



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Animal Feedlot or Manure Storage Area Annual Report

NPDES/SDS Permit Program

Doc Type: Permitting Annual Report

Instructions on Page 8

Facility Information

Name: _____ Registration number: _____

Location: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

NPDES/SDS Permit number: MN

Reporting period: (09/01/2011 – 08/31/2012) *

National Pollutant Discharge Elimination System (NPDES) /State Disposal System (SDS)

The reporting period for all the information required in this report has changed to the 12-month cropping period. Please see Part IV Item C. below for an explanation of 12-month cropping period.

I. Type and Number of Animals

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

Type	Number in open confinement	Number housed under roof
Mature dairy cow (over 1,000 pounds)		
Mature dairy cow (under 1,000 pounds)		
Dairy heifer		
Dairy calf		
Veal		
Beef slaughter steer/heifer, stock cow, or bull		
Beef feeder cattle (stocker or backgrounding), heifer		
Beef cow and calf pair		
Beef calf (weaned)		
Swine (over 300 pounds)		
Swine (between 55 and 300 pounds)		
Swine (under 55 pounds)		
Horses		
Sheep or lamb		
Chickens w/liquid manure systems		
Broiler chickens w/dry manure systems		
Layer hens w/dry manure systems		
Turkeys (over 5 pounds)		
Turkeys (under 5 pounds)		
Ducks		
Others (List Types):		
1.		
2.		

II. Manure and Process Wastewater Production

Report the estimated amount of manure and process wastewater that were generated at this facility in the 12-month period covered by this report. Process wastewater is any wastewater that is handled or stored separately from the manure such as feedpad runoff or milkhouse waste.

- A. Amount of manure generated in the 12-month period covered by this report. Liquid _____ gallons and/or solid _____ tons.
- B. Amount of process wastewater generated in the 12-month period covered by this report: _____ gallons.

III. Manure and Process Wastewater Transferred to Other Persons

Report the estimated amount of manure and process wastewater that was transferred to other persons in the 12-month period covered by this report. Transferred manure includes all application to land that is not owned, rented, or under direct control of the feedlot owner/operator.

- A. Amount of manure transferred in the 12-month period covered by this report: Liquid _____ gallons and/or solid _____ tons.
- B. Amount of process wastewater transferred in the 12-month period covered by this report: _____ gallons
- C. All transferred manure records for the 12 month period (Sept. 1, 2011 to August 31, 2012) must be submitted on the form Records When Manure Ownership is Transferred – 300 or More Animal Units shown on pages 11 and 12 of this report, or an electronic record form can be found at: <http://www.pca.state.mn.us/index.php/view-document.html?gid=13360>

IV. Land and Application of Manure and Process Wastewater

(Complete this section for *non-transferred* manure only. If all manure is transferred go to Section V now.)

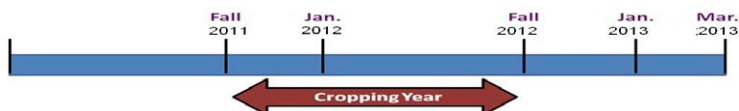
- A. Report the total number of acres of land that are covered by this facility's manure and nutrient management plan (MMP). Include all land application acres covered by the Manure Management Plan (MMP), whether or not they were used for land application during the 12-month period covered by this report.

Total number of land application acres covered by the MMP: _____ acres

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

Total number of acres under the control of the facility used for land application in the 12-month period covered by this report: _____ acres.

- C. All land application records for the 12 month period (Sept 1, Year 1 to Aug 31, Year 2) corresponding to the *crop year* that ended during calendar year of this report must be submitted on the form *Records for 300 or more AU* shown on pages 6 and 7 of this report, or on the electronic records form found in the MPCA manure management planner at <http://www.pca.state.mn.us/index.php/view-document.html?gid=3556> An example of a 12-month cropping period is shown below (example Sept 1, 2011 to Aug 31, 2012). Emergency applications of liquid manure on frozen or snow covered soils must also be reported in Section IX on page 4.



V. Summary of Discharges

(Does not apply to any occurrences in which manure was land applied in accordance with Minn. R. 7020).

