Ohio | Department of Agriculture
Governor Ted Strickland • Lt. Governor Lee Fisher
Director Robert J. Boggs

Livestock Environmental Permitting Program
A.B. Graham Building
8995 East Main Street, Reynoldsburg, OH 43068
Phone: 614-387-0470 • Fax: 614-728-6335
www.agri.ohio.gov • lepp@agri.ohio.gov

OPERATING RECORD
901:10-2-16

Purpose: The Operating Record is a part of the Permit to Operate. The documents record the day-to-day activities and inspections at the facility. The Operating Record will be inspected by the Ohio Department of Agriculture (ODA) to determine if the facility is in compliance with laws, rules, and permits. The Operating Record must be made available to the ODA upon request.

In accordance with Rule 901:10-2-16 of the Ohio Administrative Code (OAC) the owner or operator shall maintain the operating record on forms provided by ODA or on forms selected by the owner or operator, provided that the Director of Agriculture, or his representative, approves them.

Please think about the best way to organize and manage the records that you need for your operation. If a Form or a section of a Form does not apply to your facility, the use of "NA" (not applicable) is allowed or you may simply cross out the portions that do not apply or remove that form from your operating record.

A special note on records: You may choose to record your inspections on any one of several forms in this package that are approved by ODA, depending on the animal species on your operation and/or the physical structure of your operation, e.g., liquid manure or solid manure. You may also choose to develop a similar form that would be more efficient for your facility, provided that your ODA inspector is in agreement.

The owner or operator is required to keep documents created as part of the Operating Record for a minimum of five years. The Operating Record may be made available to the public.

The following sections are required for the Operating Record:

1. Annual Record of Discharges:
   - *Form 1 - Annual Discharge Information*

2. Equipment Records:
   - *Form 2 – Land Application Equipment Record*

3. Inspection of Manure Storage and Treatment Facilities: (choose one or both)
   - *Form 3A – Manure Storage Ponds and Treatment Facilities with Liquid Storage*
   - *Form 3B – Fabricated Structures for Dry Manure Storage*

4. Annual Ground Water Records:
   - *For annual ground water sampling, keep the actual analysis (or a copy) in the Operating Record. No separate form is required.*

5. Manure Characterization Records:
   - *Attach or include copies of analytical sampling results for your manure. Contact your laboratory to obtain a copy. Sampling must be done annually, with a copy of the annual sample results kept in your Operating Record.*

6. Distribution and Utilization:
   - *Form 6 – Distribution and Utilization*
   - *Form 6A – Distribution and Utilization Acknowledgement Form*
   - *APPENDICIES*

7. Land Application Records:
   - *Form 7A – Cropping Schedule: Target and Actual Yields*
   - *Form 7B1, 7B2 and 7B3 – Field Information: Dates, Rates, Methods, Amounts, Weather, and Best Management Practices*

8. Insect and Rodent Control Plan:
   - *Form 8A – Weekly Insect and Rodent Control Plan - Poultry*
   - *Form 8B –Weekly Insect and Rodent Control Plan - Non-Poultry*
   - *Form 8C – Weekly Insect and Rodent Control Plan – Stockpiling and Transfer Sites (if an applicable part of the IRCP).*

9. Mortality Management Plan:
   - *Form 9 – Mortality Management Record*

10. Daily Drinking Water Line Inspection Forms

11. Annual Report Form

12. Emergency Spill Report Form

FORM 1: ANNUAL RECORD OF DISCHARGES

ANNUAL DISCHARGE INFORMATION

(OAC 901:10-2-16(A)(1)(a)(xii) and 901:10-2-20)

Complete this record as part of the Annual Report (Form 11) if any overflow or discharge from the production area has occurred in the previous twelve months. This requirement is in addition to the requirements to report the discharge to ODA within twenty-four hours and to complete the Emergency Spill Report (Form 12) immediately after the discharge takes place

Date and time of discharge from the production area	Volume and characteristics of the discharge from the production area

FORM 2: EQUIPMENT RECORDS

LAND APPLICATION EQUIPMENT RECORD

Please list all equipment to be used as part of managing manure at the manure storage or treatment facility. At a minimum, this list includes land application equipment used as indicated in the chart below. Record the dates of inspections, maintenance, calibration monitoring and repairs. All repairs shall be completed promptly. Rule 901:10-2-08(A)(2) and (A)(3) of the OAC.

Equipment Type	Date Calibrated	List Maintenance Performed (i.e. oil changes, beaters cleaned, end gates checked, hose leak etc.)	Date of Maintenance
Solid Spreader			
Liquid Spreader – Injected			
Liquid Spreader – Surface Spray			
Liquid Spreader – Knives up			
Hose pull – Knives up			
Hose pull – Injected			
Traveling gun			
Standing pipe			
Center pivot			
Other-			

MANURE STORAGE OR TREATMENT FACILITY

Manure Storage or Treatment Facility includes the following:

- Manure Storage Pond – earth impoundments or pits used to settle and store manure.
- Manure Treatment Lagoon – earth impoundments or pits that biologically treat manure.
- Fabricated Structures – engineered, man-made tanks of concrete, steel, fiberglass, plastic, timber, or other approved/designated materials (this also includes composting pads).

The following must be included in the Operating Record for the manure storage or treatment facilities:

1. Record the information at the top of the page for each manure storage pond, manure treatment lagoon, or fabricated structure. Include one page per each pond, lagoon, and structure. "Volume of Storage" should not include the freeboard volume. Your permit tells you the amount of freeboard required.

2. Record the inspection dates when you inspect each manure storage pond or manure treatment lagoon, depth of manure, remaining storage capacity, and date and amount of manure removed, and the time of year when you remove manure. For fabricated structures that do not have liquid manure (e.g., hi-rise poultry, pen pack), record inspection dates, approximate depth of manure, remaining storage capacity by percentage, approximate amount of manure removed, and the time of year when you remove manure.

3. Record the inspection dates as you inspect for cracks, animal damage, and seepages in and around a pond or lagoon. Record any structural damage to ponds, lagoons, or structures.

4. Record inspections of vegetation.

5. Record the inspections of storm water conveyances and any protective vegetative cover.

6. Under "Notes" be sure to record any corrective actions taken to repair or replace any damage, holes, cracks, etc. Routine mowing does not need to be recorded, but an ODA inspector will look for conditions that promote rodents, flies, or erosion. The inspection records must include, but are not limited to, the date, time, and results of the inspection, as well as any comments.

