned BMPs; and soil types.
- Calculations to demonstrate that erosion will be limited to the soil loss tolerance (T) over the planned crop rotation on those fields.
- For tilling on fields with less than 25% cover and within 100 feet of surface waters, additional BMPs to minimize accelerated erosion (if applicable).
- AHUAs and BMPs to reduce accelerated erosion (if applicable).
- Existing and proposed BMP descriptions, including AHUA practices and procedures, tillage systems, schedules and crop rotations.
- Provisions for operation and maintenance of BMPs.



- Implementation schedule (if not fully implemented at the time of inspection).
- Near stream cropland BMPs.

The technical adequacy of the plan will not generally be evaluated as part of an Initial Inspection.

**NOTE** – An Ag E&S Plan that is considered by the inspector to be significantly deficient with respect to the items above will be treated as a violation of the regulatory requirement to have a written Ag E&S Plan. Where an Ag E&S Plan is incomplete but is not considered by the inspector to be significantly deficient, the inspector may use the Comments section of the Inspection Report to provide suggestions for improvement and revision. The inspector is documenting whether or not the plan is complete in order to prioritize Follow-Up Inspections and/or technical assistance.

**NOTE** – A conservation plan may or may not fulfill all requirements for an Ag E&S Plan. For the purpose of this SOP, an Initial Inspection involves only documenting whether a written Ag E&S Plan or conservation plan containing the required elements of an Ag E&S Plan has been developed and is considered administratively complete. The inspector should discuss the importance of implementing the plan with the operator.

- c. Ag E&S Plan Developed By – Indicate whether the plan was developed by a consultant, the owner or operator, or a public agency (e.g., CCD or NRCS). If the owner or operator developed the plan, check the appropriate box to indicate whether assistance from a consultant or agency was provided. Enter the name (individual, company or agency name) of the plan developer in the space provided. In addition, record the Date of the Ag E&S Plan as recorded in the plan.
  - d. Inspected Acres Covered By Ag E&S Plan –Note the inspected acreage covered by the Ag E&S Plan. This information should be listed in the plan, if it exists, but if not then request this information from the owner or operator. If no plan has been developed for the operation, ask the owner/operator for the approximate number of acres that have acreage disturbed by Plowing, Tilling and/or AHUAs and record this.
  - e. Total Acreage Covered by Ag E&S Plan – The total acreage covered by the Ag E&S Plan, if it covers more than the inspected acreage. In addition, check the appropriate box to indicate whether the total acres covered by the Ag E&S Plan include the Home Farm, Satellite Farm, or Rented.
  - f. Does the Owner or Operator Indicate the Ag E&S Plan Is Being Implemented? The inspector will ask the owner or operator whether the Ag E&S Plan is being implemented (if the plan is available), and record the answer on the Inspection Report. The inspector should discuss the importance of implementing the plan with the operator.
4. Inspection Report – Completing Water Quality Section.

Initial Inspections do not include inspection of waste management systems, production areas, barnyards and other animal housing areas, or Best Management Practices (BMPs). However, as the inspector arrives at the operation, the inspector may observe pollution incidents or other water quality concerns. The inspector will check the appropriate box to indicate whether a Pollution Incident (e.g., manure, silage leachate or agricultural process wastewater is flowing into waters of the Commonwealth) was observed, Other Water Quality Concerns were observed, or no opportunity was available to assess water quality concerns (“Not Determined”). Once the Practice Keeper inspection module is available and being used by the inspecting agency, a fourth option, “None Found” will be available if the inspector indicates that a walkthrough of the entire outdoor portion of the operation was completed.

- a. If a CCD inspector observes a pollution incident during an Initial Inspection, the CCD inspector will, in order of priority:

- Call the DEP regional office point of contact or the DEP emergency response line if the owner or operator has not already notified DEP of the incident.
  - Recommend to the owner or operator immediate solutions to stop the continued release of pollutants to the affected water body.
  - Suggest to the owner or operator temporary and/or permanent corrective actions to clean up the area relevant to the pollution incident.
  - Document the incident in the Comments section of the Inspection Report (Water Quality section). Attach photographs of the incident to the Inspection Report.
  - Coordinate with DEP to identify any follow up actions applicable to the CCD and to determine if DEP needs additional information to support their efforts to take enforcement action relating to the pollution event.
- b. If a DEP inspector observes a pollution incident during an Initial Inspection, the DEP inspector will take action in accordance with existing emergency response procedures, including Follow-Up Inspection(s).
- c. Other water quality concerns generally involve the potential for pollution and may include, but are not limited to:
- Manure stacking adjacent to surface waters;
  - Animal heavy use areas adjacent to surface waters; and
  - Less than required freeboard in manure storage facilities.
  - Uncontrolled or excessive erosion and sedimentation.

Such concerns will be documented in the Comments section of the Inspection Report.

**NOTE** – CCDs may provide technical support and assistance to operations to resolve water quality concerns; CCDs will communicate their assistance efforts with DEP regional offices, which will allow DEP regional offices to evaluate the necessity of Follow-Up Inspections.

5. Inspection Report – Completing Violations Section.

- a. The inspector will check the box for 25 Pa. Code § 91.36(b) if an MMP is not produced and the owner or operator does not claim that it has been completed or if the MMP is considered to be significantly deficient. The inspector will also check the box for “Develop and submit MMP to inspector no later than \_\_\_ days from the date of this report” in the Recommended Corrective Action(s) field. The inspector will enter the number of days given for report submission in accordance with paragraph [V.C.11.b.ii](#).
- b. The inspector will check the box for 25 Pa. Code § 102.4(a) if an Ag E&S Plan is not produced and the owner or operator does not claim that it has been completed or if the Ag E&S Plan is considered to be significantly deficient. The inspector will also check the box for “Develop and submit Ag E&S Plan to inspector no later than \_\_\_ days from the date of this report” in the Recommended Corrective Action(s) field. The inspector will enter the number of days given for report submission in accordance with paragraph [V.C.11.b.ii](#).
- c. If a pollution incident is observed by a DEP inspector, the DEP inspector will check the box for “Other” and enter an appropriate citation of the Pennsylvania Clean Streams Law or an applicable

regulation, and enter the recommended corrective action in the appropriate field of the Inspection Report.

