

*This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.*

## **CAFO Annual Report Requirements Fact Sheet**

The owner or operator of any concentrated animal feeding operation (CAFO) permitted under the National Pollutant Discharge Elimination System (NPDES) must submit to the Department an annual report by March 1 of each year according to [Title 130 -- Livestock Waste Control Regulations](#).

The contents of the annual report must reflect the status and activities of the CAFO during the previous calendar year. The annual report must be accompanied by the annual permit fee, also due by March 1 of each year. A suggested format is attached to this guidance document.

The following is a list of what must be included in the Annual Report:

- 1) The maximum number and type of animals at the operation at any one time, whether in pen confinement or housed under roof, during the calendar year.
- 2) Estimated amount of total manure, litter, process wastewater generated by the operation in the previous calendar year reported in tons or gallons, as appropriate.
- 3) Estimated amount of total manure, litter, and process wastewater transferred to other persons from the operation in the previous calendar year reported in tons or gallons, as appropriate.
- 4) Total number of acres for land application covered by the nutrient management plan during the calendar year.
- 5) Total number of acres under control of the operation that were used for land application of manure, litter, and process wastewater in the previous calendar year.
- 6) Summary of all manure, litter, and process wastewater discharges from the production area that occurred in the previous calendar year, including the date, time over which the discharge occurred, and the approximate volume discharged with supporting figures.
- 7) The name, address, and telephone number of the person who is primarily responsible for land application practices at the operation, whether that person is an authorized representative or employee of the operation, and the date that land application training was last completed.

8) A statement indicating whether the current version of the operation's Nutrient Management Plan was developed and approved by a certified nutrient management planner.

**NOTE:** *If the CAFO has made any changes to the nutrient management plan during the previous calendar year, the changes must be reported to the Department. Supporting documents must be included with the information submitted. The information submitted should include, but is not limited to, changes in:*

- a) Land application areas and production areas;*
- b) Methods of soil sampling or soil analysis; and*
- c) Means of determining land application rates.*

***The following items (9-13) must be reported on a crop year basis instead of calendar year. These items are required to be submitted for each individual land application site in which livestock waste was applied during the crop year. For each application site, the budget sheet, soil test, and waste analysis are to be submitted:***

9) The actual crop(s) planted and actual yield(s) for each field.

10) The actual nitrogen and phosphorus content of the manure, litter, and process wastewater.

11) The results of calculations conducted in accordance with a linear or narrative rate of application.

12) The amount of manure, litter, and process wastewater applied to each field during the crop year.

13) If using the narrative rate approach, the results of any soil testing for nitrogen and phosphorus taken during the crop year, the data used in calculation conducted in accordance with the Nutrient Management Plan, and the amount of any supplemental fertilizer applied during the crop year.

The Department suggests submitting the P-indexes with the land application sites' nutrient budgets. The submittal of the P-Index is not a requirement of the annual report. However, the numerical value and the category (low, med, high, very high) documented on the budget sheet will be very helpful and reduce onsite inspection time.

The following pages provide an example format for an annual report:

## Livestock Annual Report 20\_\_\_\_

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Operation Name:

IIS#:

Address:

Legal Description:

Maximum number of animals at any one time:

Total amount of waste generated:

    Solid manure:

    Wastewater:

Total amount of waste transferred:

Number of land application acres:

    Total available in Nutrient Management Plan:

    Total under control by CAFO used during the calendar year:

List discharges and details (date, how long discharge occurred & volume of discharge):

Name, address, and phone number of the person responsible for land application activity:

Date that land application training was completed:

Was the Nutrient Management Plan developed and approved by a certified nutrient management planner?

Please report any changes to the Nutrient Management Plan and attach supporting documents if the changes have not previously been submitted to DEQ.

## Annual Report Individual Field Records 20\_\_

Operation Name:

IIS #:

Field Name:

Acres:

Legal Description:

### Projected N Application

Crop:		Yield Goal:	
<b>Crop N Requirement:</b>			
Soil test N: <small>(attach test results and calculations)</small>		-	
Previous crop: <small>(Legume N)</small>		-	
Manure Organic N Carryover:		-	
<b>Additional N Needed for Crops</b> <small>(manure, commercial, irrigation)</small>		=	

Please include units (lbs/acre, etc.)

### Actual N Application

Crop:		Yield:	
<b>Crop N Requirement:</b>			
Manure N application: <small>(attach test results and calculations)</small>		-	
Wastewater N application: <small>(attach test results and calculations)</small>		-	
Irrigation N:		-	
Other N Sources:		-	
Commercial N Application:		-	
Total N credits		-	
<b>N balance</b>		=	

### P-Index\*

Value		Category	
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### Livestock Waste Application summaries

Date	Waste Source	Method of Application & acres applied	Rate (ac-in, tons/ac, etc.)

### Actual P Application

Crop:		Yield:	
<b>Crop P Requirement:</b>			
Manure P application: <small>(attach test results and calculations)</small>		-	
Wastewater P application: <small>(attach test results and calculations)</small>		-	
Soil test P: <small>(attach test results and calculations)</small>		-	
Commercial P Application		-	
<b>P Balance</b>		=	

\*P-Index is not required in the annual report, but will reduce time of onsite inspection by DEQ



Application site image/drawing