

	SUBJECT:	Standard Operating Procedure
	Nutrient Management Plan Development	Revision Date: February 1, 2014
		Approved by: <hr/> <i>Jason Widstrom, P.E.</i>

NUTRIENT MANAGEMENT PLAN DEVELOPMENT AND TRACKING

OBJECTIVE

It is the goal and intent of the City of Falls Church to implement Nutrient Management Plans (NMPs) on the facilities under its control for the purposes of compliance with applicable components of the City’s MS4 Program Plan.

RESPONSIBILITY

The City of Falls Church staff that coordinates, executes, and tracks the status of certified Nutrient Management Plans are responsible for executing the activities in this standard operating procedure, and coordinating with the Department of Public Works.

PROCEDURE

- The City of Falls Church Department of Public Works (DPW) will provide appropriate City staff with this SOP and the relevant tracking. Appropriate City staff is those licensed as Certified Nutrient Management Planners with the Virginia Department of Conservation and Recreation (DCR). Should the City not have a staff member that meets this designation, protocols have been written into this procedure such that city staff may coordinate with outside parties for the purposes of plan development. In this case, appropriate City staff are those involved with nutrient and habitat management activities that may assist the City to comply with Virginia’s stormwater management regulations and the City’s MS4 permit. Quarterly reviews of NMP plan tracking may also be performed by the latter.
- Certified Nutrient Management Plans shall be provided for all identified acres within all lands owned or operated by the City where nutrients are applied to a contiguous area greater than one acre. For the purposes of compliance, facilities that provide little regular nutrient inputs but may require some occasional landscape bed or turfgrass fertilizer for establishment. Practices such as seasonal over-seeding, shall be included in this definition. The City’s certified NMPs shall be implemented on the following schedule at minimum:
 - Within 24 months of permit coverage (by July 1st, 2015): Coverage of not less than 15% of all identified acres.
 - Within 36 months of permit coverage (by July 1st, 2016): Coverage of not less than 40% of all identified acres.
 - Within 48 months of permit coverage (by July 1st, 2017): Coverage of not less than 75% of all identified acres.
 - Within 60 months of permit coverage (by July 1st, 2018): Coverage of not less than 100% of all identified acres.

- There shall be no failure to meet these measurable goals for any two consecutive years.
- Sites greater than one acre under City control have been preliminarily identified. City staff shall provide quarterly review to determine if any new facilities should be added to the list for any reason, including changes in facility practices, knowledge of new facilities, or acquisition of property.
- On a quarterly basis, City staff shall review and update the City Facilities – Nutrient Management Plan Development Quarterly Review Log. At this time, an Activity Log – Quarterly Review Report shall be completed. One report should be completed at each quarterly review. The intent of the review is to track and determine needs for certified NMP preparation (both new and updates) within the upcoming year and beyond to remain in compliance with respective timelines and long-term continuous compliance.
- Quarterly Activity Log Reports (electronic pdfs) should be submitted via email at the end of each period to the City of Falls Church DPW point of contact (POC). The primary POC for this SOP is administrative staff (Joanna Grey); DPW Director or designee (Jason Widstrom, P.E.) should also be copied on communications. Any supporting materials (i.e. updated tracking sheets, notes, or new/updated copies of Certified Nutrient Management Plans) should be submitted along with the Activity Log Report at the same time (hyperlinks to a server folder locations are preferred). Electronic formats are preferred, pdf file formats and scanned hard copies.
- Staff that will be engaging in the quarterly review and tracking of certified NMPs or in certified NMP preparation should add a regularly recurring appointment to their Outlook calendar on the last day of each quarter as a reminder to submit their Activity Log Reports.
- For consistency, the subject line of all emails associated with this SOP should include in the title: “ACTIVITY LOG REPORT: Certified Nutrient Management Plan Development”. This will also help DPW Administrative staff to sort through emails if necessary.
- The DPW POC will keep a list of appropriate City staff that may be involved in certified NMP review, tracking, or preparation and verify that quarterly activity reports have been submitted. Per this SOP, quarterly review and reporting internally is required. During the first week of each quarter, the received Activity Log Reports will be used by the POC to determine if any additional actions (i.e. internal plan updates, engagement of external services for the same, etc.) are needed. If action is required the POC shall recommend to the DPW Director or designee that the appropriate actions be taken.
- All files should be located on the City’s server (not computer desktop) for common access and to better ensure that files are backed up regularly through City protocols. Additional backup copies to one’s desktop is recommended for additional security, but not required.
- Any requested changes or guidance regarding the purpose and use of the Activity Log Report should be directed to the Department of Public Works POC, or the contact at the bottom of each Activity Log report.
- In the event the City does not have a Certified Nutrient Management Planner on staff or the on staff Certified Nutrient Management Planner is unable to perform those specific duties, City staff

may coordinate internally to acquire the external services required to perform this function. The procurement of these services shall follow all City requirements.