6. Inspection Report – Comments Sections.

Use the spaces provided to record information that would be beneficial to the inspector or other inspectors for future inspections and to document any observed water quality concerns and corrective actions taken or recommended during the inspection.

7. Inspection Report - Authorization Form Checkbox

Check the box to indicate whether the owner or operator has completed an NRCS Voluntary Authorization for Release of Information form, if the owner or operator has indicated that the required plan(s) are on file at NRCS and not available at the operation. Upon returning to the office, the inspector will make a copy of the form and keep it on file (hard copy or electronic). The original form will be transmitted to the appropriate NRCS office to request a copy of the plan(s).

8. Inspection Report – Completing Interviewer and Interviewee Section.

- a. Person Interviewed – Enter the name of the person interviewed; the person’s cell phone number and other (e.g., business) phone number (if applicable); the name of the organization that the person is employed with (if applicable); the person’s title (e.g., Owner, Operator, or other title held in organization); and the person’s email address (if applicable).
- b. Inspector – Enter the name of the (lead) inspector of the operation; the inspector’s cell phone number and other (e.g., business) phone number (if applicable); the name of the organization that the inspector is employed with; the inspector’s title with the organization; and the date the Inspection Report is provided to the person interviewed (see paragraph [V.C.11](#), below). This section will be completed (except for “Date Report Provided to Operation”) even when an inspection is not conducted due to owner or operator refusal to participate.

**NOTE** – A signature is not required from the person interviewed; however, the inspector may request a signature on the Inspection Report if the inspector is completing the report on paper and would like to confirm that the person interviewed is aware of a violation and the recommended corrective action(s). In such cases the inspector will explain to the person that the signature attests to the person’s receipt of the report.

9. Supplemental Report (Agricultural Operation Supplemental Information)

Note: one form may be used for multiple operations under the same owner/operator, i.e., multiple inspections.

a. Non-Cost Share BMPs

The inspector will ask the owner or operator whether the operation has implemented any BMPs without funding from a government agency. The purpose of this question is to document BMPs installed on the operation for possible inclusion in the Bay Model with verification during inspection, or for follow-up verification when it is not feasible to verify at the time of inspection. Check the appropriate box(es) for Non-Cost Share BMPs reported by the owner or operator and provide additional information on these BMPs if available. Verification of BMPs reported by the owner or operator will not generally be done as part of Initial Inspections. However, if the inspector and the owner/operator are willing, the BMPs can be verified via the method noted on the supplemental report form, and the box checked that the BMP was verified. The data collected in this effort will be used in order to support Pennsylvania’s reporting of BMPs to EPA.

Of particular note in the supplemental form:

Item 1a: If the operation has an administratively complete MMP and indicates that manure application records are being kept, the inspector will request to see the records. In order to obtain credit for Manure Management Plan implementation, the land application records must be reviewed by the inspector. The inspector will document if the applied rates are less than or equal to the planned rates. The inspector may ask the farmer about other related practices (i.e. the plan is written and implemented to crop phosphorus removal; application rates are adjusted due to use of nitrogen tests such as the PSNT- Pre-sidedress Nitrate Test or CSNT- Corn Stalk Nitrogen Testing, etc.) and document the acres that are implemented.

Item 2: If the owner/operator is cooperative and has time to discuss the operation's cover cropping, this acreage is useful in documenting Pennsylvania's progress towards improving nutrient and sediment reduction.

b. Supplemental Report – Animals

An area to do an estimated AEU/CAO calculation is available for the inspector's use in completing the AEU estimate on the inspection form.

10. Photographs

In general, photographs will not be taken of the operation unless water quality concerns are observed or there is a pollution incident. If photographs are taken, they will be attached to the Inspection Report to document site conditions.

11. Actions Upon Completing the Inspection.

- a. If no violations are noted during the inspection, the inspector will provide a copy of the Inspection Report to the person interviewed. If providing a physical copy of the report is not possible upon concluding the inspection, the inspector will mail or email a copy of the report to the person interviewed within 10 business days following the inspection. Copies of partially completed inspection reports will also be sent to those operators who have refused participation in the inspection, or were not available on site when the farm was visited by the inspector. Files that are emailed to operations will be in PDF format. A follow-up letter documenting the results of the initial inspection may be provided to the person interviewed as a cover letter to the inspection report (if the inspection report is mailed) or as a stand-alone letter. A sample template is provided in Attachment D (Sample Letter 1d - Inspection Follow-up – Compliance at Initial Inspection).
- b. If violations are noted during the inspection, the inspector will:
  - i. Provide a copy of the Inspection Report to the person interviewed upon concluding the inspection, if possible.
  - ii. Provide instruction on the requested corrective action(s) prior to leaving the operation. For plans that are not available and the owner or operator does not claim that the plans have been completed, 90 calendar days will generally be provided for the owner or operator to develop and submit to the inspector the necessary plans. The inspector may, for extenuating circumstances, increase the timeframe for submission to a greater number of days, either during the inspection or through follow-up correspondence, but generally will not authorize more than calendar 180 days.
  - iii. Mail or email a copy of the report to the person interviewed within 10 business days following the inspection along with a cover letter documenting the results of the inspection and the steps requested to come into compliance. Files emailed to operations will be in PDF format. A sample template is provided in Attachment D (Sample Letter 1c. Inspection

Follow-up –Non-compliance) This sample letter is geared toward plan violations, not water quality violations.

- c. Complete data management activities in accordance with [Section VIII](#).
- d. If applicable, make a referral for follow-up measures by DEP.