MANURE STORAGE PONDS, MANURE TREATMENT LAGOONS, FABRICATED STRUCTURES WITH LIQUID MANURE (WEEKLY)

Manure Storage/Structure Identification:							
Days of Storage:							
Total Depth of Storage:							
Less Freeboard:							
Volume of Storage: ☐Cubic Feet ☐Tons ☐Gallons							
Less Freeboard:							
DATE:							
STORAGE							
Depth of Manure							
Remaining Storage							
How Much Manure Removed							
STRUCTURAL INTEGRITY							
Any Seepage							
Structural Damage							
Condition of Vegetation							
STORM WATER CONVEYANCE							
Functioning Properly							
Condition of Vegetation							
PLEASE NOTE ANY CORRECTIVE ACTION TAKEN BELOW (include date when corrective action taken):							

FABRICATED STRUCTURES FOR DRY MANURE STORAGE

Manure Storage/Structure Identification:
Days of Storage:
Total Depth of Storage:
Less Freeboard:
Volume of Storage: ☐Cubic Feet ☐Tons
Less Freeboard:

Month	**Day**	**Manure Operating Levels** *(Approximate percent capacity remaining)*	**Structural Integrity**	**Manure Removal Dates** *(See Manure Log)*	**Grass Waterways**	**Vegetative Cover**
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

FORM 4: ANNUAL GROUND WATER RECORDS

ANNUAL GROUNDWATER RECORDS

1. Attach or include copies of analytical sampling results for groundwater well(s).

2. Contact your laboratory to obtain a copy.

3. Sampling must be done annually for Nitrates and Total Coliform Bacteria, with a copy of the annual sample results kept in your Operating Record. (No separate form needed.)

4. If your PTI required you to install a groundwater monitoring plan, please maintain those sampling requirements and results in your operating record.

FORM 5: MANURE CHARACTERIZATION RECORDS

MANURE CHARACTERIZATION RECORDS

For each manure storage or treatment facility (i.e., each manure storage pond, manure treatment lagoon, and fabricated structure), please record a copy of the results of sampling and analysis of the manure as required by Rule 901:10-2-10 of the OAC.

Attach the manure tests to this section of the Operating Record. **Be sure to identify each specific barn or pond or lagoon or other structure per each sample taken. Identify the laboratory method used to analyze the manure, which must refer to "Recommended Methods of Manure Analysis" (A3769), University of Wisconsin 2003.**

FORM 5: MANURE CHARACTERIZATION RECORD

%Moisture:	**Total N**	**Ammonia N**	**Organic N**	**P_2O_5**	**K_2O**
Lbs/Ton or Lbs/1000 Gal.					
Total Annual Lbs. of Nutrient					
Manure Storage ID:					
Annual Volume from Manure Management Plan, Part 3, Column B:					

%Moisture:	**Total N**	**Ammonia N**	**Organic N**	**P_2O_5**	**K_2O**
Lbs/Ton or Lbs/1000 Gal.					
Total Annual Lbs. of Nutrient					
Manure Storage ID:					
Annual Volume from Manure Management Plan, Part 3, Column B:					

%Moisture:	**Total N**	**Ammonia N**	**Organic N**	**P_2O_5**	**K_2O**
Lbs/Ton or Lbs/1000 Gal.					
Total Annual Lbs. of Nutrient					
Manure Storage ID:					
Annual Volume from Manure Management Plan, Part 3, Column B:					

DISTRIBUTION AND UTILIZATION METHODS

Maintain complete records of off-site distribution of manure for use by other than the permittee. Quantify manure transferred off-site for each twelve-month period (tons/gallons). The following information must be recorded using this Form or another form pre-approved by the ODA.

1. Quantity of nutrients managed via distribution and utilization:

2. Type of Distribution and Utilization

3. The date of the off-site transfer of manure:

4. The name of the recipient of manure:

5. Provide copies of the following Appendices to each recipient:

   - Appendix A – How to Use Appendices
   - Appendix A, Table 1 – Soils Prone to Flooding
   - Appendix A, Table 2 – Land Application Setbacks
   - Appendix B – Available Water Capacity Chart (for liquid manure)
   - Appendix F – The Most Limiting Nutrient Chart (all Appendices included on next pages).

6. Maintain copies of acknowledgements between the owner and operator of the facility and livestock manure brokers made pursuant to auctions or farm sales. Refer to Form 6A for an example acknowledgement form that could be used.

FORM 6: DISTRIBUTION AND UTILIZATION

DISTRIBUTION AND UTILIZATION RECORDS

Quantity *(Tons, Gallons, Cubic Yards)*	**Date**	**Name and Address**	**Manure Analysis Given?** **Y/N**	**Appendix A – Setbacks, Soils Prone to Flooding, and Most Limiting Nutrient Chart?** **Y/N**	**Available Water Capacity** *(For Liquid Only)* **Y/N**	**The Most Limiting Nutrient Chart** **Y/N**

Please note on a separate form any other practices such as manure management meetings, manure bills of sale, or other practices above and beyond rule requirements.

FORM 6A: DISTRIBUTION AND UTILIZATION

ACKNOWLEDGEMENT FORM

Date: _____

[name and address of permitted facility] _____

_____

_____

The seller, [authorized person of above-named facility] _____, agrees to transfer ownership of manure produced at their facilities in the amount of _____[circle: tons/gallons] to _____, hereafter referred to as the recipient/broker, who agrees to accept all responsibility for handling, land application, or any further use of the manure transferred and in the recipient/broker's possession, as specified by any and all state laws governing the land application and any other such use of animal manure.

The recipient/broker acknowledges and shall adhere to the following:

> "I have been provided with a copy of analytical results that list the nutrient content of the manure and total quantities of manure and copies of the applicable requirements of rule 901:10-2-14 of the Administrative Code. The manure will be distributed and utilized according to the best management practices and according to any state laws regulation these uses, as may be verified by site visits conducted by the soil and water conservation district or by inspections conducted by the Ohio department of agriculture."

_____ _____

Signed Name of Recipient/Broker Date

_____

Name of Recipient/Broker (Printed)

_____

Address of Recipient/Broker

Check, if applicable. Recipient/Broker is:

- Certified Livestock Manager: _____ (Yes/No)
- Certified Livestock Manager Certificate Number:_____

APPENDIX A – RULE 901:10-2-14: HOW TO USE THE APPENDICES TO THIS RULE

Refer to Appendix A, Tables 1 and 2 – Soils Prone to Flooding through Appendix F – Most Limiting Manure Application Rates of Rule 901:10-2-14 (OAC):

1. Determine if the site has **soils** that are prone to **flooding** and **when** the expected flooding seasons are (**Appendix A, Table 1**). Note that applications **can only be made to soils prone to flooding at times outside the predicted flooding season**. All applications to soils prone to flooding must be **incorporated within 24 hours** and must follow the **setbacks in Appendix A, Table 2**.
2. Determine if manure will be staged at the land application site. Any manure that is staged at the land application site shall meet the **setbacks described in Column 1 of Appendix A, Table 2**. For solid manure, manure that is staged for more than 15 days from initial delivery will be considered a stockpile, which shall also meet the setbacks described in Appendix A, Table 2. Stockpiles shall not discharge to surface waters of the State and may require additional management practices to prevent such a discharge.
3. For **liquid manure** applications, follow **Appendix B, Available Water Capacity Chart, and Appendix F, Most Limiting Manure Application Rates Chart (Table 1 – Tiled Fields, Table 2 – Non-Tiled Fields)**. For **solid manures**, follow **Appendix F, Most Limiting Manure Application Rates Chart**.
4. Determine the **nutrient removal** for the expected cropping sequence using **Appendix C, Tables 1 – 3**. Determine **residual nitrogen credits** for the expected cropping sequence using **Appendix C, Table 4**.
5. Determine the **nitrogen leaching potential** of the field based on **Appendix C, Table 5, Nitrogen Leaching Assessment Procedure**. Note that all **tiled fields** have a **high nitrogen leaching potential**. **High** nitrogen leaching potential fields must have application **rates less than or equal to 50 lb/ac as applied nitrogen (calculated by adding NH4-N to 1/3 Organic N) from June-October 1st UNLESS the field has a cover crop planted**.
6. Use the **current manure analysis** and the **relevant sections of Appendix C, Tables 6-7** to determine the amount of manure **nutrients available** for crop production.
7. Use **Appendix E, Table 1 (P-Index) if the Bray P1 or equivalent value of the soil test is over 150 ppm**.
8. Use **Appendix F, Most Limiting Manure Application Rates Chart**, Nitrogen, P_2O_5, K_2O, Rate (tons or gallons per acre), or Available Water Capacity *to determine the application rate. The selected application rate* must be the **most restrictive** of the five "*Limiting Application Rate Criteria" for each Field Situation & Time of Year.*

