Appendix C

Example NPDES CAFO Permit Annual Report Form

NPDES CAFO PERMIT ANNUAL REPORT

NPDES Permit Number:	Reporting period (mm/dd/yyyy - mm/dd/yyyy): / / - / /	
Facility Name:		
Contact Name:		
Facility Address:		
Facility City:	Facility State:	Facility ZIP Code:
Facility Telephone:	Contact Telephone (if different from Facility Telephone):	

I. TYPE AND NUMBER OF ANIMALS

Report the maximum number of each type of animal confined at the facility at any one time.

Type	Number in open confinement	Number housed under roof
Mature Dairy Cows		
Dairy Heifers		
Veal Calves		
Other Cattle		
Swine (55 lbs or more)		
Swine (under 55 lbs)		
Horses		
Sheep or Lambs		
Turkeys		
Chickens (broilers)		
Chickens (layers)		
Ducks		
Other (specify) _____		

II. MANURE, LITTER, AND PROCESS WASTEWATER PRODUCTION

Report the estimated amount of manure, litter, and process wastewater that were generated at the facility in the 12-month period covered by this report.

A. Amount of manure generated in the 12-month period covered by this report. _____ tons

B. Amount of litter generated in the 12-month period covered by this report. _____ tons

C. Amount of process wastewater generated in the 12-month period covered by this report. _____ gallons

III. MANURE, LITTER, AND PROCESS WASTEWATER TRANSFERRED TO OTHER PERSONS

Report the estimated amounts of manure, litter, and process wastewater that were transferred to other persons in the 12-month period covered by this report.

A. Amount of manure transferred in the 12-month period covered by this report. _____ tons

B. Amount of litter transferred in the 12-month period covered by this report. _____ tons

C. Amount of process wastewater transferred in the 12-month period covered by this report. _____ gallons

IV. LAND APPLICATION—ACRES COVERED BY PLAN

Report the total number of acres of land that are covered by the facility's nutrient management plan. Include all land application acres covered by the nutrient management plan, whether or not they were used for land application during the 12-month period covered by this report.

Total number of land application acres covered by the nutrient management plan. _____ acres

V. LAND APPLICATION—ACRES USED

Report the total number of acres of land where manure, litter, or process wastewater generated at the facility was spread. Include only land application areas that are under the control of this CAFO facility.

Total number of acres under the control of the CAFO used for land application of manure, litter, or process wastewater in the 12-month period covered by this report. _____ acres

VI. SUMMARY OF DISCHARGES

Provide a summary of each discharge of manure, litter, and/or process wastewater from the production area(s) that occurred in the 12-month period covered by this report. Attach additional sheets, if needed.

Date[a]	Time[b]	Volume[c]	Location[d,f]	Description[e,f]

a. **Date:** The date of the discharge. If the discharge was detected after it happened, give an estimate of the date when the discharge occurred.
b. **Time:** The time of the discharge. If the discharge was detected after it happened, give an estimate of the time when the discharge occurred.
c. **Volume:** Give an estimate of the number of gallons or tons of manure, litter, or process wastewater discharged.
d. **Location:** The location of the discharge. Provide a specific description of where the manure, litter, or process wastewater was discharged from the production area. Include names of nearby waterbodies, landmarks or other points of reference (e.g., Three Mile Creek, at southeast corner of feedlot where creek bends to the west).
e. **Description:** 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 waterbody).
f. This information is not required by the NPDES CAFO regulations to be included in the annual report.

VII. NUTRIENT MANAGEMENT PLAN

Indicate whether the facility's nutrient management plan was developed or approved by a certified nutrient management planner. Note: The *[permitting authority]* does not require CAFO owners or operators to use a certified nutrient management planner to prepare or approve nutrient management plans.

Was the current version of this facility's nutrient management plan prepared or approved by a certified nutrient management planner? ❑ Yes ❑ No

VIII. LAND APPLICATION SUMMARY

A. Report the nitrogen (N) and phosphorus (P) content of manure, litter, and process wastewater using the results of the most recent representative manure, litter, and process wastewater tests for N and P. Report the form of N and P used for nutrient management planning purposes in the *Nutrient form* column.

Note: Large CAFOs using the linear approach and all CAFOs using the narrative rate approach must present results taken within 12 months of the date of land application of the manure, litter, and process wastewater.

				Nutrient form
Manure N Content	_____	lbs/ton	as	_____
Manure P Content	_____	lbs/ton	as	_____
Litter N Content	_____	lbs/ton	as	_____
Litter P Content	_____	lbs/ton	as	_____
Process Wastewater N Content	_____	lbs/1,000 gallons	as	_____
Process Wastewater P Content	_____	lbs/1,000 gallons	as	_____

B. For each field, report the actual crop(s) planted, the season (for multiple crops planted in one field), the actual crop yield, and the amount of manure, litter, process wastewater, and supplemental fertilizer applied to each field during the previous 12-month period. Attach additional sheets if necessary.

Field ID	Season	Crop planted	Crop yield (specify units)	Amount to be applied as calculated according to the NMP methodology			Actual amount applied		
				Manure (tons)	Litter (tons)	Process wastewater (gallons)	Manure (tons)	Litter (tons)	Process wastewater (gallons)

C. *Comments (E.g., "Actual amounts of manure applied are greater than the planned amounts due to a drop in the amount of N analyzed in the manure test.")*

D. *For CAFOs with NMPs developed using the narrative rate approach only as described under 40 CFR 122.42(e)(5)(ii)*: For each field used for land application, report the results of the most recent soil nutrient analyses for any soil test taken in the last 12 months.

Field ID	Most recent soil test results					Supplemental fertilizer (pounds/acre)	
	Nitrogen		Phosphorus				
	ppm	N form	ppm	P form	method	N applied	P applied
		as		as			
		as		as			
		as		as			
		as		as			
		as		as			
		as		as			
		as		as			

IX. INSTANCES OF NONCOMPLIANCE NOT PREVIOUSLY REPORTED

During the past 12 months have there been any instances of noncompliance that have not been reported to the permitting authority? ❑ Yes ❑ No If yes, please provide the information requested below.

Note: This information is required to be submitted under 40 CFR 122.41(l)(7) and 40 CFR 122.44(i)(2).

If during the past 12 months instances of noncompliance have occurred that have not been reported to the permitting authority please provide the following information, for each instance, along with this annual report:

- Description of the noncompliance and its cause.
- The period that the operation was in noncompliance with permit conditions, including exact dates and times.
- In cases where the noncompliance has not been corrected, the anticipated time it is expected to continue.
- Description of the steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

X. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direct 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 persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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.

Signature: _____ Date: _____

Print Name: _____

Submit by [*insert due date/reporting schedule*]

Submit to [*permitting authority and address*]