

Date Received:

Control No:

## Field Office Checklist and TSP Certification Sample Plan Review

### Agriculture Energy Management Plan, Headquarters Practice Activity Code (122)

(Refer to National Bulletin 450-11-1 for a complete listing of CAP Criteria)

**Purpose:** The purpose of this checklist is to provide guidance for components that need to be addressed or included in a Agriculture Energy Management Plan, Headquarters. This checklist is designed for use by NRCS staff as well as Technical Service Providers. Please refer to CAP Development Criteria for specific elements to be addressed.

**Instructions:** Note: The AgEMP sample plan should be reviewed at the State level and is also required to be reviewed by National Headquarters. Submit the completed checklist and sample plan by mail or email to Tim Pilkowski, Natural Resources Specialist, TSP Team. See below for address info.

| Agriculture Energy Management Plan, Headquarters   |                                    |
|--|------------------------------------|
| <b>State/County:</b>   | <b>Date Plan Submitted:</b>        |
| <b>Producer/Owner:</b>   | <b>Technical Service Provider:</b> |
| <p><b>A Headquarters Agriculture Energy Management Plan (Headquarters AgEMP)</b> contains the strategy by which the producer will explore and address his/her on-farm energy problems and opportunities on the Headquarters.</p> <p><b>Minimum components of a Headquarters AgEMP (122) shall include:</b></p> |                                    |

|                          |   |
|--------------------------|---|
| <b>1.</b>                | <b>Background and Site Information</b>  |
| <input type="checkbox"/> | a. Name of producer;<br>b. Facility location(s) and mailing address;<br>c. Type and size of operation;<br>d. Producer concerns;   |
| <b>2.</b>                | <b>Criteria for Headquarters Energy Audit -</b> The Energy Audit is to be tailored to the individual farm and should cover the primary energy users such as irrigation pumping, heating and cooling of livestock production facilities, manure collection and transfer, grain drying and similar common on-farm activities. |
| <input type="checkbox"/> | a. Current energy usage – describe activity and primary equipment involved with each headquarters operation;  |
| <input type="checkbox"/> | b. Recommended energy improvements and estimated cost;  |
| <input type="checkbox"/> | c. Expected energy savings from these improvements and estimated payback period in years;   |

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | d. Document the type of energy resource used and current energy consumption by each major activity at the farm headquarters;  |
| <input type="checkbox"/> | e. Describe components of the major activities: <ul style="list-style-type: none"> <li>• Manufacturer;</li> <li>• Equipment component factory ratings (HP, efficiency, BTU use) ;</li> <li>• Management use efficiencies (ex. manual/automatic controls);</li> <li>• Estimated annual energy use.</li> </ul>  |
| <input type="checkbox"/> | f. Summary of energy use by energy resource.  |
| <input type="checkbox"/> | g. Assessment - Alternatives Development.   |
| <input type="checkbox"/> | h. Describe the planned energy saving actions.  |
| <input type="checkbox"/> | i. Document energy savings for the major activities at the farm headquarters as BTU's, KW hours, etc. Document a simple payback period (in years) for the proposed changes.   |
| <b>3.</b>                | <b>Conservation Plan</b>  |
| <input type="checkbox"/> | Conservation plan, conservation practices and measures taken to reduce energy to address energy and to address the energy management needs for the Headquarters AgEMP. The record of decisions shall include the measures taken to reduce energy consumption, planned practice, schedule of implementation and site specific specifications to apply the conservation practice. |
| <b>4.</b>                | <b>References</b>   |
| <input type="checkbox"/> | References included in the document   |
| <b>5.</b>                | <b>Energy Audit Report</b>  |
| <input type="checkbox"/> | a. Summary of the facility's location, production level, any unusual factors that affect energy use, and any energy efficiency measures already in use;   |
| <input type="checkbox"/> | b. Summary of the site's energy use over one year, broken down by type of usage and month;  |
| <input type="checkbox"/> | c. Summary of how much money the producer would save if the recommended measures were included;   |
| <input type="checkbox"/> | d. A list of recommended measures to reduce energy use including their annual energy (kWh, propane, fuel oil, BTU,...) savings and an estimated payback in years.   |

| Yes  | No | Checklist Approval  |
|--|----|---|
|  |    | I have reviewed this Agriculture Energy Management Plan – Headquarters, and it meets all the criteria of the Conservation Activity Plan 122 in accordance with Section 2508 of the Food, Conservation and Energy Act of 2008. |
| NRCS Representative Name and Title (print or type):  |    |   |
| NRCS Representative Signature  |    | Date:   |
| Notes (If “No” is checked, include reasons for denial, comments, missing items that need to be added, etc.): |    |   |

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