Other Notes:

9. When using **Appendix F**, although **not recommended**, **Phosphate** manure application rates can be made between **250-500 lb/ac/yr** in cases where **liquid manure exceeds 60 lbs. P_2O_5 per 1000 gallons** or **solid manure that exceed 80 lbs. P_2O_5 per ton**. The following criteria also apply: manure must be **incorporated within 24 hours** and **no applications** can be made on either **frozen or snow covered** ground or fields with **soil tests over 100 ppm Bray P1**; soil tests **less than 40 ppm Bray P1** shall have no further P additions for **3 years**; soil tests **between 40-100 ppm Bray P1** shall have no further additions of P for **5 years**; **no other limiting criteria can be violated**.

10. When using **legumes** as a nitrogen removal source, the **maximum legume nitrogen removal must be less than or equal to 150 lbs./ac**.
11. When applying **liquid manure** to tiled fields, the **following criteria must be followed (except for growing crops)**:
    a. Applications must be less than or equal to 0.5" or 13,576 gal/ac.
    b. Use a tool (**AERWAY tool or similar tool**) that can disrupt/close (using horizontal fracturing) the preferential flow paths in the soil, OR **till the surface of the soil 3-5" deep to a seedbed condition** to soak up the liquid manure and keep it out of preferential flow channels.
    c. If **injection** is used, it should only be deep enough to cover the manure with soil. **Till the soil at least 3" below the depth of injection prior to application**. Tillage prior to application will be considered incorporation of the manure.
    d. The **outlets must be monitored** before, during, and after application AND **provisions planned to plug the tile or capture the tile flow if liquid manure reaches the tile outlets**. If **No-till or pastures** are used for applications, **tiles must be plugged**.
12. If manure is to be applied on **frozen or snow-covered ground**, the field must have **at least 90% surface residue cover (e.g., good quality hay or pasture field, all corn grain residue)**. For applications to **frozen or snow-covered ground**, manure shall not be applied on more than 20 contiguous acres. Contiguous areas for application are to be separated by a break from streams, ditches, waterways, surface water, etc. (areas that present the least runoff potential and are furthest from surface water). The **setbacks in Column 3** must be followed. **Prior approval** must be obtained from the **ODA, Livestock Environmental Permitting Program BEFORE** frozen or snow/ice covered ground surface manure applications. If manure can be **incorporated within 24 hours on frozen ground**, approval from ODA, Livestock Environmental Permitting Program **is not** required.
13. For **surface manure applications**, follow the **setbacks in Column 2**. For **incorporation within 24 hours or injection**, follow the **setbacks in Column 4**.

APPENDIX A, TABLE 1 – SOILS PRONE TO FLOODING

SOILS	MONTHS	COMMENT
Abscota Variant	Feb-Jun	
Adrian	Nov-May	
Aetna	Dec-Jun	
Algansee	Nov-May	
Algiers	Nov-Jun	Frequently flooded
Algiers	Dec-Jun	Occasionally flooded
Alluvial land	Nov-Dec	Long duration
Alluvial land	Jan-Dec	Very long duration
Ashton	Dec-May	
Beaucoup	Mar-Jun	
Bonnie	Oct-Jun	
Brookston	Dec-May	
Carlisle	Nov-May	
Ceresco	Mar-May	
Chagrin	Nov-May	
Chavies	Nov-Mar	
Clifty	Nov-May	
Coblen	Nov-Jun	
Cohoctah	Nov-Apr	
Cuba	Jan-May	
Defiance	Jan-May	
Edwards	Sep-May	
Eel	Oct-Jun	
Eel Variant	Jan-May	
Elkinsville	Jan-Dec	
Euclid	Dec-Jun	
Fitchville	Dec-Jun	
Flatrock	Dec-Apr	
Flatrock, limestone substratum	Nov-Apr	
Fluvaquents	Nov-Jun	
Genesee	Oct-May	
Genesee Variant	Jan-May	
Gessie	Oct-May	
Glendora	Jan-Dec	
Grigsby	Dec-Apr	
Hackers	Jan-Apr	
Harrod	Nov-Jun	
Hartshorn	Nov-May	
Haymond	Dec-May	
Holly	Sep-May	Frequently flooded, very long duration
Holly	Nov-May	
Holton	Dec-Jun	
Huntington	Dec-May	
Joliet	Apr-Jun	
Jules	Mar-Jun	
Kerston	Mar-May	

SOILS	MONTHS	COMMENT
Killbuck	Jan-Dec	
Kinn	Dec-Apr	
Knoxdale	Dec-Apr	
Kyger	Nov-May	
Landes	Jan-Jun	
Landes Variant	Nov-Jun	
Lanier	Nov-Jun	
Latty	Jan-May	
Lenawee	Mar-May	
Lindside	Dec-Apr	
Linwood	Nov-Jun	
Lobdell	Jan-Apr	Frequently flooded
Lobdell	Nov-Apr	
Martinsville	Jan-Apr	
Martisco	Mar-Jun	
McGary Variant	Jan-Dec	
Medway	Nov-Jun	
Medway Variant	Nov-May	
Medway, limestone substratum	Nov-Dec	
Melvin	Sep-May	Frequently flooded, long duration
Melvin	Dec-May	
Mentor	Jan-Dec	
Millgrove	Nov-Jun	
Montgomery	Nov-May	
Moshannon	Dec-May	
Muskego	Nov-May	
Newark	Dec-Apr	
Newark Variant	Jan-Apr	
Nolin	Feb-May	
Nolin Variant	Feb-Apr	
Olentangy	Nov-Dec	
Orrville	Nov-May	
Otego	Nov-Dec	
Papakating	Nov-Jun	
Patton	Jan-Dec	
Peoga	Jan-Dec	
Pewamo	Mar-Apr	
Philo	Dec-May	
Piopolis	Mar-Jun	
Pope	Nov-Apr	
Rockmill	Sep-Jun	
Romeo	Mar-Jun	
Ross	Nov-Jun	
Rossburg	Nov-Jun	
Sarahsville	Dec-May	
Saranac	Nov-May	
Scioto	Nov-Jun	
Sebring	Nov-Jun	Occasionally flooded
Senecaville	Dec-Apr	
Shoals	Oct-Jun	
Shoals Variant	Nov-May	Used in Miami, Putnam, and Richland Counties