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.

A discharge is a release of manure, litter, and/or process wastewater to waters of the state by leaking, pumping, pouring, emitting, emptying, dumping, escaping, seeping, leaching, or any other means.

Date ^a	Time ^b	Location ^{c,f}	Description ^{d,f}	Volume ^e

^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 **Location:** The location of the discharge to waters of the United States. 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).

^d **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 water body).

^e **Volume:** Give an estimate of the number of gallons or tons of manure, litter, or process wastewater discharged. This information is not required by the NPDES Confined Animal Feeding Operation regulations to be included in the annual report.

VI. Manure and Nutrient Management Plan

(Complete this section for non-transferred manure only. If all manure is transferred go to Section VII now.)

- A. Indicate whether the facility's current MMP was either developed by or reviewed and approved by (check all that apply):
- ☐ Natural Resource Conservation Service (NRCS) certified Technical Service Provider for nutrient management planning
 - ☐ Certified Crop Advisor
 - ☐ Someone who completed at least two parts of the Minnesota Extension Service Manure Management Workshop series (offered since 2004)
 - ☐ Other – Please note that the Minnesota Pollution Control Agency (MPCA) does not require facility owners to use a certified nutrient management planner to prepare or approve MMPs.
- B. Was the MMP updated or modified during the past calendar year? ☐ Yes ☐ No
If yes, check each of the following ways that the MMP was modified:
- Changed rate of application due to changes in:
 - ☐ Manure nutrient content ☐ Method of application ☐ Crop rotation
 - ☐ Rates of supplemental commercial fertilizer ☐ Other (explain): _____
 - Changed fields due to:
 - ☐ Fields no longer available for application ☐ Additional acreage became available
 - ☐ Avoiding use of high soil test phosphorus fields ☐ New manure sources
 - ☐ Other (explain): _____
 - Changed setbacks and/or management in sensitive areas: ☐ Yes ☐ No
 - Changed timing of application so that more manure is applied during:
 - ☐ Summer ☐ Early fall ☐ Late fall ☐ Winter ☐ Spring

VII. Instances of Non Compliance Not Previously Reported

During the 12 month period covered by this report, have there been any instances of noncompliance which have not been reported to the MPCA?

☐ Yes ☐ No If yes, please provide the information requested in items A.-D., below, with this annual report.

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

VIII. Damage and Repair of Any Manure Storage Area

Was there any damage done to any of the manure storage areas at the facility? ☐ Yes ☐ No

If yes, provide the information requested in items A-F below for each incident of damage to each manure storage area with this Annual Report:

- A. Identify the manure storage area(s) that was/were damaged: _____
- B. Describe the damage(s) done to the manure storage area(s): _____
- C. Describe the corrective action(s) taken to repair the damage(s) to the manure storage area(s): _____
- D. Provide the date when the damage(s) was/were discovered: _____
- E. Provide the date when the corrective action(s) was/were taken: _____
- F. Did the damage(s) cause an overflow of manure or process wastewater from any liquid manure storage area: _____

IX. Emergency Applications of Liquid Manure on Frozen or Snow-Covered Soils

If no emergency applications of non-transferred manure were made during the 12-month period covered by this Annual Report, skip this section and go to next Section X now.

Otherwise submit the reason(s) for the emergency application(s) and then complete the table below before moving on to Section X. List reason(s) for emergency application(s) below:

Field ID	Gallon/ acre applied	Total gallons applied to field	Emergency actions taken (enter number from list below)	Distance between applied manure and closest sensitive feature* (feet)	N applied during emergency application (lb/a)	P2O5 applied during emergency Application (lb/a)	Total N applied for the entire cropping year to emergency application area (lb/a)	Total P2O5 applied for the entire cropping year to emergency application area (lb/a)

Emergency actions taken (select one and enter number above):

1. Transferred manure to another liquid manure storage area at facility.
2. Transferred manure to another liquid manure storage area **not** at facility.
3. Only the minimum amount of manure was applied to alleviate the emergency situation.
4. Other (attach details).

