



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF WATERSHED MANAGEMENT

MEMO

**TO** Conservation District Managers  
**FROM** Steven Wm. Taglang, Chief, Conservation Districts and Nutrient Management  
**DATE** June 28, 2011  
**RE** Chesapeake Bay Agricultural Outreach/Educational Site Visits

Thank you for your involvement in the Chesapeake Bay Agricultural Outreach/Educational Site Visits initiative. This effort was included in the *Pennsylvania Watershed Implementation Plan* submitted to and approved by the federal Environmental Protection Agency.

We have discussed this effort informally starting at the 2011 All-Bay Meeting. In April, I sent out a memorandum covering several points and offering clarification. This June 29<sup>th</sup> memorandum builds on that initial instruction and transmits a sample of the form to be used by the district staff who will be involved in the site visits. A supply of the actual forms will be provided to the districts at the PACD/SCC Joint Annual Conference July 11-12th.

If you have any questions on this initiative, please feel free to contact your Chesapeake Bay Field Representative, the DEP Central Office Conservation District Support Section or Marge Hughes at [mahughes@state.pa.us](mailto:mahughes@state.pa.us) or by telephone at 717.783.7576.

Attachments: Sample Outreach Form

cc: SCC, Bay Field Reps, CD Field Reps,

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**GENERAL OVERVIEW:** As part of a statewide outreach effort to the agricultural community, conservation districts and DEP regional offices will be meeting with farmers and visiting agricultural operations to inform them of their obligation to maintain compliance under Chapter 102 for agricultural erosion and sedimentation control and Chapter 91.36 for manure management planning.

**This outreach visit is not an inspection or to follow up on a complaint - it is simply a contact to clearly communicate agricultural owners/operators' obligation to comply with appropriate DEP regulations.**

Conservation districts that receive funds for Chesapeake Bay Technician positions, will conduct a minimum of 100 agricultural outreach/educational site visits this year per funded position. The

selection of which agricultural operation to contact will be determined by the outreach plan developed by the district. DEP regional staff will coordinate closely with the conservation district so that there is no duplication of effort. It has been recommended that DEP regional staff, with the concurrence of the conservation district, focus DEP outreach activities to defined watersheds.

Even though the district/DEP staff person will not be entering barns, livestock areas or fields, this outreach might take place on an active farm operation, and all district and regional staff should follow appropriate biosecurity procedures for all farm visits.

Specifically on biosecurity, **please be aware that on November 23, 2010, a new law was passed in Pennsylvania making agricultural biosecurity area trespass a new type of criminal trespass.** DEP and conservation district staff could be charged with committing this offense if they knowingly or recklessly enter a posted biosecurity area without performing the reasonable biosecurity measures for entry that have been identified on the posting by the owner or authorized person. A violation of this law constitutes a summary offense. However, if damage or death of an animal or plant results from the trespass, the violation constitutes a misdemeanor of the first degree.

If you come upon an agricultural operation with a posted biosecurity area and have a question if the posted measures are reasonable or for some reason you cannot follow them, you should simply not enter the area and make arrangements to meet with the operator at another location.

Within the district, the outreach/educational site visits can be done by any appropriate person – the Chesapeake Bay Technician, Board of Directors or other district staff including interns – provided they are well informed on the agriculture program and requirements.

A simple form is to be used by the conservation district/region to document individual outreach contacts with agricultural operations. The district/region will complete a hard copy of the form during the outreach and then input items from the form into the e-Commerce GreenPort. (Instructions on data entry will be coming from Fred Fiscus.)

Conservation districts and DEP regional offices outside the Chesapeake Bay watershed are encouraged to also initiate similar outreach efforts to their agricultural operations.

### **PRE-VISIT PREPARATION (IN OFFICE)**

**PREPARATION:** There are a variety of methods to prepare for the outreach visits. Consult your district outreach plan for your approach. At a minimum, your district should prepare for the outreach visits by:

- Informing the agricultural operators of the effort through newsletters, direct mail, newspaper articles, telephone contact, etc.
- Assembling a packet of information to offer to the operator during the visit that might include information on district services, your business card/contact information, upcoming training or seminars, and regulatory requirements

## FARM VISIT (ON-SITE)

**OUTREACH VISIT:** Following the strategy included in the district outreach plan, begin to visit agricultural operations in the district and speak to the person who is the decision maker for that operation.