SOILS	MONTHS	COMMENT
Shoals Variant	Oct-Jun	Used in Champaign County
Shoals, Till Substratum	Nov-Dec	
Skidmore	Dec-May	
Sligo	Mar-Apr	
Sloan	Nov-Jun	
Sloan, Till Substratum	Nov-Dec	
Stanhope	Nov-Dec	
Stendal	Jan-May	
Stone	Nov-Jun	
Stonelick	Nov-Jun	
Stringley	Nov-Jun	
Taggart	Jan-Dec	
Tioga	Nov-May	
Tioga Variant	Jan-Apr	
Toledo	Nov-May	
Tremont	Jan-Dec	
Wabash	Nov-May	
Wabasha	Sep-Jun	
Wakeland	Jan-May	
Wallkill	Sep-Jun	
Wappinger	Jan-Dec	
Warsaw Variant	Jan-May	
Wayland	Nov-Jun	
Wick	Oct-Jun	
Wilbur	Oct-Jun	
Willette	Nov-Dec	
Zepernik	Nov-Jun	
Zipp	Dec-May	

APPENDIX A, TABLE 2 – LAND APPLICATION RESTRICTIONS

	1	2	3	4
APPENDIX A, TABLE 2 RULE 901:10-2-14 LAND APPLICATION RESTRICTIONS	**STAGING AREAS AND STOCKPILES (10)**	**SURFACE APPLICATION**	**WINTER APPLICATIONS FROZEN OR SNOW-COVERED GROUND (1)**	**SURFACE INCORPORATION WITHIN 24 HRS OR DIRECT INJECTION**
Class V Wells, Sinkholes	300′	300′	300′	100′
Surface Waters of the State (7)	300′	35′ Veg. Cover, 100′ (2)	35′ Veg. Cover, 200′ (8)	35′ Veg. Cover, 100′ (2)
Wells	300′	300′	300′	100′
Bedrock	> 3′ from bedrock	None	None	None
Public Surface Drinking Water Intake	1500′	300′	300′	300′
Springs	300′	300′	300′	300′
Neighboring Residences	500′	300′	300′	100′
Flooding/Flood Plains/Floodways (3)	Do Not Stockpile	Do Not Apply	Do Not Apply	Permissible (3)
Slope (4)	0 – 6%	> 15%, See Note (5)	If > 6%, See Note (1)	> 15%, See Note (5)
Field Surface Furrows (6)	300′	35′ Veg. cover, 100′ (2) or 35′ see note (9)	200′	None
Maximum Application Rate:	Liquid Manure –Appendix B (AWC Chart) & Appendix F (Most Limiting Nutrient Chart) Solid Manure –Appendix F (Most Limiting Nutrient Chart)			

NOTE (1): All winter surface applications must have prior approval from the Ohio Department of Agriculture. Application on frozen and snow-covered soil is not recommended. However, if manure application becomes necessary on frozen or snow-covered soils, only limited quantities of manure shall be applied to address waste storage limitations until non-frozen soils are available for manure application. If frozen or snow-covered ground application becomes necessary, applications are to be applied only if ALL the following criteria are met:

a.) Application rate is limited to 10 wet tons per acre for solid manure more than 50% moisture and 5 wet tons for manure less than 50% moisture. For Liquid manure, the application rate is limited to 5,000 gallons per acre.

b.) Applications are to be made on land with at least 90% surface residue cover (e.g., good quality hay or pasture field, all corn grain residue remaining after harvest, all wheat residue cover remaining after harvest).

c.) Manure shall not be applied on more than 20 contiguous acres. Contiguous areas for application are to be separated by a break of at least 200 feet. Utilize those areas for manure application that are furthest from streams, ditches, waterways, surface water, etc. (areas that present the least runoff potential and are furthest from surface water).

d.) Increase the application setback distance to 200 feet "minimum" from all grassed waterways, surface drainage ditches, streams, water bodies, and field surface furrows. This distance may need to be further increased due to local conditions.

e.) The rate of application shall not exceed the rates specified in Table 4 (Determining The Most Limiting Manure Application Rates) for winter application.

f.) Additional winter application criteria for fields with significant slopes more than 6%: Manure shall be applied in alternating strips 60 to 200 feet wide generally on the contour, or in the case of contour strips on the alternating strips.

NOTE (2): Either a 35′ wide vegetative buffer strip must be present or a total setback of 100′ must be maintained. As a compliance alternative, the concentrated animal feeding operation may demonstrate that a setback or buffer is not necessary because implementation of alternative conservation practices or field-specific conditions will provide pollutant reductions equivalent or better than the reductions that would be achieved by the one hundred foot setback or a thirty-five foot vegetative buffer. Buffer strip is defined in OAC 901:10-1-01©.

NOTE (3): No applications during expected flooding season as reported in Appendix A, Table 1.

NOTE (4): Must have less than 5 ton/ac yearly average soil loss to perform surface manure applications.

NOTE (5): Manures are not to be applied to cropland over 15% slope or to pastures/hay land over 20% slope unless ONE of the following precautions are taken:

a.) Immediate incorporation or injection with operations done on the contour, UNLESS the field has 80% ground cover (residue or canopy).

b.) Applications are timed during periods of lower runoff and/or rainfall (May 20th – October 15th).

c.) Split applications are made (separated by rainfall events) with single applications not exceeding 10 wet tons/ac or 5000 gal/ac.

d.) The field is established and managed in contour strips with alternated strips in grass or legumes.

NOTE (6): Applications can be through field surface furrows if criteria in Appendix A (How to Use Appendices) are followed.

NOTE (7): Refer to OAC 901:10-1-01 for the definition of "Surface waters of the state."

NOTE (8): The first setback refers to a vegetative buffer strip that must be maintained while the second refers to the total setback distance. Buffer strip is defined in OAC 901:10-1-01©.

Note (9): A 35′ buffer without vegetation may be approved by the Director based on prior submittal of a compliance alternative for the specific land application area, in accordance with OAC 901:10-2-14©(3).

Note (10): Staging area(s) is a site used for placement of solid manure or transferring of liquid manure to facilitate land application. Any solid manure that is staged for more than 15 days will be considered a stockpile. Staging areas and stockpiles shall not discharge to waters of the State.

Source: USDA-NRCS (2003). Field Office Technical Guide – Conservation Practice Standard, 633, Columbus, Ohio.

APPENDIX B – AVAILABLE WATER CAPACITY (AWC)

This table shall be used to determine the AWC at the time of application and the liquid volume in gallons that can be applied not to exceed the AWC. To determine the AWC in the upper 8 inches use a soil probe or similar device to evaluate the soil to a depth of 8 inches. For land application, liquid manure application may also be calculated by converting acres per inch to gallons per acre. This conversion is based on the following formula: *1 acre – inch equals 27,156 gal/ac*.

