



Livestock and Poultry Environmental Stewardship (LPES) curriculum

CAFO Fact Sheet series

Fact Sheet #6: What CAFO Reports Must I Submit?

Disclaimer

This document has been reviewed by EPA and provides a general description of the federal concentrated animal feeding operations regulations (40 CFR Parts 9, 122, 123, 412). For more detailed information, refer to the regulations or contact EPA. Also, your state may have additional, more stringent requirements than EPA's. Contact your permitting authority for complete information on the regulations that apply to you.

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By Joe Harrison, Washington State University, and Carrie Tengman, National Pork Board

Introduction

If your operation is a confined animal feeding operation (CAFO), you must apply for a permit, keep certain records, and submit information to your permitting authority. Refer to *CAFO Fact Sheet #2: Do I Need to Apply for an NPDES Permit?* for information on applicability of the CAFO regulations to your operation.

This fact sheet provides checklists of information CAFO owners or operators must maintain and information that must be submitted to their permitting authority under EPA's regulations. However, state permitting authorities may require that additional information be submitted. To verify what information you must submit, contact your permitting authority. All but five states (Alaska, Idaho, Oklahoma, Massachusetts, and New Mexico) have been authorized as the permitting authority to implement the National Pollutant Discharge Elimination System (NPDES) program, which includes the CAFO program. In those five states, EPA operates the program, and you should contact your regional EPA office for more information. See the last section titled "For More Information."

Record Keeping

In general, if you own or operate a CAFO, you must keep records to show how you manage nutrients and waste from your operation. At a minimum, all CAFO owners or operators must keep a copy of the nutrient management plan (NMP) with any supporting materials; results of manure, litter, and process wastewater sampling and analysis; results of soil sampling and analysis; and records documenting implementation of the practices identified in the NMP.

Continued on next page

Fact Sheet #6 (continued)

Producer Checklist: Record-Keeping Requirements for Large CAFOs*

The checklist below lists the mandatory records that large CAFO owners or operators must keep onsite for 5 years. A producer should use this checklist to identify record-keeping issues that may need additional attention.

- ___ Copy of the current NMP
- ___ Expected crop yields
- ___ Dates manure, litter, or process wastewater is applied to each field
- ___ Weather conditions at the time of application and 24 hours before and after application
- ___ Test methods used to sample and analyze soil and manure, litter, or process wastewater
- ___ Results from manure nutrient testing (must be done annually)
- ___ Results from soil sampling and testing (must be done at least every 5 years on representative samples from all fields where manure, litter, or other process wastewater is applied)
- ___ Explanation of the basis for determining manure application rates
- ___ Calculations showing the total N and P to be applied to each field, including sources other than manure
- ___ Total amount of N and P actually applied to each field, including calculations
- ___ Methods used to apply the manure, litter, and wastewater
- ___ Records and dates that equipment used for land application was inspected
- ___ Records of mortality disposal methods used
- ___ Records documenting the current design of any manure or litter storage structures
- ___ Records of any manure or wastewater overflows from the storage or handling systems, when it happened, and how much was spilled
- ___ When you conducted visual inspections of your manure and/or wastewater storage and handling systems
- ___ Weekly records of the depth of the manure and process wastewater in the liquid impoundment as indicated by the depth marker

- ___ The findings from visual inspections of storage and handling systems
- ___ If inspections indicated problems or potential problems, records showing what actions were taken
- ___ Documents recording transfer of manure or process wastewater to other persons, including when, how much, and to whom it was sold/given, and the current manure nutrient analysis of the manure
- ___ Any additional records required in the facility NMP
- ___ Records maintained for 5 years

Producer Checklist: Annual Report

All CAFO owners or operators are required to submit an annual report. The report summarizes the amount of manure generated, applied, and exported on the operation. Producers can use the checklist below to plan for and develop the items that must be addressed in an annual report. There is also a sample annual report form that you can use or modify. Again, state permit authorities may require that additional information be submitted in annual or other reports.

- ___ Number and type of animals
- ___ Total amount of manure, litter, and wastewater produced in the previous 12 months (tons/gallons)
- ___ Amount of manure transferred offsite in the previous 12 months (tons/gallons)
- ___ Total acres available for land application as indicated in the NMP
- ___ Total acres under the control of the CAFO owner or operator used for land application in the previous 12 months
- ___ Summary of discharges from production area in the previous 12 months including date, time, and approximate volume
- ___ Statement indicating if a certified NMP planner was used to develop or approve the plan

Other Reporting Obligations

In addition to information that must be submitted annually, there are standard reporting requirements that apply to all NPDES permits. These include:

* Requirements for CAFOs are defined by the permit authority in the permit.