*Sensitive features include: Lakes, streams, intermittent streams, drainage ditches without berms, open tile intakes, wells, wetlands, and sinkholes. Only include distance to those features within the field, or within 300 feet from the edge of the field. If over 300 feet, enter >300.

X. Manure composting activities (does not apply to composting of dead animals)

Are there any **manure** composting activities occurring at the facility? ☐ Yes ☐ No If no, go to Section XII now.

If yes, provide the information required in Part III, item E.2 of the General NPDES/SDS Permit with this Annual Report.

Quantities and sources of manure, bulking agents, and /or solid waste. Quantity: _____ source(s): _____

Analysis of the finished compost: pH _____ moisture content: _____ particle size: _____

NPK ratio: _____ soluble salt content: _____

Attach the temperature and retention time data for all compost produced.

XI. Permanent and Temporary Closure of Any Portion of the Facility during the 12 Month Period of this Report.

If there were no cessations of use of all or any part of the facility as defined in Part IV, Item A. of the General NPDES/SDS Permit, go on to Section XIII now. Otherwise complete the rest of this section below.

List the animal holding areas and manure storage areas closed below:

The dates they were closed (mm/dd/yyyy): _____

Actions taken to prevent discharges below:

Enter records of all land applications of manure and manure-contaminated soils from the closed facilities on the record keeping forms on pages 6 and 7 of this report.

XII. Groundwater Monitoring Results from the 12 Month Period of this Report

If groundwater monitoring is not required at the facility, go to the next section now. Otherwise continue with this section.

Did any monitoring system construction or repairs occur? ☐ Yes ☐ No

Attach the information required in Part III, item G.5 of the General NPDES/SDS Permit. Attach all results obtained from monitoring wells and/or perimeter tile, including all analytic results, any groundwater elevation data, any monitoring system construction or repairs, and any MPCA-required interpretation of results.

XIII. 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.

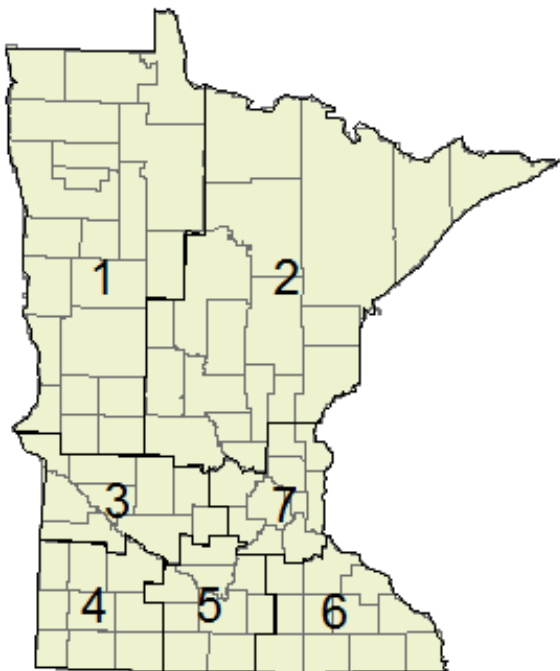
Owner/Operator:

Print name: _____ Title: _____
Signature: _____ Date: _____

Submit by March 1st of each year

Submit to your MPCA Regional Office at the address provided below:

Minnesota Pollution Control Agency – Regional Offices



- 1) [Detroit Lakes](#): 714 Lake Avenue, Suite 220
Detroit Lakes, MN 56501
Phone: 218-847-1519 • Fax: 218-846-0719
- 2) [Brainerd](#): 7678 College Road, Suite 105
Baxter, MN 56425
Phone: 218-828-2492 • Fax: 218-828-2594
- 3) [Willmar](#): 1601 Highway 12 East, Suite 1
Willmar, MN 56201
Phone: 320-214-3786 • Fax: 320-214-3787
- 4) [Marshall](#): 504 Fairgrounds Road, Suite 200
Marshall, MN 56258
Phone: 507-537-7146 • Fax: 507-537-6001
- 5) [Mankato](#): 12 Civic Center Plaza, Suite 2165
Mankato, MN 56001
Phone: 507-389-5977 • Fax: 507-389-5422
- 6) [Rochester](#): 18 Wood Lake Drive Southeast
Rochester, MN 55904
Phone: 507-285-7343 • Fax: 507-280-5513
- 7) [St. Paul](#): 520 Lafayette Road North
St. Paul, MN 55155
Phone: 651-296-6300 800-657-3864

Note: the electronic records form found in the MPCA planner at <http://www.pca.state.mn.us/index.php/view-document.html?gid=3548> can be used in place of this form.