Available Moisture in the Soil	**Sands, Loamy Sands**	**Sandy Loam, Fine Sandy Loam**	**Very Fine Sandy Loam, Loam, Silt Loam, Silty Clay Loam**	**Sandy Clay, Silty Clay, Clay, Fine & Very Fine Textured Soils**
< 25% Soil Moisture	Dry, loose and single-grained; flows through fingers.	Dry and loose; flows through fingers.	Powdery dry; in some places slightly crusted but breaks down easily into powder.	Hard, baked and cracked; has loose crumbs on surface in some places.
Amount to Reach AWC	20,000 gallons/ac	27,000 gallons/ac	40,000 gallons/ac	27,000 gallons/ac
25-50% or Less Soil Moisture	Appears to be dry; does not form a ball under pressure.	Appears to be dry; does not form a ball under pressure.	Somewhat crumbly but holds together under pressure.	Somewhat pliable; balls under pressure.
Amount to Reach AWC	15,000 gallons/ac	20,000 gallons/ac	30,000 gallons/ac	20,000 gallons/ac
50-75% Soil Moisture	Appears to be dry; does not form a ball under pressure.	Balls under pressure but seldom holds together.	Forms a ball under pressure; somewhat plastic; slicks slightly under pressure.	Forms a ball; ribbons out between thumb and forefinger.
Amount to Reach AWC	10,000 gallons/ac	13,000 gallons/ac	20,000 gallons/ac	13,000 gallons/ac
75% to Field Capacity	Sticks together slightly; may form a weak ball under pressure.	Forms a weak ball that breaks easily, does not stick.	Forms ball; very pliable; slicks readily if relatively high in clay.	Ribbons out between fingers easily; has a slick feeling.
Amount to Reach AWC	5,000 gallons/ac	7,000 gallons/ac	11,000 gallons/ac	7,000 gallons/ac
100% Field Capacity	On squeezing, no free water appears on soil, but wet outline of ball on hand.	On squeezing, no free water appears on soil, but wet outline of ball on hand.	On squeezing, no free water appears on soil, but wet outline of ball on hand.	On squeezing, no free water appears on soil, but wet outline of ball on hand.
Above Field Capacity	Free water appears when soil is bounced in hand.	Free water is released with kneading.	Free water can be squeezed out.	Puddles; free water forms on surface.

Note: Liquid manure applications to tiled fields must be less than or equal to 13,576 gal/ac.

APPENDIX F, TABLE 1 – MOST LIMITING MANURE APPLICATION RATES FOR TILED FIELDS

Select the Most Limiting Application Rate Based on the Following Criteria					
	Limiting Application Rate Criteria				
Field Situation & Time of Year	**Nitrogen**	**P_2O_5 4/**	**K_2O**	**Tons/Ac Gallons/Ac**	**AWC Table**
Subsurface Drained (Tiled) Fields					
(APR – JUN) Subsurface Drained or High N Leaching Potential	**1/** Crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	13,000 gal/ac	Upper 8″
(APR – JUN) **Pasture > 20% or Cropland > 15%** Subsurface Drained or High N Leaching Potential	**1/** Crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	**5/** 10 wet tons 5,000 gal/ac – unless contoured strips or incorporated immediately	Upper 8″
(JUL – SEP) **No Growing Crop** Subsurface Drained or High N Leaching Potential	**2/** 50 Lbs/ac as applied N	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	13,000 gal/ac	Upper 8″
(JUL – SEP) **With a Growing Cover Crop** Subsurface Drained or High N Leaching Potential	**3/** Next year's crop needs as applied N	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	13,000 gal/ac	Upper 8″
(JUL – SEP) **No Growing Crop, Cropland > 15%** Subsurface Drained or High N Leaching Potential	**2/** 50 Lbs/ac as applied N	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	13,000 gal/ac	Upper 8″
(OCT – MAR) Subsurface Drained or High N Leaching Potential	**3/** Next year's crop needs as applied N	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	13,000 gal/ac	Upper 8″
(OCT – MAR) **Pasture > 20% or Cropland > 15%** Subsurface Drained or High N Leaching Potential	**3/** Next year's crop needs as applied N	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	**5/** 10 wet tons 5,000 gal/ac – unless contoured strips or incorporated immediately	Upper 8″
Frozen or Snow-Cover Subsurface Drained or High N Leaching Potential	**3/** Next year's crop needs as applied N	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	**5/** 10 wet tons < 50% solids, stockpile if > 50% solids, liquid manure 5,000 gal/ac	

1/ Crop Needs factoring N losses – Maximum total nitrogen applied to meet the succeeding crop's recommended NITROGEN requirements for non-legume crops or 150 lbs/ac NITROGEN for the succeeding legume crop. **Considers loss of N through application method and time of year.**

2/ 50 lbs/ac as applied N – Nitrogen application limited to 50 lbs/ac based on the addition of the NH_4 or NH_3 (ammonium/ammonia) content of the manure + 1/3 of the organic nitrogen content the manure as applied. **Considers no losses due to application method or time of year.**

3/ Next year's crop needs as applied N – Maximum total nitrogen applied to meet the succeeding crop's recommended NITROGEN requirements for non-legume crops or 150 lbs/ac NITROGEN for the succeeding legume crop. **Considers no losses due to application method or time of year.**

4/ Under special conditions and criteria the rate of P_2O_5 application can be increased to 500 lbs/ac (See Appendix A or Rule 901:10-2-14). **Frozen or Snow-covered ground and fields over 100 ppm Bray P1 soil test are exempt and are always limited to applications less than or equal to 250 lb/ac P_2O_5.**

5/ Wet tons refers to the weight of the manure as it is applied – include solids and moisture weight.

APPENDIX F, TABLE 2 – MOST LIMITING MANURE APPLICATION RATES FOR NON-TILED FIELDS

Select the Most Limiting Application Rate Based on the Following Criteria					
	Limiting Application Rate Criteria				
Field Situation & Time of Year	**Nitrogen**	**P_2O_5 4/**	**K_2O**	**Tons/Ac Gallons/Ac**	**AWC Table**
Non Subsurface Drained (Tiled) Fields					
(JUL – SEP) Not Subsurface Drained	**1/** Crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac		Upper 8″
(OCT – MAR) Not Subsurface Drained	**1/** Crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac		Upper 8″
(APR – JUN) Not Subsurface Drained Pasture > 20% or Cropland > 15%	**1/** Crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	**5/** 10 wet tons 5,000 gal/ac – unless contoured strips or incorporate immediately	Upper 8″
(JUL – SEP) Not Subsurface Drained Pasture > 20% or Cropland > 15%	**1/** Crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac		Upper 8″
Frozen or Snow-Cover Not Subsurface Drained	**1/** Next year's crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	**5/** 10 wet tons < 50% solids, stockpile if > 50% solids, liquid manure 5,000 gal/ac	
(OCT – MAR) Not Subsurface Drained Pasture > 20% or Cropland > 15%	**1/** Crop Needs factoring N losses	Crop Needs or Crop Removal < 250 Lbs/ac	Crop Needs or Crop Removal < 500 Lbs/ac	**5/** 10 wet tons 5,000 gal/ac – unless contoured strips or incorporate immediately	Upper 8″

1/ Crop Needs factoring N losses – Maximum total nitrogen applied to meet the succeeding crop's recommended NITROGEN requirements for non-legume crops or 150 lbs/ac NITROGEN for the succeeding legume crop. **Considers loss of N through application method and time of year.**

2/ 50 lbs/ac as applied N – Nitrogen application limited to 50 lbs/ac based on the addition of the NH_4 or NH_3 (ammonium/ammonia) content of the manure + 1/3 of the organic nitrogen content the manure as applied. **Considers no losses due to application method or time of year.**

3/ Next year's crop needs as applied N – Maximum total nitrogen applied to meet the succeeding crop's recommended NITROGEN requirements for non-legume crops or 150 lbs/ac NITROGEN for the succeeding legume crop. **Considers no losses due to application method or time of year.**

4/ Under special conditions and criteria the rate of P_2O_5 application can be increased to 500 lbs/ac (See Appendix A or Rule 901:10-2-14). **Frozen or Snow-covered ground and fields over 100 ppm Bray P1 soil test are exempt and are always limited to applications less than or equal to 250 lb/ac P_2O_5.**

5/ Wet tons refers to the weight of the manure as it is applied – include solids and moisture weight.