## VI. Procedures for Follow-Up Activities.

### A. CCDs.

1. When the owner/operator submits a written MMP and/or Ag E&S Plan for the agricultural operation by the provided deadline, the CCD shall verify the plan(s) are administratively complete. If the plans are administratively complete, the CCD shall send a letter to the owner/operator documenting that the operation has a plan that is administratively complete, and that this is the first step toward compliance with the agricultural planning requirements. The letter should remind the operator that the Department or District may further evaluate the plan(s) for technical completeness and implementation at a later time, therefore it is important that the operator also comply with all technical requirements in 25 Pa. Code 91.36(b) and 25 Pa. Code 102.4(a), and implement the plans accordingly. Template letter 1e (Inspection Follow-up – Compliance upon Corrective Action(s)) in Attachment D may be used for this purpose.
2. Where an owner or operator fails to submit a copy of the written MMP and/or Ag E&S Plan for the Agricultural Operation by the deadline provided by the inspector, CCD inspectors will complete one or more of the following activities within 15 business days before the deadline provided for submission of plan(s) to inquire about the status of plan development: 1) revisit the operation; 2) call the owner or operator; and/or 3) transmit a letter or email to the owner or operator.
  - a. If the CCD inspector believes that plan(s) are under development but there are delays outside the control of the owner or operator, the CCD inspector may extend the deadline by up to an additional 90 calendar days. The following steps should be taken for operations given extensions:
    - i. A letter documenting the results of the follow-up activities including the extended due date for the plan(s) will be provided to the person interviewed. A sample template, provided by DEP, may be used (Sample Letter 1f - Inspection Follow-up – Non-compliance Extension, Attachment D).
    - ii. If plans have not been submitted by 15 business days before the extended due date, a final notice documenting the chronology of events and notifying the person interviewed of impending DEP referral will be provided to the person interviewed. A sample template, provided by DEP, may be used (Sample Letter 1g - Inspection Follow-up – Non-compliance Final Notice, Attachment D).
    - iii. If the plan(s) are not submitted to the CCD inspector by the extended deadline, the CCD inspector will make a referral to the DEP regional office and DEP BCW points of contact for follow-up compliance assurance using the “Agricultural Operation Referral Form” (see Attachment E). The DEP BCW email address that should be used for submitting referrals is: RA-EPAGINSPECTION@pa.gov.
  - b. If the CCD inspector believes that reasonable efforts have not been made to develop the necessary plan(s), the following steps should be taken:

- c. Issue a final notice documenting the chronology of events and notifying the person interviewed of impending DEP referral within 15 business days before the deadline. A sample template, provided by DEP, may be used (Sample Letter 1g - Inspection Follow-up – Non-compliance Final Notice, Attachment D).
- d. If the plan(s) are not submitted to the CCD inspector by the deadline, the CCD inspector will make a referral to the DEP regional office and DEP BCW points of contact for follow-up compliance assurance using the “Agricultural Operation Referral Form” (see Attachment E). The DEP BCW email address that should be used for submitting referrals is: RA-EPAGINSPECTION@pa.gov.

## B. DEP.

1. When the owner/operator submits a written MMP and/or Ag E&S Plan for the agricultural operation by the provided deadline, DEP shall verify the plan(s) are administratively complete. If the plans are administratively complete, the DEP shall send a letter to the owner/operator documenting that the operation has a plan that is administratively complete, and that this is the first step toward compliance with the agricultural planning requirements. The letter should remind the operator that the Department or District may further evaluate the plan(s) for completeness and implementation at a later time, therefore it is important that the operator also comply with all technical planning requirements in 25 Pa. Code 91.36(b) and 25 Pa. Code 102.4(a), and implement the plans accordingly. Template letter 1e (Inspection Follow-up – Compliance upon Corrective Action(s)) in Attachment D may be used for this purpose.
2. Where an owner or operator fails to submit a copy of the written MMP and/or Ag E&S Plan for the Agricultural Operation by the deadline provided by the inspector, DEP inspectors will implement the measures in [paragraph VI.A](#), above, and determine the need for Follow-Up Inspection(s). If a Follow-Up Inspection is completed and documented on the appropriate Inspection Report, the DEP regional office will receive credit for the inspection.
3. A Follow-Up Inspection by DEP is necessary after an Initial Inspection of an Agricultural Operation when a pollution incident is observed. Follow-Up Inspections for pollution incidents should occur within 30 business days following a DEP or CCD Initial Inspection that documented the pollution incident. Follow-Up Inspections may also be conducted by DEP where other water quality concerns are observed for potential pollution. DEP regional offices will use their discretion in determining when or if such Follow-Up Inspections will occur.

**NOTE** – CCDs may provide technical support and assistance to operations to resolve water quality concerns; CCDs will communicate their assistance efforts with DEP regional offices, which will allow DEP regional offices to evaluate the necessity of Follow-Up Inspections.

4. DEP regional offices may also conduct Follow-Up Inspections to verify implementation of MMPs, Ag E&S Plans and operation-specific BMPs. (This type of Follow-Up Inspection is not considered a priority at this time, although DEP regional offices have discretion to conduct this type of Follow-Up Inspection).

**Figure 2** provides an illustration of the inspection activities that may be performed for “full credit” under this SOP and those that are not considered inspections under this SOP.

## VII. Procedures for Follow-Up Enforcement.

### A. Enforcement for Water Quality Violations.

DEP regional offices will pursue enforcement of water quality violations at Agricultural Operations in a manner consistent with existing policies and procedures. All enforcement actions will be based upon CCD and/or DEP observations.

**NOTE** – DEP may initiate its own independent investigation on any property in accordance with Commonwealth legal authority.