Licensed commercial animal waste technician used: ☐ Yes ☐ No If Yes, Company name: License no.:

Note: Up to four more sources can be added on the next page if needed.

N: P₂O₅: K₂O: Units: ☐ lb/ton ☐ lb/1000 gal. N: P₂O₅: K₂O: Units: ☐ lb/ton ☐ lb/1000 gal.

¹ **Application Method Codes:** Sweep incorp (SI); Knife Injected (KI); Surface Applied (SA). **Note:** When manure is surface applied (SA), list the number of days to incorporation of manure if done within 10 days. **Example:** SA3 = surface applied and incorporated within 3 days. If incorporation delayed more than 10 days, enter SA>10.

Note: the electronic records form found in the MPCA planner at <http://www.pca.state.mn.us/index.php/view-document.html?gid=3548> can be used in place of this form.

Licensed commercial animal waste technician used: ☐ Yes ☐ No If Yes, Company name: License no.:

Note: Up to four more sources can be added on the next page if needed.

N: P₂O₅: K₂O: Units: ☐ lb/ton ☐ lb/1000 gal. N: P₂O₅: K₂O: Units: ☐ lb/ton ☐ lb/1000 gal.

¹ **Application Method Codes:** Sweep incorp (SI); Knife Injected (KI); Surface Applied (SA). **Note:** When manure is surface applied (SA), list the number of days to incorporation of manure if done within 10 days. **Example:** SA3 = surface applied and incorporated within 3 days. If incorporation delayed more than 10 days, enter SA>10.

Manure Application Record Keeping Form Instructions - 300 or more animal units

General: The records listed on this form are required to be kept by the person managing the cropland where manure is spread from feedlots with 300 or more animal units. These instructions further clarify when information is optional and when it is required for meeting state and federal record keeping rules and regulations.

The Minnesota Pollution Control Agency (MPCA) recommends that you use this form and provide it when the MPCA or a County Feedlot Officer asks to see your records. An electronic spreadsheet version of this form is available at the MPCA website: <http://www.pca.state.mn.us/gp0r69c>. At this website, you can also find record keeping forms for when manure is sold or given away (transferred manure ownership) and a form for keeping required records when manure is from a feedlot with 100 to 299 animal units. Records must be kept at the feedlot site or business address for a period of six years in most cases.

Cropping Year: The cropping year begins September 1 the fall prior to harvesting the crop and goes through August 31 the following calendar year. The August 31 date should be entered as the calendar year of the Annual Report. For example: the 2002 cropping year started September 1, 2001, and ended August 31, 2002. The terms "previous year" or "last year" when used on the form refer to the cropping year prior to the one being recorded.

Name of Facility Where Manure Generated: Fill in the name of the facility generating the manure that is land applied.

Registration Number: This is the number that the MPCA provided to the feedlot to verify that it has been registered with the state. If this number has not been recorded, it can be determined by contacting the County Feedlot Officer or the MPCA (recommended optional information).

Cropland Manger's Name: This is the name of the person responsible for managing the land where manure is applied.

Licensed Commercial Animal Waste Technician: Anyone who land applies manure commercially (for hire) must be licensed by the Minnesota Department of Agriculture as a Commercial Animal Waste Technician. Fill in the name and license number of any commercial applicator used. To verify the license status of an applicator, check the following Minnesota Department of Agriculture website: <http://www2.mda.state.mn.us/webapp/lis/default.jsp>.