APPENDIX C, TABLE 6 – CALCULATING AVAILABLE NITROGEN OF MANURE

Use the following table to calculate available nitrogen based on time of year and type of application. Determine available nitrogen by multiplying the percent available for ammonia N and organic N and adding them together (i.e., 0.5 x NH_4N + 0.33 x Organic N).

			ODA APPENDIX C, TABLE 6: METHOD OF CALCULATING N AVAILABILITY OF MANURES [1]			
Manure Applied	**Manure Available Nitrogen**	**Poultry Manure Available Nitrogen**	**Available Nitrogen %**		**Time of Application**	**Days Until Incorporated[2]**
TONS	**POUNDS**	**POUNDS**	**NH_4**	**ORGANIC**	**DATE**	**DAYS**
			50	33	NOV – FEB	≤ 5
			25	33	NOV – FEB	> 5
			50	33	MAR – APR	≤ 3
			25	33	MAR – APR	> 3
			75	33	APR – JUN	≤ 1
			25	33	APR – JUN	> 1
			75	15	JUL – AUG	≤ 1
			25	15	JUL – AUG	> 1
			25	33	SEP – OCT	≤ 1
			15	33	SEP – OCT	> 1
			[1] The calculations are for all animal manures. It is assumed that 50% of the organic N in poultry manure is converted to NH_4 rapidly and is therefore included in the NH_4 column for calculating available N.			
			[2] Incorporation is the mixing of manure and soil in the tillage layer. Disking is usually enough tillage for conserving N availability.			

LAND APPLICATION RECORDS

The forms provided for this section of the Operating Record are to record important information regarding different aspects of land application and to comply with Rule 901:10-2-16 of the OAC. An owner or operator may select other forms for use, provided the Director of Agriculture approves these.

Determination of application rates. Application rates shall follow the nutrient budget set forth in the Permit to Operate's Manure Management Plan and the restrictions contained in Rule 901:10-2-14 of the OAC. The permittee must amend the nutrient budget as necessary whenever the facility makes a change from the Manure Management Plan in how it manages the location, method, timing, or frequency of land application. If there are changes, the Nutrient Budget must account for these changes and the revised Nutrient Budget/Cropping schedule must be maintained in the operating record for the inspector's review

Projected and Actual Crop Yields (Form 7A)

The projected crop yields for each field should already be set forth in the Total Nutrient Budget approved in the Manure Management Plan. Is this projected or targeted yield would differ from the Plan, then this should be recorded on Form 7A. Upon completion of harvest, the actual yield for that field should be recorded on Form 7A or a similar type form for the inspector's review. Form 7A also allows the CAFF to record the future years cropping plan and yields where multi-year application of manure is planned.

LAND APPLICATION (Form 7B1, 7B2 or 7B3) – Any of these forms (7B1, 7B2 or 7B3) may be utilized to record appropriate information at the time of land application. In addition, an alternative form may be utilized provided it is approved prior to use the ODA-LEPP.

The following information must be documented:

Sites. List or describe specific sites that are used for land application of manure. This includes land that is owned and/or leased by the owner/operator and other land that the owner/operator applies manure on (i.e., land where the CAFF controls the application).

Best management practices.

1. Record all land application equipment that the owner or operator owns or has access to. This equipment must be properly maintained and not leak. Periodic inspections for leaks are required. Record the dates of inspections for leaks (see Form 2).

2. Record observations of the drain outlets for liquid manure flow during and after application of liquid manure to a land application site with subsurface drains.

3. Record the use of drain plugs or other devices when liquid manure is applied.

4. Record site inspections to inspect setbacks used to maintain vegetative cover and to protect stream channels or areas adjacent to stream channels, and as required by Rule 901:10-2-14 of the OAC.

5. Record the date, rate, quantity, and method of application of the nutrient, and/or form and source of manure, commercial fertilizer and/or other organic by-products.

6. Record total amount of nitrogen and phosphorus actually applied to each field, including documentation of calculations for the total amount applied.

7. Record the condition of the soil at the time of application including, but not limited to, available water capacity and evidence of soil cracks and related information on soil conditions. Refer to the Available Water Capacity Chart Appendix B of Rule 901:10-2-14 of the OAC for liquid manures.

8. Record the temperature conditions including weather conditions for 24 hours prior to manure application, at the time of the application, and for the 24 hours after application. Refer to Internet site: http://www.uswx.com/us/wx/oh/ and determine the percent chance of rain listed in the hour-by-hour forecast. In the alternative, record the percent chance of rain or rain forecast published in your area in a newspaper of general circulation. List any publicized weather report on rainfall accumulation.

9. Record the implementation dates of those best management practices necessary to reduce the risk of nitrogen and phosphorus runoff by crop rotation, cover crops, or residue management. Refer to 901:10-2-14 of the OAC and several of the appendices to this rule for information on how to calculate the total amount of nitrogen and phosphorus to be applied to each field, how to calculate the rate of application, and how to comply with setbacks.

FORM 7A: CROPPING SCHEDULE: TARGET AND ACTUAL YIELDS

LAND APPLICATION CROPPING SCHEDULE

Soil Sample Taken*		Last Year's Crop:		This Year's Crop:		2nd Year's Crop:		3rd Year's Crop:	
Field ID/Year	Acres	Projected Yield	Actual Yield	Projected Yield	Actual Yield	Projected Yield	Actual Yield	Projected Yield	Actual Yield

1. The projected crop yield for each crop in each land application area shall be based on (a) soil productivity information; (b) historical yield data; (c) potential yield; or (d) combinations of yield data.

2. An additional 10 percent may be added to the potential and/or historical yields to account for improvements in management and technology.

3. When historical yield data is not available a realistic yield may be based on local research or on yields from similar soils and/or cropping systems in the area.

4. For new or potential crops or varieties, industry yield estimates may be used until actual yields are available for documentation in the operating record.

