



MMP Compliance Appointment Review Protocol¹

Contact Information Form

Facility Name _____

Facility No. _____ Facility County _____

Contact Name _____

Phone No. _____

Inform the contact person that the following events will occur during the MMP compliance review site visit.

1. Review of the manure application records for the last 3-5 years – Make sure these are organized and easy to read.
2. Review of the current MMP – Make sure that it reflects the current operation status.
3. Site “walk around” – This includes an assessment of the buildings and manure storage structures involved in the MMP.
4. Assistance – Inform the contact person that the visit will provide time to address the producers questions and discussion items.

Table 1: Attempts to Contact Producer

Telephone Information	Date	Time	Comments
Attempt #1			
Attempt #2			
Attempt #3			
Site Visit (conduct inspection or leave door hanger)			
NOV Issued			

Table 2: Time and Date of Appointment

Appointment Information	
Date	
Time	
Meeting Place	

1. This is the form that environmental specialists from the Department of Natural Resources (DNR) will use when trying to set up an appointment with a producer to do an on-site manure management plan (MMP) review. The DNR specialist will use the following protocol:
 - 1) Attempt to contact a producer three times within a two-week period, documenting each attempt in Table 1.
 - 2) If unable to contact the producer, on the third attempt the specialist will leave a message on an answering machine, if one is available, giving the time and place of review.
 - 3) After the third attempt, the DNR specialist will travel to the site to meet with the producer and conduct a review.
 - 4) If no one is present at the site, the specialist will post a notice giving the producer 48 hours to contact the local DNR office.
 - 5) If the producer does not contact the field office, a notice of violation (NOV) letter will be sent to the contact person asking for a response in two weeks or the matter will be referred to legal services for enforcement action. If there is no response, a referral to legal services seeking an administrative order (AO) will be pursued because the DNR was unable to inspect the MMP and records during normal working hours. NOV's and AOs are issued per authority of Iowa Code section 459.312(13) and 567 Iowa Administrative Code 65.17(14).