Manure Analysis Results: In the spaces provided include the results of the most recent manure analysis. Under "Manure Source" provide a name that allows identification of the analyzed manure. Annual testing is required by federal regulations for any Concentrated Animal Feeding Operation (CAFO). For non-CAFO operations, analyses can be reduced to once every four years if results from three consecutive years of testing show consistent nutrient content in the manure. Manure must be re-tested any time changes in management are likely to result in changes in the manure's nutrient content. Manure analysis is not required if the stored or stockpiled manure was produced from less than 100 animal units. For example, an average book value can be used for estimating manure nutrient content and determining manure rates when manure from a stockpile generated by 50 animal units exists at a feedlot that holds a total of 350 animal units. Note in the manure analysis box under "date analyzed" if the nutrient content represents average book values rather than actual manure analyses.

Field Information: List a specific field ID (tract # or unique name) and the actual number of acres used for manure application for each field that received manure. Make sure that the field ID matches the field ID used in any manure management plan or maps used to identify the field.

Crop information: Crop information is required in the manure management plan. Facilities are also encouraged to record crop information on this form to simplify updates to manure management plans and to help link planned management with actual management. Complete the information for the "Crop Grown" this year and the previous cropping year. This information is necessary to determine recommendations for nutrients.

"Expected Yield" can be determined by averaging the best four yields obtained over the last five years.

"N needs" refers to the crop nitrogen needs for non-legumes (based on University of MN recommendations) and crop N removal for legumes. For the purposes of these records, "N needs" refers to fertilizer or manure N needs based on crop type, expected yield, soil organic matter, and legume credits from last year's crop and any alfalfa or red clover grown two years ago. The "N needs" column does not factor in the carryover N from any manure applied during the previous year. The carry-over N is included in the "Nitrogen application rates" section. The "N needs" number should be relatively close to the number in the "total available N" column. When legume crops are grown, these crops will often not "need" nitrogen, yet they still will remove a certain amount of available N in the soil. For legumes, crop N removal can be used to complete the "N Needs" column. N removal is shown in your manure plan. For example, if alfalfa yields are 4 tons/acre, then the amount of N that can be removed is: 4 tons/acre * 50.4 lbs N/ton = 202 lbs N/acre.

Crop "P2O5 Needs" are typically shown in the manure plan but can be obtained by using the University of Minnesota recommendations for the crop grown (based on soil test P). If no P2O5 is recommended, 0 should be filled in this box. Note that P2O5 "needs" based on soil test results is not the same as P2O5 "removal," which is independent of soil test results. For example, if a soil P2O5 test is 30 ppm, the crop does not need any supplemental phosphorus from manure or fertilizer.

Crop "P2O5 Removal" can be found in the manure plan. The expected yields are multiplied by the expected crop removal and should match the manure plan.

Manure application information: Record specific information on manure applications in this section.

“Manure Source” references the corresponding source of manure under the “Manure Analysis Results” heading.

For “Dates of Application” list the dates or range of dates manure was applied on the field. For example: 10/11 – 10/16, 10/20.

“Application Rate” is a record of the actual quantities of manure applied on each field. Record the total quantity of manure applied per field and per acre. The application rate per acre can be determined by dividing the total amount of manure applied on the field by the number of acres actually used. It is very important that application equipment be calibrated so that accurate application rates are recorded.

The “Method of Application” provides information necessary to determine nitrogen availability and determine if manure was injected or incorporated when required by rule.

Nitrogen Application Rates: This part of the record keeping form tracks total nitrogen (N) available for the crop grown on each field. Application rates for N are limited to the “Crop N Needs” identified under crop information.

“Fertilizer N Applied” is the amount of N supplied by fertilizer that is available for this year’s crop. For example, if 46 lb N/acre was applied broadcast, the value in this column would be 46 lb N/acre.

“Carry-Over N Last Year’s Manure” is N that is released from last year’s manure application and available for this year’s crop. It is also referred to as 2nd Year N. If the field did not receive manure last season, this value would be 0. If manure was applied last year, the following formula can be used to determine the carry-over N that is available:

$$\frac{\text{Carry-Over N (lb/ac)}}{\text{N (lb/ac)}} = \frac{\text{Last Year's App. Rate}^*}{\text{App. Rate}^*} \times \frac{\text{Last Year's N Content}}{\text{N Content}} \times \frac{\text{Carry-Over N Availability Factor}}{\text{Availability Factor}}$$

*Application rate must be in tons/acre or 1000 gal/acre.

