



pennsylvania

DEPARTMENT OF AGRICULTURE

12/11/2018

Guidance Document for Electronic Submission of Nutrient Balance Sheets to Conservation Districts by Commercial Manure Brokers

For Commercial Manure Brokers -

Act 49 requires all commercial manure brokers to supply Nutrient Balance Sheets (NBSs) to an importing operation receiving manure (from the broker) for land application and, supply copies of NBSs to county conservation districts no later than the time of transfer of the manure to the importing operation. Until now, most NBS submissions were completed by mailing a hard copy to a county conservation district. The State Conservation Commission is now allowing Commercial Manure Brokers the option to submit NBSs to county conservation districts via electronic or hard copy.

This new electronic submission option does not change any of the requirements of the development or submission of NBS by commercial manure brokers. Development of NBS for importers receiving manure from a broker for land application must still:

1. Follow Act 38 planning standards (including maps and other required documents) and,
2. Must be submitted to importing operation and the respective county conservation districts (export county and import county) at the time of transfer of the manure.

If a broker chooses to submit a NBS electronically, please contact the conservation district to find out the contact information for a staff person who should receive the NBSs. The person who already receives the hard copy NBSs will likely be the same person that should receive electronic copies of NBSs.

For Conservation Districts –

For conservation districts receiving NBSs from brokers, the district should accept electronic submission of NBSs whenever feasible. Electronic submission by brokers does not change how the district is to handle the receipt, logging and the review of NBSs. These tasks should be completed according to the guidance in the Nutrient Management and Manure Management Program Administrative Manual.