### B. Enforcement for Other Violations.

1. DEP BCW will issue Notices of Violation (NOVs), via Certified Mail, to all owners or operators referred by DEP regional offices and CCDs for the reasons identified in paragraphs V.B.3.b.iii and V.B.3.c. (refusal to participate), VI.A and VI.B.1 (failure to submit required plans). DEP BCW will issue NOVs within 30 business days of the receipt of the referral. A copy of each NOV will be transmitted to the DEP regional office point of contact and CCD manager of a participating CCD. DEP regional offices may elect to perform this function at their discretion.
2. Additional follow-up will be handled by DEP BCW or Regional Offices in accordance with existing policies and procedures

Summaries of CCD and DEP inspection and enforcement responsibilities covered in [sections V, VI and VII](#) are presented in [Figures 3 and 4](#), respectively.

## VIII. Data and Record Management.

### A. Operations with Required Plans.

1. If the DEP regional office or CCD has previously documented the existence of both an MMP/NMP and Ag E&S Plan (or conservation plan) at an Agricultural Operation, an Initial Inspection will not be conducted; DEP may, however, elect to conduct Follow-Up Inspection(s).
2. By July 1, 2017, DEP regional offices and CCDs will submit lists to DEP BCW of Agricultural Operations that will not receive an Initial Inspection because of documented compliance with written plan requirements.

### B. Inspection Reports.

1. Inspectors will transmit copies of Inspection Reports to owners and operators within 10 business days of the site visit, including instances when an inspection was not fully completed due to owner or operator refusal, unavailability or biosecurity issues.
2. Inspectors (or administrative staff) will scan or save all completed Inspection Reports (including those partially completed for access refusal or biosecurity reasons) to PDF format and retain all Inspection Report files on a secure network that can be accessed on demand and upon request from any of the organizations identified in [Section I](#).
3. A physical copy of all Inspection Reports, including attachments such as photographs, as applicable, may be retained by DEP regional offices and CCDs at their respective offices.
4. The inspector (or administrative staff) will input the data elements of the Inspection Report into the Excel spreadsheet named *Bay Agricultural Inspection Log* within 10 business days of a complete initial

inspection, unavailability of an owner or operator to conduct an inspection, non-completion of an inspection due to biosecurity, and refusal to participate in an inspection.

In addition to the data elements of the Inspection Report, the *Bay Agricultural Inspection Log* will be used to track deadlines and the receipt of required plans. For example, if an operation did not have an Ag E&S Plan and 90 calendar days was provided to submit the Plan, the inspector will record the data elements of the initial inspection within 10 business days of the inspection, and update that inspection record in the spreadsheet once the plan is received.

**NOTE** – The spreadsheet is a temporary solution for data management until such time that a web-based application is available for the entry of inspection data elements.

C. CCD Quarterly Reports.

1. Until the inspection module of Practice Keeper is in use by the CCD, the CCD will transmit its *Bay Agricultural Inspection Log* file via email to all points of contact for DEP (regional offices and BCW) on a quarterly basis to demonstrate progress in achieving objectives. The log is due by October 15, January 15, April 15, and July 15 (or the first business day thereafter) for reporting periods of July 1 – September 30, October 1 – December 31, January 1 – March 31, and April 1 – June 30, respectively.
2. Once the inspection module of Practice Keeper is in use by the CCD, an inspection report from Practice Keeper will be submitted by the CCD in lieu of the log. A report is due by October 15, January 15, April 15, and July 15 (or the first business day thereafter) for reporting periods of July 1 – September 30, October 1 – December 31, January 1 – March 31, and April 1 – June 30, respectively.
3. Each CCD will show reasonable quarterly progress in conducting the required number of inspections, unless the entire quota of inspections has been completed for the year (for example, the CCDs cannot hold off until the final quarter to do the vast majority of their inspections).

**NOTE** – DEP may be able to pull the report from Practice Keeper in No. 2, above, and will notify CCDs if DEP will start pulling the reports.

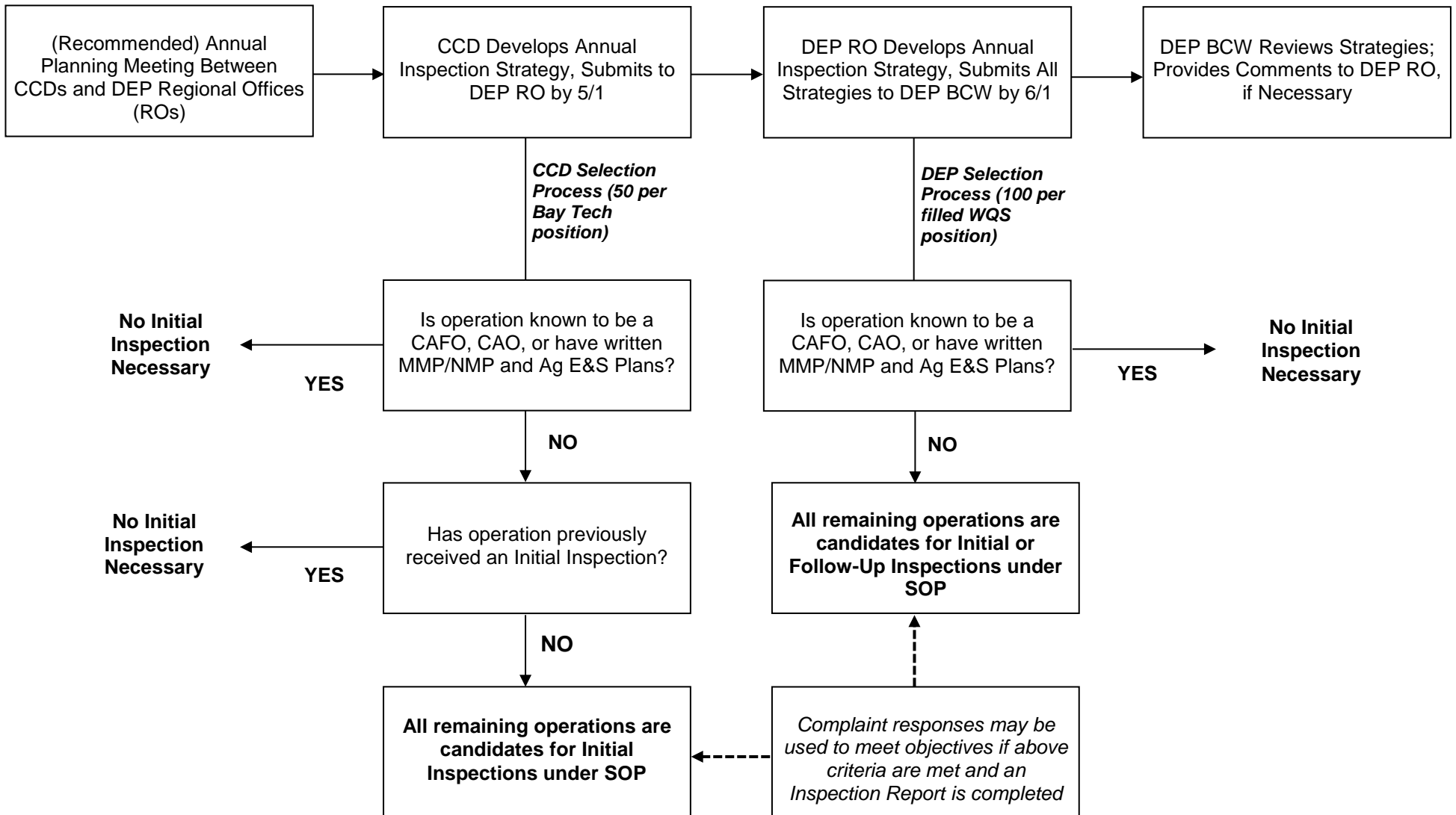
D. DEP Regional Office Annual Reports.