Continued on next page

Fact Sheet #6 (continued)

- You must provide any information your permitting authority needs to determine if you are complying with your permit or to make changes to your permit.
- If you plan to make any changes to your CAFO that will affect your ability to comply with your permit, you must notify your permitting authority as soon as possible.
- You must notify the permitting authority if you plan major changes or modifications to your NMP.
- You must notify your permitting authority if you know that an event is going to occur at your facility that would cause you to be out of compliance with your permit.
- Any applications, reports, or information you submit must be signed and certified. The certification must state that all of the information you submit is true and complete to the best of your knowledge.
- If you have a discharge or other noncompliance event at your CAFO that could endanger human health or the environment, you must report it within 24 hours. Within 5 days, you must submit a written statement describing the discharge or noncompliance.
- You must report all instances of non-compliance.
- If you find out that you failed to submit any important facts in your application or that you submitted incorrect information in your application or other reports, you must submit the correct information immediately. ●

Definition of Terms

CAFO—Concentrated Animal Feeding Operation

CNMP—Comprehensive Nutrient Management Plan. A plan defined by USDA for minimizing nutrient excretion, ensuring proper storage of manure and manure-contaminated water, applying manure nutrients at agronomic rates, and maintaining appropriate records.

ELG—Effluent Limitation Guidelines

NMP—Nutrient Management Plan. NPDES permits for all CAFOs will require the development and implementation of an NMP.

NPDES—National Pollutant Discharge Elimination System. As authorized by the Clean Water Act, the NPDES permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

Permitting Authority—States, tribes, and territories can be authorized (become the permit authority) through a process that is defined by the Clean Water Act Section 402 (b) and 40 CFR Part 123. In these cases, the state assumes permitting authority instead of EPA. All new permit applications are then submitted to the state agency for NPDES permit issuance. Certain permits issued prior to authorization may continue under EPA administration as set in the Memorandum of Agreement. Even after a state receives NPDES authorization, EPA continues to issue NPDES permits on tribal lands (if the tribe is not administering its own approved NPDES Program)

Authors

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Reviewers

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Fact Sheet #6 (continued)

Annual Report Record Sheet



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Name of Animal Operation: _____

Address: _____

Contact Person: _____

Home Phone Number: _____

Date: _____

	Manure Source: _____	Manure Source: _____	Manure Source: _____
Number and type of animals			
Total amount of manure, litter, and wastewater produced in previous 12 months			
Amount of manure transported offsite in previous 12 months			
Summary of discharges from production area and land application area (not including agricultural storm water discharge) in previous 12 months including date, time, and approximate volume			
Total acres available for land application as indicated in NMP			
Total acres under control of CAFO owner /operator used for land application in previous 12 months			
Statement indicating if a certified NMP planner was used to develop or approve plan			

Fact Sheet #6 (continued)

Approximate Manure Weight and Volume Conversions

1 yard	27 cubic feet	
1 cubic foot	7.5 gallons	
1 cubic foot	60-65 pounds	Fresh manure or slurry
1 yard	1,700 pounds	0.85 tons fresh manure or slurry
1 yard	1,100 pounds	0.55 tons separated solids
1 yard	1,400 pounds	0.70 tons drystack
1,000 gallons	4 tons	Fresh manure or slurry
1 ton	1.2 cubic yards	Fresh manure or slurry
1 ton	1.8 cubic yards	Separated solids
1 ton	1.4 cubic yards	Dry stack

For More Information

Environmental Regulations Related Resources

EPA CAFO Phone Line–202-564-0766

<http://www.epa.gov/npdes/caforule/>–To obtain copy of regulations

<http://www.epa.gov/npdes/afo/statecontacts/>–To obtain state environmental agency contacts

<http://www.epa.gov/agriculture/animals.html/>–To obtain compliance assistance information from EPA

http://cfpub.epa.gov/npdes/contacts.cfm?program_id=7&type=REGION/–To obtain EPA Region Animal Feeding Operation contacts

Land-Grant University Resources

The local contact for your land-grant university Cooperative Extension program is listed in the phone book under “Cooperative Extension” or “(*county name*) County Cooperative Extension.”

<http://www.reeusda.gov/1700/statepartners/usa.htm/>–To obtain state Cooperative Extension contacts

<http://www.lpes.org/>–To view the Livestock and Poultry Environmental Stewardship (LPES) curriculum resources

USDA Farm Bill Resources

To obtain more information about the Farm Bill 2002, see the USDA-NRCS website at <http://www.nrcs.usda.gov/programs/farmbill/2002/>. You can also contact your local USDA Service Center, listed in the phone book under “U.S. Department of Agriculture,” or your local conservation district.



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