- As a need for new or updated certified NMPs is identified, the plans shall be drafted by a Nutrient Management Planner certified by the Virginia Department of Conservation and Recreation (DCR). The plans shall follow all applicable rules and regulations, conforming to the latest version of the *Virginia Nutrient Management Standards and Criteria*.
- As new facilities are acquired and/or identified within the Falls Church ownership and/or maintenance system, they shall be added to the NMP facilities list, and provided with certified NMPs accordingly.
- Additionally during review, City staff should note if based on their knowledge any opportunities exist at any specific facility to advance MS4 compliance initiatives, particularly with regard to public education efforts.

ACTIVITY LOGS, PLAN COMPLETION, AND TRACKING

- There is one (1) Activity Log Report Form and one (1) City Facilities -- Nutrient Management Plan Development Tracking Tool. Blank copies are attached to this SOP. If you are unsure of any particular aspect of the form, please inquire with the DPW POC.
 - Each Activity Log has a standard header for information pertaining to the individual who is using the form. This information includes the date the form is being filled out, the individuals first and last name, as well as the status of the activity.
 - Complete – The activity that is the subject of the form has been completed.
 - On-going (Explain below) – The activity is in process, but may be delayed due to an unforeseen issue, etc.
 - Other (Explain below) – To the best of the individual's ability, explain the status of the activity if no immediate action or progress has been taken, providing any additional concerns or actions needed for the long-term execution of the task.
- Some of the Activity Log response items require numeric entries, some require notation of particular facilities, and some are Yes or No (denoted by Y/N?) for questions that are more qualitative, in nature.
- Some fields may not be applicable, and should be either explained or marked "N/A."
- It is important that all associated material with the activity be submitted with the Activity Log (hyperlinks to locations on server or otherwise is acceptable). Associated material may be requested in the form, but the individual needs to ensure all other relevant material is provided.
- The Activity Log should be sent to the Administrator as indicated at the bottom of the form per SOP procedures.
- Copies of all Activity Log Reports and Tracking Tool sheets are included at the end of this SOP. Electronic copies or photocopies of the blank forms should be made prior to use.
- When a new facility comes under the control of the City, it shall be added to the tracking list and targeted for plan preparation accordingly.

Certified NMP Development Activity Log – Quarterly Review

The “Activity Log – Quarterly Review” form for Certified Nutrient Management Plan Development requests information required by the Falls Church Department of Public Works to accurately and effectively track City activities that contribute to compliance with applicable components of the City’s MS4 Program Plan. The instructions below are not all-inclusive, but address frequent questions to ensure the form is filled out completely.

- Event Date: Provide the day, month, and year of the review completion.
- Responsible party: Provide a single individual and their City Department who was in charge of the review, even if it was a collaborative effort.
- Review Period: Check the appropriate box associated with the review period.
- Properties/Plans Targeted For New NMPs within the next 12 Months: Upon completion of review, note the facilities that will be targeted and/or required for NMP development within the next calendar year from the date of review. These are new plan developments that will be needed to meet permit implementation timelines.
- Properties/Plans Targeted For New NMPs within the next 24 Months: Upon completion of review, note the facilities that will be targeted and/or required for NMP development within the next two years from the date of review. These are new plan developments that will be needed to meet permit implementation timelines.
- Properties/Plans Targeted For New NMPs within the next 36 Months: Upon completion of review, note the facilities that will be targeted and/or required for NMP development within the next three years from the date of review. These are new plan developments that will be needed to meet permit implementation timelines.
- Properties/Plans Targeted For New NMPs within the next 48 Months: Upon completion of review, note the facilities that will be targeted and/or required for NMP development within the next four years from the date of review. These are new plan developments that will be needed to meet permit implementation timelines.
- Existing NMPs Requiring Updates/Re-certification within the next Calendar Year: Upon completion of review, note the facilities that will be targeted and/or required for NMP development within the next calendar year from the date of review. These are facilities with existing plans that will expire within the next year, hence requiring update or amendment.
- Any New Facilities Added, via Change in Practices or through Acquisition?: To the best knowledge of the respondent, note any facilities that through change in nutrient practices or City acquisition have been or should be added to the list of facilities for the purposes of tracking certified Nutrient Management Plans.
- External Certified Nutrient Management Planner Engagement Required?: To the best knowledge of the respondent and in effort to forecast timeline needs, note if any City staff availability issues (i.e. no current Certified Nutrient Management Planners on staff) that would require engagement of outside parties to remain in compliance.