5. Attach the soil tests to this section of the Operating Record. **Be sure to identify each field per each sample taken. Identify the laboratory method used to analyze the manure, which must be Publication 221, "Recommended Chemical Soil Test Procedures for the North Central Region; Published by the North Central Regional Committee on Soil Testing and Plant Analysis (NCR-13), North Dakota Agricultural Experiment Station."**

FORM 7B1: LAND APPLICATION FIELD INFORMATION:

LAND APPLICATION FIELD INFORMATION FORM

Date	Manure Storage ID	Acres Covered	Application Rate	Inject Incorp. Surface	Soil Moisture Condition	Rate of P2O5 Rate of N	Crop/Residue	Hauler's Initials	Tile Outlets Monitored/Blowout Fixed	Setbacks Observed	Forecast	Precipitation During Application	Precipitation After Application	Weather Wind Speed and Direction	Temperature

FORM 7B2: LAND APPLICATION FIELD INFORMATION:

LAND APPLICATION FIELD INFORMATION FORM

Date	Manure Storage ID	Acres Covered	App. Rate	Inject Incorp. Surface	Soil Moisture Condition	Hauler's Initials	Crop/ Residue	Tile Blowout Fixed?	Tile Outlets Monitored	Setbacks Observed	Forecast	Precip. During Application	Precip. After Application	Weather Wind speed & direction	Temp.	Rate of P_2O_5 per acre	Rate of N per acre

FORM 7B3: LAND APPLICATION FIELD INFORMATION:

LAND APPLICATION FIELD INFORMATION FORM

Date:	**Time Start:**	**Time Stop:**	**Applicator name:**
Facility: **Field ID:**	**Manure source:** **(storage structure)**	**Type of manure?** **Solid Sand Liquid**	**Species?** **Poultry Swine** **Dairy Beef**
Method of Application: **Spreader Irrigation** **Tank Dragline**	**Equipment Inspected and calibrated?** **Yes No**	**Manure Incorporated?** **Yes No**	**Date and type of Incorporation:**
Total gallons or tons applied:	**Application Rate Per Acre:**	**Total Acres Applied To:**	**Calculated Rate (gal/ac or tons/acre):**
Tile Checks –time/condition	**Rate of P_2O_5 Applied:** **Rate of N Applied:**	**Manure inspected and treated for insects? Yes No NA**	
Current Crop:	**Next Crop:**		
Residue type and % cover:	**Soil Saturation (% AWC):**		
Soil Cracks Present? **Tile Blowout Present?**	**Applied to frozen or snow covered ground?** **Yes No**		
Date and Time of Most Recent Forecast (attach copy)	**Problems or comments:**		

Most recent Soil Test Values (provide units)	**N - NA**	**P**	**K**
Most recent Manure analysis (provide units):	**N**	**P**	**K**
Commercial Fertilizer Applied	**N**	**P**	**K**

Actual precipitation after application.	**Day 1 (manure app. day)**	**Day 2 Date:**	**Day 3 Date:**	**Day 4 Date:**	**Day 5 Date:**

Setbacks are equal or greater than restrictions in Appendix A, Table 2 to rule 901:10-2-14 Yes No

Attach or draw field maps below with setbacks shown:

INSECT AND RODENT CONTROL PLAN

Use these forms, or another record pre-approved by the Director, to document compliance with the Insect and Rodent Control Plan. The Insect and Rodent Control Plan shall comply with the requirements in Rule 901:10-2-19 of the OAC.

This portion intentionally left blank.
Please continue with the Insect and Rodent Control Plan on the next page.

FORM 8A: INSECT AND RODENT CONTROL PLAN

WEEKLY INSECT CONTROL FORM - POULTRY

House Number:																				
Date	ADULT HOUSE FLIES Count on walls and poles					LARVAE Observations of House Fly Maggots in Manure				BEETLES Observations of Adults and Larvae in Manure				No Water Leaks	Pit Fans On	Top Baited	Wall Sprayed	Poles Sprayed	Mice Stat. Baited
	Few	Moderate	Abundant	Extreme		Few	Moderate	Abundant		Few	Moderate	Abundant							

KEY:

FLIES:
Few – Less than 1 per square foot.
Moderate – Two to 5 per square foot.
Abundant – More than 5 per square foot.
Extreme – Flies dense, clustered in 100 square feet.

LARVAE:
Few – Hard to find; small numbers at peek of cone.
Moderate – Found in at least half of spots checked; usually small wet spots in the top six inches.
Abundant – Heavy masses larvae observed in some spots. Breeding widespread and in at least the top two feet of the cone.

BEETLES:
Few – Adults are hard to find, less than one per square foot found in less than half the sample locations or limited to "seed" piles. Few larvae seen.
Moderate – Adults and larvae readily found, but not in heavy concentrations. Two to 50 adults per square foot found in half or more of the sample locations.
Abundant – Fifty to hundreds of adults per square foot found in 90 percent or more of the sample locations; clusters of hundreds of adults and masses of larvae present.

FORM 8B: INSECT AND RODENT CONTROL PLAN

WEEKLY INSECT CONTROL FORM – NON POULTRY

Facility Identification	Date Inspection Initials of Employee Inspecting Facility	Pest Activity Level	Water Line/Leaks Check	Repairs On Leaks	Methods Used to Control Insects and Rodents	Comments

WEEKLY INSECT CONTROL FORM – STOCK PILES AND TRANSFER SITES

Insect and Rodent Control Field Inspection for the following: Manure Stockpiles, Manure Transfer Sites, and/or After Manure Application

		Comment	Date
1. Field Inspected:			
2. Fly Population:			
3. Beetle Population:			
4. Rodent Population:			
5. Other (describe):			
6. Corrective Measure (spray used; thermal treatment):			

MORTALITY MANAGEMENT PLAN RECORD

Disposal methods for mortality must comply with Rule 901:10-2-15 of the OAC and the Mortality Management Plan in the Permit to Operate. Use this form or another form pre-approved by the Director to record the following information:

1. The dates and times of inspection of each building.
2. The number of dead animals removed from each building.
3. The best management practices used to implement the proper and appropriate disposal of dead livestock.

MORTALITY MANAGEMENT RECORD

Disposal Method:

Date	Location of Disposal (i.e.: of landfill/rendering/etc)	Number Dead	Date	Location of Disposal (i.e.: of landfill/rendering/etc)	Number Dead

Disposal Methods for Mortalities:
B = Burial on site; I = Incineration; R = Render; L = Landfill; C = Compost

FORM 10: DAILY DRINKING WATER LINE INSPECTION FORMS

WATER LINE INSPECTION LOG SHEET

Instructions: Use this form to keep track of your daily water line visual inspections and initial the form each day after the inspection is done.

Building ID:				
Month:				
Year:				
Day	**Initials**	**Leak Detected**	**Leak Fixed**	**Comments**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
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FORM 11: ANNUAL REPORT FORM

ANNUAL REPORT FORM FOR CALENDAR YEAR 20____

Instructions: The owner or operator shall submit an annual report to the Ohio Department of Agriculture, Livestock Environmental Permitting Program for the prior year. The annual report shall be submitted on this form. If the operation has had any discharges during the past year, also include the Annual Discharge Report form, which is attached. Please use the information recorded in your Operating Record to provide the summary information for this form.