DEP regional offices will submit to DEP BCW points of contact a quarterly report consisting of one *Bay Agricultural Inspection Log* file that incorporates all DEP regional office inspections. DEP BCW will compile the information into one file for the Chesapeake Bay watershed. The log is due by October 15, January 15, April 15, and July 15 (or the first business day thereafter) for reporting periods of July 1 – September 30, October 1 – December 31, January 1 – March 31, and April 1 – June 30, respectively.

**NOTE** – This reporting requirement will be unnecessary when Practice Keeper is in place and being used to input the data from DEP inspections.



Figure 1: Planning and Selection of Agricultural Operations for Inspection



**Figure 2: Inspection Activity Credit**

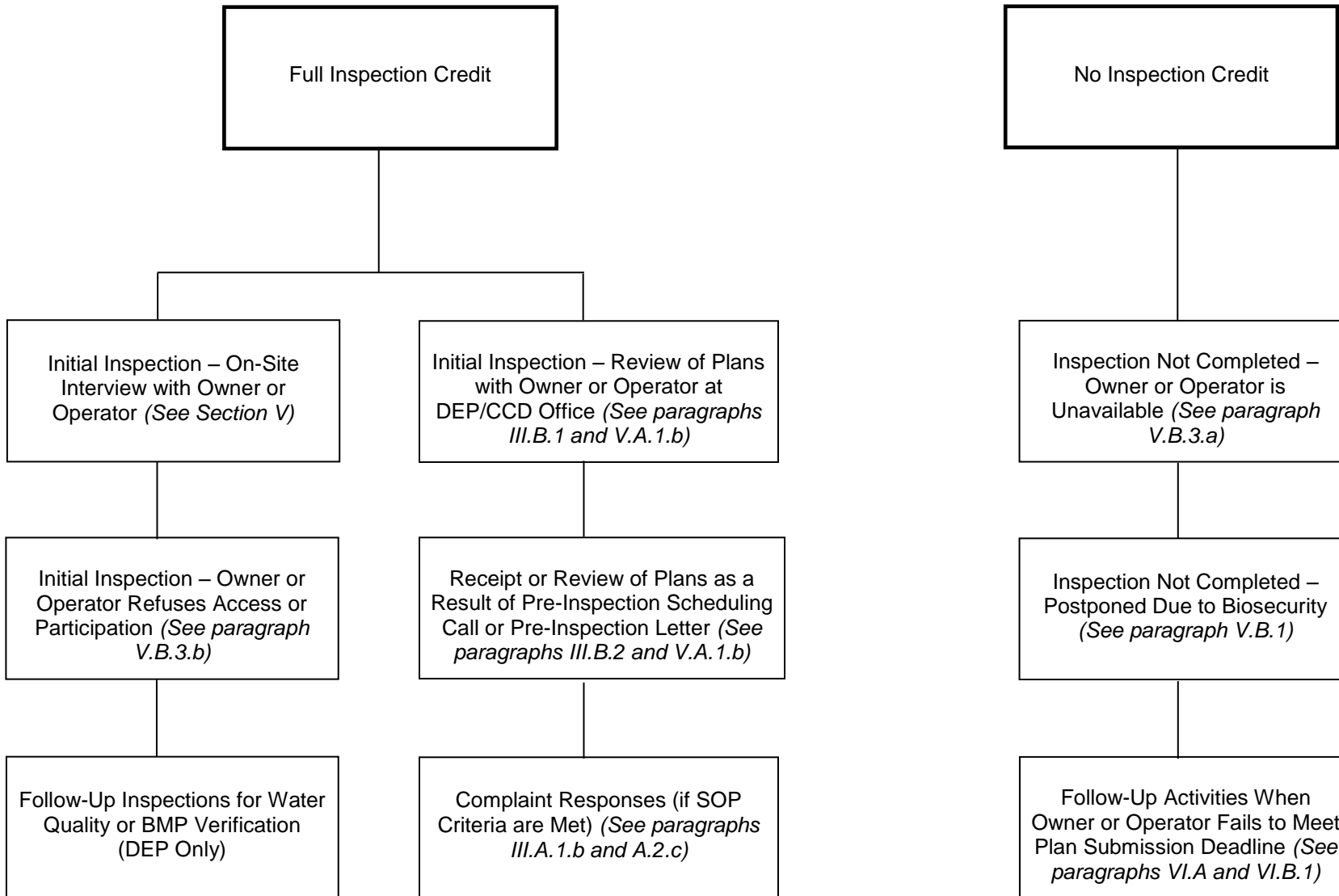


Figure 3: CCD Decision Flow Chart for Initial Inspections

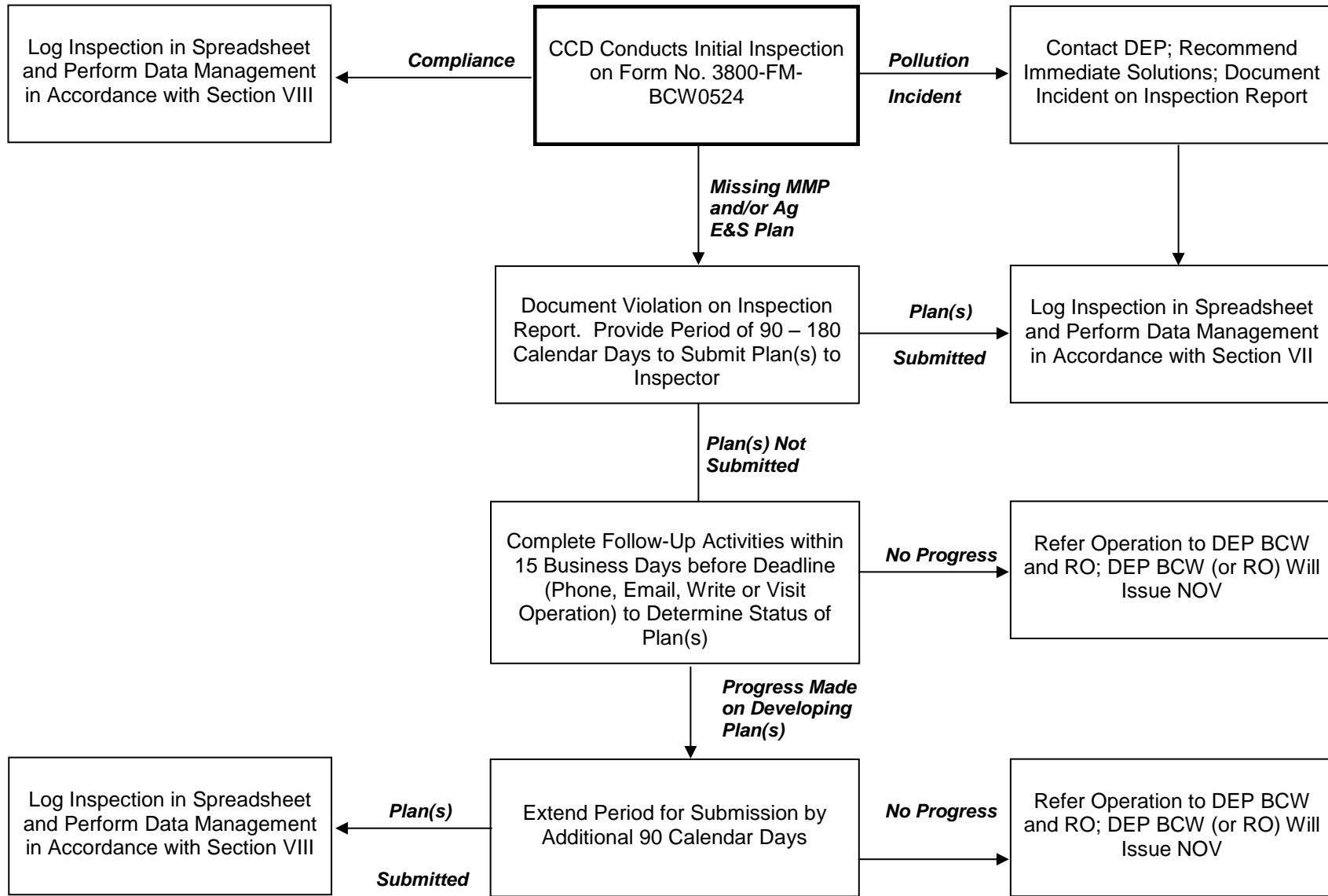
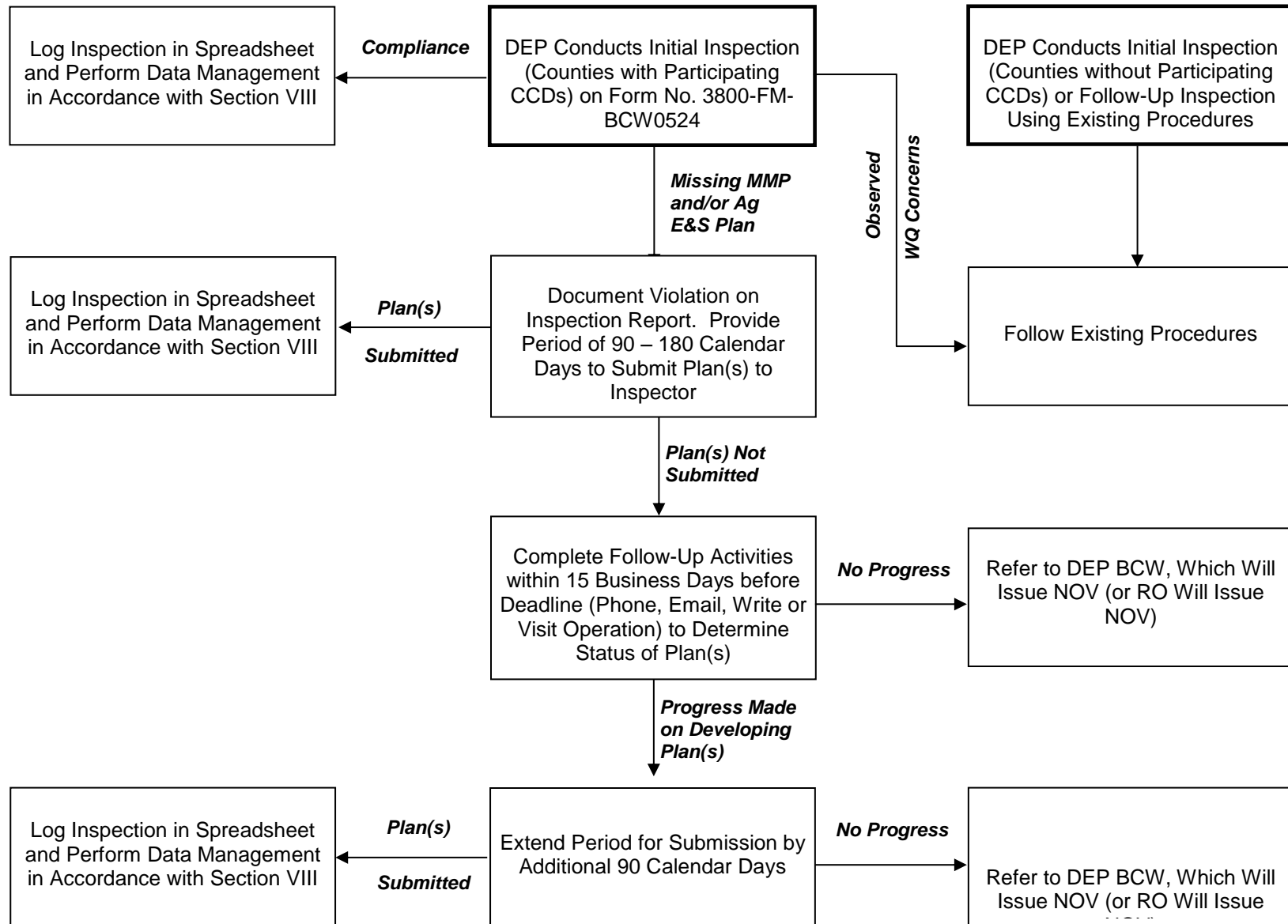