Additional Comments: If applicable, include any additional information to clarify earlier responses and other pertinent information for documentation (such as the development of specific plans that have lagged behind schedule, or specific opportunities on a given facility to advance public relations efforts and/or MS4 initiatives.

City Facilities -- Nutrient Management Plan Development Tracking Tool

In support of the review and tracking efforts in preparation for documentation via the “Activity Log – Quarterly Review” form for Certified Nutrient Management Plan Development, City staff should utilize the “City Facilities – NMP Plan Development Tracking Tool”. Updated tracking sheets should be provided with the associated Activity Log -- Quarterly Review submittals. The instructions below highlight the relevant fields for completion of this form, assisting with the review.

- Facilities under ownership or currently maintained by the City have been preliminarily identified. Properties should be reviewed quarterly to determine if any new facilities should be added to the tracking document.
- Certified Nutrient Management Plans shall be provided for all identified acres within all lands owned or operated by the MS4 operator where nutrients are applied to a contiguous area greater than one acre. Priority rankings shall follow the implementation schedule below and shall adhere to the following schedule:
 - Priority 1: Not less than 15% of all identified acres. These areas shall be covered by a certified NMP within 24 months of permit coverage (by July 1st, 2015). Staff shall identify the facilities that will cumulatively meet this acreage requirement. Premium consideration shall be given to any facilities that are located in more sensitive locations or downstream properties within the MS4 jurisdiction.
 - Priority 2: Between 15% and 40% of all identified acres. These areas shall be covered by a certified NMP within 36 months of permit coverage (by July 1st, 2016). Staff shall identify the facilities that will cumulatively meet this acreage requirement.
 - Priority 3: Between 40% and 75% of all identified acres. These areas shall be covered by a certified NMP within 48 months of permit coverage (by July 1st, 2017). Staff shall identify the facilities that will cumulatively meet this acreage requirement.
 - Priority 4: Between 75% and 100% of all identified acres. These areas shall be covered by a certified NMP within 60 months of permit coverage (by July 1st, 2018). Staff shall identify the facilities that will cumulatively meet this acreage requirement. These locations shall also be considered the properties that are located in the sensitive locations or downstream properties within the MS4 jurisdiction, to the extent practicable.
- After priority ranking is complete, staff shall review the facilities that do not have a valid NMP in place and designate target dates for plan completion in accordance with permit ‘by area’ coverage requirements. The determination of target dates may involve other consideration beyond the permit timelines, including but not limited to the environmental sensitivity of the facility location and long-term capital planning; however, permit terms shall be met.
- Facility Identification: Briefly denote the name of the facility.

- Latitude & Longitude: Note the coordinates (approximate centroid) of the facility. Coordinate formats should be kept consistent for all facilities.
- Identified Acreage: To the best knowledge of the reviewer, provide the approximate total acreage of the facility to be encompassed within the NMP.
- Plan in Place: State whether there is a valid certified NMP in place for the facility.
- Priority: Designate the priority (1-4) of the facility for plan preparation as defined with the SOP.
- Target Completion Date: Denote the intended target date for completion of the facilities certified NMP based on the priority designation and any additional considerations. The target date need not default to the permit timeline; however, all deviations must be in advance of the permit deadlines. If a plan has already been completed, denote with “N/A”.
- Date Plan Prepared: If a plan has been prepared, note the date of preparation.
- Date Plan Expires: If a plan has been prepared, note the date of the plan expiration per the certified document.
- Location of Content: If applicable, include any digital link to the certified NMP and other applicable supporting documents.
- Plan Comments/Special Provisions: If applicable, include any additional pertinent notes regarding the special circumstances of the facility, plan, or upcoming needs that may impact future planning efforts and compliance.



Falls Church
Certified Nutrient Management Plan Development
Activity Log – Quarterly Review

For form instructions, see “Nutrient Management Plan Development and Tracking”

Today’s Date: (dd/mm/yyyy)	
Your Name: (First and Last)	
Status: (Check one)	<input type="checkbox"/> Complete <input type="checkbox"/> On-going (explain below) <input type="checkbox"/> Other (explain below)

Responsible Party (First and Last name, and Department)	
Review Period	<input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4
Properties/Plans Targeted For New NMPs within the next 12 Months	
Properties/Plans Targeted For New NMPs within the next 24 Months	
Properties/Plans Targeted For New NMPs within the next 36 Months	
Properties/Plans Targeted For New NMPs within the next 48 Months	
Existing NMPs Requiring Updates/Re-certification within the next Calendar Year	
Any New Facilities Added, via Change in Practices or through Acquisition? If so, Where?	
External Certified Nutrient Management Planner Engagement Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Comments	

Submit this Activity Log to:	ATTN: Joanna _____ Joanna@Fallschurch Phone # Falls Church Department of Public Works
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