Please provide the following information, as required by Rule 901:10-2-20 of the OAC:

Name of Facility: _____

1. Summarize the number and type of animals, whether in open confinement or housed under roof (beef cattle, broilers, layers, chickens other than laying hens, swine weighing 55 pounds or more, swine weighing less than 55 pounds, mature dairy cows, dairy heifers, veal calves, sheep and lambs, horses, ducks, turkeys, other):

2. Summarize the estimated amount of total manure generated by this operation in the previous twelve months:

_____ ☐ Tons / ☐ Gallons / ☐ Both

3. Provide the total number of acres for land application covered by the Manure Management Plan developed with your Permit or RCC:

4. Provide the total number of acres under control of the owner or operator that were used for land application of manure in the previous twelve months:

5. Estimated amount of total manure transferred to other person by the facility:

_____ ☐ Tons _____ ☐ Gallons

6. Provide a summary of all manure discharges from the production area[1] that have occurred in the prior year, including date, time, and approximate volume. Use attached form, Annual Discharge Report, if the information will not fit here:

[1] "Production area" means any of the following components of an animal feeding facility:

(1) Animal confinement areas, including, but not limited to, open lots, housed lots, feedlots, confinement houses, stall barns, free stall barns, milk rooms, milking centers, cow yards, barnyards, medication pens, animal walkways, and stables;
(2) Manure storage areas, including, but not limited to, manure storage or treatment facilities;
(3) Raw material storage areas, including, but not limited to, feed silos, silage bunkers, commodity buildings, and bedding materials;
(4) Waste containment areas, including, but not limited to, any of the following:
  (a) An egg washing or egg processing facility;
  (b) An area used in the storage, handling, treatment, or disposal of mortalities;
  (c) Settling basins, runoff ponds, liquid impoundments, and areas within berms and diversions that are designed and maintained to separate uncontaminated storm water runoff from contaminated water and to contain and treat contaminated storm water runoff.

ANNUAL REPORT FORM FOR CALENDAR YEAR 20____

- ***Continued –***

-

7. Is the most current version of the owner or operator's Manure Management Plan prepared by a "certified nutrient management planner"?

☐ Yes ☐ No

8. Certification: "I certify under penalty of law that this annual report was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or person(s) who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and believe, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

By: _____ Date: _____

Signature

Optional: How can the Livestock Environmental Permitting Program help you?

☐ Newsletters ☐ Training Opportunities ☐ Other (please write comments below)

Other suggestions or comments:

"Discharge" means a discharge of pollutants to waters of the state.

U.S. EPA regulations and ODA's rules do not require the development of Manure Management Plans or Nutrient Management Plans by a certified specialist or technical service provider. A nutrient management plan preparer certification program is only suggested by U.S. EPA. Federal guidance states that a certified specialist is a person who has a demonstrated capability to develop MMPs (or NMPs) in accordance with applicable USDA or State standards and is certified by USDA or a USDA-sanctioned organization. Certified specialists include qualified persons who have received certifications through a State or local agency, personnel from NRCS, persons who have completed certification through a State or local agency, and persons who have completed certification programs recognized as technical service providers, or other programs recognized by States. In addition, USDA has developed agreements with technical service providers to provide certified nutrient management plan development services. Third-party vendor certification programs may include, but are not limited to,

(1) American Society of Agronomy's certification programs, including Certified Crop Advisors (CCA) and Certified Professional Agronomists (CPAg), Certified Professional Crop Scientists (CPSc), and Certified Professional Soil Scientists (CPSSs);
(2) Land Grant University certification programs;
(3) National Alliance of Independent Crop Consultants (NAICC); and
(4) State Certification programs and Cooperative Extension. Generally, certification means a pre-certification training course, pass an examination, and receive continuing education on a variety of topics.

EMERGENCY SPILL REPORT FORM

(OAC 901:10-2-16(A)(1)(a)(xii) and 901:10-2-17)

IN THE EVENT OF A DISCHARGE OR MANURE SPILLAGE, THE OWNER OR OPERATOR SHALL CONTACT THE OHIO DEPARTMENT OF AGRICULTURE BY TELEPHONE AS SOON AS POSSIBLE, BUT IN NO CASE MORE THAN TWENTY-FOUR HOURS FOLLOWING FIRST KNOWLEDGE OF THE OCCURRENCE. USE THE CONTACT INFORMATION CONTAINED IN THE FACILITY'S EMERGENCY RESPONSE PLAN.

THE PERSON REPORTING THE DISCHARGE SHALL SUPPLY THE FOLLOWING INFORMATION TO THE OHIO DEPARTMENT OF AGRICULTURE:

1. List the times at which the discharge or manure spill occurred and was discovered.
2. List the approximate amount and the characteristics of the discharge or manure spillage.
3. If applicable list the waters of the State affected by the discharge or spillage.
4. List the circumstances which created the discharge or spillage.
5. List the names and phone numbers of persons who have knowledge of these circumstances.
6. List the steps taken to clean up the discharge or spillage.
7. List the names and telephone numbers of persons responsible for the cleanup.
8. Provide all Land Application Records that are relevant to the application period in which the spill occurred. These records should also show any weather reports and rainfall events that may have contributed to the spill or discharge.

IN ADDITION, THE OWNER OR OPERATOR SHALL ALSO FILE A WRITTEN REPORT OF THE OCCURRENCE IN LETTER FORM WITHIN FIVE DAYS FOLLOWING FIRST KNOWLEDGE OF THE OCCURRENCE, UNLESS OTHERWISE WAIVED BY THE DIRECTOR. THIS INFORMATION SHALL ALSO BE KEPT IN THE OPERATING RECORD (A form is provided below). THIS REPORT SHALL OUTLINE THE ACTIONS TAKEN OR PROPOSED TO BE TAKEN TO CORRECT THE PROBLEM AND TO ENSURE THAT THE PROBLEM DOES NOT RE-OCCUR. SEE 901:10-2-17(A)(4)(d).

(The written report shall be sent to the following address: Ohio Department of Agriculture, Livestock Environmental Permitting Program, 8995 East Main Street, Reynoldsburg, Ohio 43068.)

FORM 12: EMERGENCY SPILL REPORT FORM CONTINUED

NAME OF FACILITY:	
DATE AND TIME OF DISCHARGE/SPILL[1]:	
DATE AND TIME DISCHARGE/SPILL DETECTED:	
AMOUNT[2]:	
CHARACTERISTICS OF THE DISCHARGE OR MANURE SPILLAGE[3]	
LOCATION/WATER WAY AFFECTED[4]:	
SPILL OCCURRED BECAUSE:	
NAMES/PHONE NUMBERS OF PERSONS WITH KNOWLEDGE OF SPILL	
AGENCIES CONTACTED:	
EQUIPMENT USED:	
STEPS TAKEN TO CONTAIN AND REMEDIATE THE SPILL:	

NAMES/PHONE NUMBERS OF PERSONS RESPONSIBLE FOR THE CLEANUP	
ACTIONS TAKEN/TO BE TAKEN TO ENSURE PROBLEM DOES NOT RE-OCCUR	

Date report sent to Ohio Department of Agriculture: _____

_____
Signature

_____
Name (printed)

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[1] **Time**: The time of the discharge or manure spill. If the discharge or spill was detected after it happened, give an estimate of the time when the discharge or spill occurred.

[2] **Amount**: Give an estimate of the number of gallons or tons of manure, litter, or process wastewater discharged. The date, time, and approximate volume of any discharge from the production area shall also be filed in the annual report.

[3] **Characteristics**: Provide other relevant information about the discharge, including the source, cause, composition (e.g., emergency overflow of process wastewater from lagoon #2), and impacts observed (e.g., fish kill in water body).

[4] **Location**: The location of any discharge to waters of the State. Be specific. Include the name of the water body, and a specific description of where the manure, litter, or process wastewater entered the water body. Include landmarks or other points of reference (e.g., Three Mile Creek, at southeast corner of feedlot where creek bends to the west).