Carry-Over N: Availability Factors

Poultry, beef, dairy	.25
Swine	.15

“Manure N – This Year’s” is the N available to this year’s crop from the manure applied during this cropping year. It includes manure applied last fall for this year’s crop. It can be calculated by using the following equation:

$$\frac{\text{Manure N This Year's}}{\text{This Year's}} = \frac{\text{App. Rate}^*}{\text{App. Rate}^*} \times \frac{\text{N Content}}{\text{N Content}} \times \frac{\text{This Year's N Availability Factor}}{\text{Availability Factor}}$$

*Application rate must be in tons/acre or 1000 gal/acre.

Method of application	Beef	Dairy	Swine	Poultry
Sweep injection	.60	.55	.80	NA
Knife injection	.50	.50	.70	NA
Broadcast – incorporate after 4 days	.25	.20	.35	.45
Broadcast – incorporate 12 hours to 4 days later	.45	.40	.55	.55
Broadcast – incorporate within 12 hours	.60	.55	.75	.70

Example – This Year’s Manure N: Beef manure applied October of 2002 at a rate of 15 ton/ac with nitrogen content of 15 lb/ton would provide about 101 lb/ac of manure for the crop grown in 2003. For this example manure was incorporated two days after application.

$$\frac{101 \text{ lb N/ac}}{\text{This Year's Manure N}} = \frac{15 \text{ tons/ac}}{\text{App. Rate}^*} \times \frac{15 \text{ lb N/ton}}{\text{N Content}} \times \frac{.45}{\text{This Year's N Availability Factor}}$$

“Total Available N” is the total amount of N available for this year’s crop. It includes the N from “Carry-Over N”, “Fertilizer N Applied” and “Manure N – This Year’s”. It is calculated by simply adding the three sources of N together. For the example shown on the form, a total of 177 lb of N/acre was available for the crop to use during the growing season.

Additional Information if Allowable N Rates Exceeded: Application rates of N above those allowed by rule must be justified in the producer’s manure management plan. If N is applied at rates that supply 20% or more available N than allowed by rule, an explanation of the need for remedial N applications must be included in the records. This explanation must provide the reasons why additional nitrogen was necessary and may include information such as: crop tissue analysis, description of the crop, or weather conditions that may have caused the nitrogen in the manure to be less available than predicted.

Phosphorus Application Rates: This part of the record keeping form is used to record the total amount of phosphorus (P) that will be available for the crop to use during this cropping season. “Fertilizer P Applied” is the amount of fertilizer applied to the field for that cropping year. “Manure P – This Year’s” is calculated by using the following equation:

$$\frac{\text{Manure P}}{\text{(lb P}_2\text{O}_5\text{/ac)}} = \frac{\text{App. Rate}^*}{\text{App. Rate}^*} \times \frac{\text{P}_2\text{O}_5 \text{ Content}}{\text{P}_2\text{O}_5 \text{ Content}} \times \frac{\text{Availability Factor}}{\text{Availability Factor}}$$

*Application rate must be in tons/acre or 1000 gal/acre.

Example: Beef manure applied at a rate of 15 tons/ac with a P₂O₅ content of 10 lb/ton.

$$\frac{120 \text{ lb/ac}}{\text{Manure P}} = \frac{15 \text{ tons/ac}}{\text{App. Rate}^*} \times \frac{10 \text{ lb P}_2\text{O}_5 \text{ /ton}}{\text{P}_2\text{O}_5 \text{ Content}} \times \frac{0.80}{\text{Availability Factor}}$$

“Total Available P” is determined by adding the “Fertilizer P” and “Manure P- This Year’s” together. Total P₂O₅ applications that exceed the crop’s phosphorus removal can result in soil phosphorus build up if this practice occurs repeatedly. Long term soil phosphorus buildup is restricted in certain areas (within 300 feet of waters if soil test P exceeds 21 ppm Bray P1 or 16 ppm Olsen, and on land away from waters if soil test P exceeds 150 ppm Bray P1 or 120 ppm Olsen). See the MPCA publication “Applying Manure in Sensitive Areas” for a detailed explanation of these restrictions and for suggested management practices for preventing soil phosphorus build up. This publication is available from the MPCA website at: <http://www.pca.state.mn.us/gp0r69c>.