**FORM COMPLETION:** The form (see attached sample) has been designed to be basically fill-in-the-blank; however, following is an explanation of the information to be completed on the form:

- **Farm Name** – Include a farm name if appropriate.
- **Name & Address of Farm Owner or Operator** – Circle “owner” or “operator” and fill in the name and address. If the land is owned by a partnership or corporation, enter the name & address of a corporate officer.
- **County & Municipality** – Fill in the name of the county, as well as the township/municipality/borough/city, etc. where the agricultural operation is located.
- **Stream Name**– Enter the name of the stream that the operation is located in. If the operation spans multiple streams/watershed, please list all.
- **Type of Operation** - Enter the type of agricultural operation (grain farm, livestock, dairy, beef, poultry, equine, vegetables, hay, etc.). If multiple animal groups are present, please list all groups. If multiple operation types are present (i.e. beef and hay) please list all types.
- **Total Crop & Pasture Acres** - Enter the estimated total acres of the farm.
- **Farm Animal Type(s) and Numbers** – List each type of animal that is present and the estimated number of animals for each type.
- **Did you discuss? (Please note: conservation district staff are not recording the existence of Nutrient Management Plans or Chapter 102 plans at this time.)**
  - Manure Management Plan (25 Pa. Code 91.36(b), Act 38 Nutrient Management Plan, NRCS 590)
  - Manure Storage Facilities (25 Pa. Code 91.36(b))
  - Land Application of Manure (25 Pa. Code 91.36(b))
  - Pasture Management (Chapter 91.36)
  - Ag Erosion and Sediment Pollution Control Plan (E&S Plan) (25 Pa. Code 102.4a)
  - Near Stream Areas (25 Pa. Code 102.4a)
  - Animal Heavy Use Areas (25 Pa. Code 102.4a)
  - Soil Loss Tolerance “T” (25 Pa. Code 102.4a)
  - There is an area to include any questions, comments and recommendations that were discussed, if appropriate.

**NOTE:** Once you have located the farm, record its latitude and longitude in the form margin. This information may be useful when you or someone else in your office enters this farm information into the GIS database application currently being developed, which is scheduled to be in place by October 15, 2011.

### **Names & CD/DEP Signatures**

- **CD / DEP Staff Information** – Provide the name, title, telephone number, email address and signature of the conservation district or DEP staff person that performed the agricultural operation visit.
- **Name of Person Contacted** – Enter the name and title (if appropriate) of the person that you spoke to at the agricultural operation.

**WRAP-UP:** Offer the person you met with a copy of the signed form and ask if there is any additional information that you can provide. If it hasn't come up before, provide examples of the types of services/information/training available from the district/region.

Offer the person your business card as well as the other materials that you brought along.

Thank the person for taking the time to meet with you.

### **AFTER THE FARM VISIT (IN OFFICE)**

**FORM DISTRIBUTION:** Once complete, the outreach form should be filed according to conservation district policy or procedures. As mentioned, a copy of the form should be offered to the person you met with at the agricultural operation.

DEP personnel will send copies of their agricultural contact forms at least quarterly to the individual conservation district where they have made agricultural contacts.

**DATA COLLECTION:** The district/regional person will be completing a hard copy of the form during the actual outreach visit. Quarterly (or more often if it is convenient) the district/DEP region will input some information from the form (specifically the farm owner/operator, address, location & visit date) into a new Farm Visit input screen in the e-Commerce GreenPort. (Specific instructions on data entry will come directly from Fred Fiscus as soon as the new screen is live.) Data entry for visits done between July 1, 2011 and September 30, 2011 will need to be completed by October 15, 2011 and quarterly thereafter.

## PA Agriculture Outreach Form

### Farm Name

Name and Address of Farm Owner or Operator	County & Municipality	Stream(s) Name	
Farm Address	Type of Operation (for example, grain farm, livestock operation, equine operation, vegetables, etc.)		
	Total Crop Acres	Total Pasture Acres	Farm Animal Type(s) and Numbers

### Discussion Topics

<input type="checkbox"/> Manure Management Plan	<input type="checkbox"/> Agricultural Erosion & Sediment Control Plan (E&S)
<input type="checkbox"/> Manure Storage Facilities	<input type="checkbox"/> Near Stream Areas
<input type="checkbox"/> Land Application of Manure	<input type="checkbox"/> Animal Heavy Use Areas
<input type="checkbox"/> Pasture Management	<input type="checkbox"/> Soil Loss Tolerance "T"

### Questions/ Comments

<b>CD / DEP Staff Name &amp; Title</b>	<b>CD / DEP Staff Signature</b>	<b>Date</b>
		<b>Telephone/email</b>
<b>Name &amp; Title of Person Contacted</b>		<b>Date</b>
		<b>Telephone/email</b>

This outreach visit was conducted to communicate information regarding environmental regulatory requirements that apply to farms in Pennsylvania. These requirements help farmers reduce their impact on the environment for the benefit of all citizens of Pennsylvania by preventing nutrients and sediment from entering Pennsylvania waterways. Thank you!

Form produced and distributed with support by the PA Department of Environmental Protection (DEP) and in partnership with the Blair County Conservation District and the PA Agricultural Ombudsman Program.