APPENDIX C - SAMPLE RECORDKEEPING CHECKLIST FOR THE PRODUCTION AREA AND LAND APPLICATION AREA AT A LARGE CAFO¹

GENERAL INFORMATION

Maintain records that contain the following general information for the CAFO:		
	The name of the owner or operator of the CAFO.	
	The location and mailing address of the CAFO	
	The latitude and longitude of the entrance to the production area.	
	The number and types of animals confined and whether the animals are in open confinement or housed under roofs.	
	The type of containment and storage, and the total capacity for manure, litter, and process wastewater storage in either gallons or tons.	
	The number of acres under the control of the owner or operator available for land application of manure, litter, or process wastewater.	
	The estimated amount/volume (tons or gallons) of manure, litter, and process wastewater transferred to other persons annually.	
	Documentation that the applicable effluent limitations guidelines and standards have been met.	

PRODUCTION AREA

Maintain records for the production area that document:

¹This checklist applies to a large CAFO with a capacity equal to or greater than 700 mature dairy cows whether milked or dry; 1,000 cattle (other than mature dairy cows and veal calves); 2,500 swine each weighing 55 pounds or more; 10,000 swine each weighing less than 55 pounds; 30,000 laying hens or broilers if the facility uses a liquid manure handling system; 82,000 laying hens if the facility uses other than a liquid manure handling system; 125,000 chickens other than laying hens if the facility uses other than a liquid manure handling system; 55,000 turkeys; or 1,000 veal calves.

The total design volume for manure, litter, or process wastewater storage structures and the estimated number of days of storage capacity for each structure.
The date, time, and estimated volume of any overflow from a manure, litter, or process wastewater storage structure.
The procedures in place to ensure proper operation and maintenance of manure, litter, and process wastewater storage structures.
Proper management of dead animals (i.e., mortalities) to ensure that they are not disposed of in a liquid manure, storm water, or process wastewater storage or treatment system that is not designed specifically to treat dead animals.
How clean water is diverted, as appropriate, from the production area.
How direct contact of confined animals with surface water bodies is prevented.
How chemicals and other contaminants handled on-site are disposed to ensure they are not disposed in any manure, litter, process wastewater, or storm water storage or treatment system that is not designed specifically to treat such chemicals and other contaminants.
Results of the daily inspections of water lines, including drinking water or cooling water lines.
Results of the weekly inspections of the storm water diversion devices, runoff diversion structures, and devices channeling contaminated storm water to the wastewater and manure storage and containment structure.
Results of the weekly inspections of the manure, litter, and process wastewater impoundments.
Actions taken to correct deficiencies found during the daily and weekly inspections.
Factors that prevented any deficiencies from being corrected within 30 days after they were discovered.
The type of depth marker used in open surface liquid impoundments to indicate the minimum capacity needed to contain the runoff and direct precipitation for either a 25-year, 24-hour rainfall event or a 100-year, 24-hour rainfall event, whichever is appropriate.

Results the depth measurements of the manure and process wastewater in an open
liquid surface impoundment using a depth marker.

LAND APPLICATION AREA

Maintain the records for the land application area that document:		
	The site-specific nutrient management plan.	
	Expected crop yields.	
	Date(s) manure, litter, or process waste water was applied to each field.	
	Weather conditions at the time of land application and for 24 hours prior to land application.	
	Test methods used to sample and analyze manure, litter, process waste water, and soil.	
	Results from manure, litter, process waste water, and soil sampling.	
	Explanation of the basis for determining the manure application rates.	
	Calculations showing the total nitrogen and phosphorus to be applied to each field, including sources other than manure, litter, or process waste water.	
	Total amount of nitrogen and phosphorus actually applied to each field.	
	Method used to apply the manure, litter, or process waste water.	
	Date(s) of manure application equipment inspection.	