Figure 4: DEP Decision Flow Chart for Inspections



## SOP – Chesapeake Bay Agricultural Inspection Program Proposed Revisions 6/1/17

### Attachment A – Definitions of Terms in SOP

**Animal Concentration Areas (ACAs)** – Barnyards, feedlots, loafing areas, exercise lots or other similar animal confinement areas that will not maintain a growing crop, or where deposited manure nitrogen is in excess of crop needs. The term excludes areas managed as pastures or other cropland. The term excludes pasture access ways, if they do not cause direct flow of nutrients to surface water or groundwater.

**Agricultural Erosion and Sediment Control (Ag E&S) Plan** – A plan for controlling erosion from plowing/tilling activities and AHUAs written in compliance with 25 Pa. Code § 102.4(a).

**Agricultural Operation (Farm)** – An operation as defined in 3 Pa. C.S. § 503, that is 1) not known to be a Concentrated Animal Feeding Operation (CAFO), as defined in 25 Pa. Code § 92a.2; 2) is not known to be Concentrated Animal Operation (CAO), as defined in 25 Pa. Code § 83.201; and 3) is located within the Chesapeake Bay watershed. An Agricultural Operation includes all lands (tracts or parcels) that are contiguous and are under the same ownership or management control. An Agricultural Operation includes contiguous rented acres that are used for the operation.

**Animal Heavy Use Area (AHUA)** – Barnyard, feedlot, loafing area, exercise lot, or other similar area on an Agricultural Operation where due to the concentration of animals it is not possible to establish and maintain vegetative cover of a density capable of minimizing accelerated erosion and sedimentation by usual planting methods. The term does not include entrances, pathways and walkways between areas where animals are housed or kept in concentration.

**Best Management Practices (BMPs)** – Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce pollutant loading to surface waters of this Commonwealth. The term includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage. The term includes activities, facilities, measures, planning or procedures used to minimize accelerated erosion and sedimentation and manage stormwater to protect, maintain, reclaim, and restore the quality of waters and the existing and designated uses of waters within this Commonwealth before, during and after earth disturbance activities.

**Cornstalk Nitrate Test (CSNT)** – Cornstalk samples are done late in the season, normally late August to late October, in order to assess whether the crop had enough nitrogen during the season, in order to make future decision regarding nitrogen nutrient management.

**Cropland** - Includes row crops and closely sown crops; hay, as part of a rotation, and silage crops; tree fruits, small fruits, berries, and tree nuts; vegetables and melons; and miscellaneous other minor crops. For the purposes of this SOP, permanent hay and pasture are not included in this definition.

**Follow-Up Inspection** – An inspection conducted by DEP that occurs after an Initial Inspection, in which DEP's Agricultural Operation Inspection Report (3800-FM-BCW0523) is completed. This term also includes inspections conducted by DEP at Agricultural Operations with an existing compliance history, regardless of whether or not the inspector is aware of the existence of written Ag E&S Plans and/or MMPs.

**Home Farm** – The primary Agricultural Operation as considered by the owner or operator of the operation; the term does not include Satellite Farm(s). A Home Farm includes contiguous rented acres that are used for the operation.

**Illinois Soil Nitrogen Testing (ISNT)** – Laboratory soil nitrogen test which estimates the readily mineralizable soil organic nitrogen, which determines the soil nitrogen supply potential for corn availability.

**Initial Inspection** – The first inspection of an Agricultural Operation on or after July 1, 2016 in which the inspector is not aware of the existence of a written Ag E&S Plan and/or an MMP for an Agricultural Operation and in which an Inspection Report is completed.

**Inspection Report** – A DEP report template that is completed by participating CCDs and DEP and is used to document information about an Agricultural Operation. The Initial Inspection Report for Agricultural Operations (3800-FM-BCW0524) is used by CCDs and DEP for documenting initial inspections as described in paragraph V.C

of the SOP. DEP may also elect to use the Agricultural Operation Inspection Report (3800-FM-BCW0523) for initial inspections when an Agricultural Operation is located in a county whose CCD is not participating.

