

APPENDIX H

EXAMPLE

NUTRIENT MANAGEMENT PLAN RECORD KEEPING FORMS

**APPENDIX H. EXAMPLE NUTRIENT MANAGEMENT PLAN RECORD
KEEPING FORMS**

CAFO Weekly Storage and Containment Structure Inspections Log Sheet H-3

CAFO Weekly Storm Water Management Structure Inspections Log Sheet H-8

CAFO Nutrient Land Application Log Sheet H-13

Water Line Inspection Log Sheet H-14

**CAFO Weekly Storage and Containment Structure Inspections
Log Sheet**

Facility Name: _____ NPDES Permit No.: _____
Storage or Containment Structure: _____

Instructions: Use this form to keep track of weekly visual inspections of the structures that you use to store or contain manure, litter, and process wastewater. Use a separate form for each structure.

Keep track of your inspections each week in the table below. Provide the following information:

- the date of the inspection
- the initials of the inspector
- for open liquid waste storage structures, record the level indicated on the depth marker
- use the “Notes” column to describe problems, if you find any, and how they might be fixed
- fill in the “date corrected” column with the date when you correct the problem

	Date	Initials	Depth Marker Reading	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					

NPDES Permit No.: _____

	Date	Initials	Depth Marker Reading	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					
Week 17					
Week 18					
Week 19					
Week 20					
Week 21					

NPDES Permit No.: _____

	Date	Initials	Depth Marker Reading	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 22					
Week 23					
Week 24					
Week 25					
Week 26					
Week 27					
Week 28					
Week 29					
Week 30					
Week 31					
Week 32					
Week 33					
Week 34					

	Date	Initials	Depth Marker Reading	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 35					
Week 36					
Week 37					
Week 38					
Week 39					
Week 40					
Week 41					
Week 42					
Week 43					
Week 44					
Week 45					
Week 46					
Week 47					

NPDES Permit No.: _____

	Date	Initials	Depth Marker Reading	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 48					
Week 49					
Week 50					
Week 51					
Week 52					

CAFO Weekly Storm Water Management Structure Inspections Log Sheet

Facility Name: _____ NPDES Permit No.: _____

Instructions: Use this form to keep track of weekly visual inspections of your storm water management structure(s) (including storm water and runoff diversion devices, and devices used to channel contaminated storm water to a wastewater storage or containment structure). List the items that need to be inspected below.

Keep track of your inspections in the following table by filling out one row each week when you inspect your storm water management structures. Provide the following information:

- the date of the inspection
- the initials of the inspector
- check the “OK” box if no problems were found
- use the “Notes” column to describe problems, if you find any, and how they might be fixed
- fill in the “date corrected” column with the date when you correct the problem

	Date	Initials	OK (T if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

NPDES Permit No.: _____

	Date	Initials	OK (T if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					
Week 17					
Week 18					

NPDES Permit No.: _____

	Date	Initials	OK (T if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 19					
Week 20					
Week 21					
Week 22					
Week 23					
Week 24					
Week 25					
Week 26					
Week 27					
Week 28					
Week 29					
Week 30					
Week 31					

NPDES Permit No.: _____

	Date	Initials	OK (T if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 32					
Week 33					
Week 34					
Week 35					
Week 36					
Week 37					
Week 38					
Week 39					
Week 40					
Week 41					
Week 42					
Week 43					
Week 44					

	Date	Initials	OK (T if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected
Week 45					
Week 46					
Week 47					
Week 48					
Week 49					
Week 50					
Week 51					
Week 52					

Water Line Inspection Log Sheet

Instructions: Use this form to keep track of your daily water line visual inspections.

- Initial the form *each day* the after the inspection is done.
- Mark the “T if Leak Detected” column if you find a leak.

Facility Name: _____ NPDES Permit No. _____

January, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
February, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		

8		
9		
10		
11		
12		
13		
14		
15		
16		
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20		
21		
22		
23		
24		
25		
26		
27		
28		
29		

NPDES Permit No. _____

March, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

24		
25		
26		
27		
28		
29		
30		
31		
April, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
May, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		

NPDES Permit No. _____

9		
10		
11		
12		
13		
14		
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19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

June, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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18		
19		
20		
21		
22		
23		

24		
25		
26		
27		
28		
29		
30		
July, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
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7		
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11		
12		
13		
14		
15		
16		

NPDES Permit No. _____

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22		
23		
24		
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27		
28		
29		
30		
31		
August, 20____		
Day	Initials	✓ if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		

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10		
11		
12		
13		
14		
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21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

September, 20____		
Day	Initials	✓ if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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19		
20		
21		
22		
23		

NPDES Permit No. _____

24		
25		
26		
27		
28		
29		
30		
October, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		
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10		
11		
12		
13		
14		
15		
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22		
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24		
25		
26		
27		
28		
29		
30		
31		
November, 20____		
Day	Initials	T if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		

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10		
11		
12		
13		
14		
15		
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24		
25		
26		
27		
28		
29		
30		

NPDES Permit No. _____

December, 20____		
Day	Initials	✓ if Leak Detected
1		
2		
3		
4		
5		
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7		
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12		
13		
14		
15		
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