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# W090-Recordkeeping

The University of Tennessee Agricultural Extension Service

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## Livestock Waste Management and Conservation

### Recordkeeping

(Class I & II – Large and Medium CAFOs)

Tennessee CAFO Factsheet #11

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Recordkeeping is an essential component of a CAFO permit. A producer must keep records current to satisfy the requirements of the regulations. Additionally, without current records, inspectors cannot determine and producers cannot prove the nutrient Management plan (NMP) has been implemented as approved. All records required by the regulation must be maintained for five years, and must be made available to TDEC or EPA upon request.

The following records must be kept:

1. A copy of the CAFO's site-specific nutrient management plan;
2. Records documenting the current design of any manure- or litter-storage structures, including volume for solids accumulation, design treatment volume, total design volume and approximate number of days of storage capacity;
3. Records of mortalities and practices used to comply with disposal of mortalities according to the nutrient management plan;
4. Records of the date, time and estimated volume of any overflow (see Discharge Event Factsheet # 11 for specific recordkeeping requirements);
5. Records documenting the following visual inspections:

- a. Weekly inspections of all storm water diversion devices, runoff diversion structures and devices channeling contaminated storm water to the wastewater and manure-storage and containment structure,
  - b. Daily inspections of water lines, including drinking or cooling water lines,
  - c. Weekly inspections of the manure, litter and process wastewater impoundments, noting the liquid level in the impoundments as indicated by a depth marker. This marker should indicate the minimum capacity necessary to contain the runoff and direct precipitation of the 25-year, 24-hour rainfall event,
6. Records documenting any corrective actions taken (if deficiencies are not corrected within 30 days of notice of deficiency, the records must include an explanation of the factors preventing immediate correction);
  7. Date(s) of manure application equipment inspection and calibration;

8. Test methods used to sample and analyze manure, litter, process wastewater and soil;
9. Results from manure, litter, process wastewater and soil sampling;
10. Explanation of the basis for determining manure application rates, as provided in the technical standards established by the NRCS or as otherwise approved by the TDEC or the Tennessee Department of Agriculture;
11. Expected crop yields;
12. Calculations showing the total nitrogen and phosphorus to be applied to each field, including sources other than manure, litter or process wastewater;
13. The date(s) manure, litter or process wastewater is applied to each field;
14. The method used to apply the manure, litter or process wastewater;
15. Weather conditions at time of application and for 24 hours prior to and following application;
16. Total amount of nitrogen and phosphorus actually applied to each field, including documentation of calculations for the total amount applied;
17. Actual crop yields.

Additionally, there is a requirement that prior to transferring more than 100 tons of manure, litter or process wastewater to a third party, CAFOs must provide the recipient of the manure, litter or process wastewater with the most current nutrient analysis, and ensure that the third party signs the Agreement for the Removal of Litter, Manure and/or Process Wastewater from a CAFO form (Appendix A of the TN CAFO factsheet series). The CAFO must retain for five years records of the date, recipient's name and address, and approximate amount of manure, litter or process

wastewater transferred to a third party (see Appendix B of the TN CAFO factsheet series).

CAFOs must also submit an annual report to TDEC and TDA between January 1 and February 15. Please refer to Factsheet #12, Annual Report.