**Manure Management Plan (MMP)** – A plan written for managing and applying manure in compliance with 25 Pa. Code § 91.36(b).

**Non-Cost Share BMPs** – BMPs that have been implemented at an Agricultural Operation without the use of government funding.

**Pre-Sidedress Nitrate Test for Corn (PSNT)** – Laboratory soil nitrogen test that is designed to assist in making agronomically and environmentally sound nitrogen recommendations for corn.

**Satellite Farm** – An Agricultural Operation that is not contiguous to a Home Farm, but is under the same ownership or management control. A Satellite Farm includes contiguous rented acres that are used for the operation.

**SOP – Chesapeake Bay Agricultural Inspection Program Proposed Revisions 6/1/17**

**Attachment B – Chesapeake Bay County Codes**

<u>County</u>	<u>Code</u>	<u>County</u>	<u>Code</u>	<u>County</u>	<u>Code</u>
Adams	01	Dauphin	22	Northumberland	49
Bedford	05	Franklin	28	Perry	50
Berks	06	Fulton	29	Potter	53
Blair	07	Huntingdon	31	Schuylkill	54
Bradford	08	Juniata	34	Snyder	55
Cambria	11	Lackawanna	35	Somerset	56
Cameron	12	Lancaster	36	Sullivan	57
Centre	14	Lebanon	38	Susquehanna	58
Chester	15	Luzerne	40	Tioga	59
Clearfield	17	Lycoming	41	Union	60
Clinton	18	Mifflin	44	Wyoming	66
Columbia	19	Montour	47	York	67
Cumberland	21				

**Attachment C – DEP Routine Biosecurity Protocol**

This protocol is established, for the purpose of this SOP, for situations where an Agricultural Operation does not have a site-specific biosecurity protocol, is not designated as an Agricultural Biosecurity Area, and an Animal Disease Outbreak Situation is not occurring.

1. If possible, contact the operation owner or manager before arriving on site to determine what biosecurity protocol is used at that operation and follow that protocol if it meets or exceeds DEP's. Unannounced inspections are permitted, especially if the inspector knows the biosecurity protocol at the operation, but the inspector should make every effort to contact the operator or person in charge upon arrival.
2. Park in a clean area away from the livestock and poultry, livestock and poultry handling areas, and feed storage and do not drive through manure, run-off, or animal concentration areas. If vehicle travel around the operation is necessary, try to use on-facility vehicles.
3. Wash and sanitize your hands.
4. Put on clean, waterproof, disposable boot covers or rubber boots that can be disinfected. Some facilities may not require this, but it is recommended that the boots or boot covers be worn. Plastic boot covers should only be used for short visits.
5. Clean clothing, coveralls, or disposable coveralls should be worn.
6. Unless absolutely necessary, do not enter the animal housing or feeding areas. If inspecting livestock or poultry areas, start with young stock and move to older animals. Avoid walking through manure or feed. Avoid sick animals.
7. If taking samples, wear disposable gloves and bag after using. Disinfect equipment before and after use. Wash and sanitize your hands.
8. Once back at the vehicle, remove and bag boot covers or clean and disinfect rubber boots with a commercial phenol or peroxygen based disinfectant. Properly dispose of disposable coveralls if used. If reusable coveralls were used, remove and separately bag them. Wash coveralls before using them again.
9. Wash and sanitize your hands.
10. If inspecting livestock or poultry facilities, do not visit more than one operation with the same animal type per day (unless the inspection occurs in a producer identified "clean area" and will not include production areas, manure storage facilities and related site features). If visiting more than one operation, tell the operator that you've been to another farm before you arrive at the operation (via phone if possible) and before you begin the inspection. Farm visits are not limited to one operation a day if the facility does not have livestock or poultry.
11. Dispose of boot covers, paper towels, etc. at the facility if possible, or at the end of the day at your office's refuse disposal.

**Other Guidelines and Considerations**

Staff taking employees or interns, who are not familiar with this biosecurity policy, to a livestock or poultry operation will advise them of all appropriate biosecurity measures needed for the visit and ensure that the protocols are followed.

On a case by case basis, operations with multiple facilities under the same management with the same livestock or poultry type may be visited on the same day with the owner/operator's permission.



Rubber boots should be cleaned of all debris, especially manure, before disinfecting. Boots with minimal tread are easier to clean.

If the vehicle comes in contact with manure, run-off, other possible animal contaminated fluids, take it to a car wash before visiting another livestock operation.

**Guidelines for Animal Disease Outbreak Situations**

The following is meant to give a sense of heightened biosecurity procedures that may be required in an Outbreak Situation. In these situations, the Pennsylvania Department of Agriculture will develop specific guidance for industry participants and visitors.

**Traffic Flow**

- Vehicles may be required to be parked off-premises.
- Vehicles that enter premises may be required to be cleaned and disinfected before exiting premises.
- Vehicles may be required to be washed after leaving premises.
- Visiting multiple operations the same day may be prohibited (this may apply to both people and vehicles).

**Disinfection**

- Use of specific disinfectants and procedures may be required depending on the nature of the disease outbreak. Certain disease pathogens are time-sensitive and disinfection protocols may include the passage of time.

**Protective Clothing**

- Non-porous disposable coveralls, gloves, hair caps, face shields, respirators, etc. could all be required depending on the nature of the disease outbreak.

**Equipment**

- Equipment may be quarantined and confined to the operation where it was used for a period of time depending on the nature of the disease outbreak.

**Attachment D – Template Letters**

**Attachment E – Agricultural Operation Referral Form**

SOP – Chesapeake Bay Agricultural Inspection Program Proposed Revisions 6/1/17

Version History

<b>Date</b>	<b>Version</b>	<b>Revision Reason</b>
5/27/2016	1.0	Original
6/1/2017	1.1	Update for FY 2017-18