Soil Testing Information: The feedlot rule requires soil phosphorus testing at least once every four years (300+ au). If multiple samples were taken for different soils within the field, record the field average on this form. For “Date of Sample” record the date of the most recent soil analysis with its corresponding results for “Soil P” and indicate whether the result was reported as Bray P-1 or Olsen method of analysis by the lab.

“Soil Nitrate Analysis” is only required for when recommended by the University of Minnesota. For information on when soil nitrate testing is required and how to use the results, please refer to the available extension bulletins or contact MPCA, the extension service, or a crop consultant. If soil nitrate testing is required attach a copy of the results to your record keeping form and indicate how these results were used to determine crop “N needs.”

Records When Manure Ownership is Transferred - 300 or More Animal Units

Records for Feedlot Owners (manure generator) and Commercial Applicators

Copy 1: Kept by feedlot owner where manure is generated after completion of step #1.

Wq-f6-43

Copy 2: Kept by applicator after completion of step #3.

Copy 3: Returned to feedlot owner where manure was generated after completion of step #3.

Step 1: Manure Generation. Completed by feedlot owner where manure is generated.

Name and Address of Facility Where Manure Generated: _____

Date(s) of Transfer: _____ Total Quantity Transferred: _____ ☐ tons ☐ gallons

Manure Analysis Results (must be representative of manure transferred)

Manure Source: _____ Date Analyzed: _____
N: _____ P₂O₅: _____ K₂O: _____ Units: ☐ lb/ton ☐ lb/1000 gallons

Name and Address of Company or Individual Taking Manure from Feedlot: _____

Step 2: Short-Term Stockpiling. Completed by owner of the stockpile - Provide form to person applying manure. If no stockpile, go to step 3.

Stockpile Location(s)				Quantity Stockpiled (tons)	Date Stockpile Established	Date Land Applied
County	Township	Section	Quarter			

Step 3: Manure Application. Completed by individual applying the manure at the time of application. Return a copy to the feedlot owner where manure was generated within 60 days after applying manure. See the back of this form for manure spreading requirements when manure is from a facility with 300 or more animal units.

Name of Company or Individual that Applied Manure: _____ Mailing Address: _____

Minnesota Department of Agriculture License Number of Commercial Applier: _____

Field ID	County	Township	Section	Application Rate (tons or gallons/ac)

Records When Manure Ownership is Transferred - 300 or More Animal Units

Records for Feedlot Owners (manure generator) and Commercial Applicators

Copy 1: Kept by feedlot owner where manure is generated after completion of step #1.

Wq-f6-43

Copy 2: Kept by applicator after completion of step #3.

Copy 3: Returned to feedlot owner where manure was generated after completion of step #3.

Step 1: Manure Generation. Completed by feedlot owner where manure is generated.

Name and Address of Facility Where Manure Generated: _____

Date(s) of Transfer: _____ Total Quantity Transferred: _____ ☐ tons ☐ gallons

Manure Analysis Results (must be representative of manure transferred)

Manure Source: _____ Date Analyzed: _____
N: _____ P₂O₅: _____ K₂O: _____ Units: ☐ lb/ton ☐ lb/1000 gallons

Name and Address of Company or Individual Taking Manure from Feedlot: _____

Step 2: Short-Term Stockpiling. Completed by owner of the stockpile - Provide form to person applying manure. If no stockpile, go to step 3.

Stockpile Location(s)				Quantity Stockpiled (tons)	Date Stockpile Established	Date Land Applied
County	Township	Section	Quarter			

Step 3: Manure Application. Completed by individual applying the manure at the time of application. Return a copy to the feedlot owner where manure was generated within 60 days after applying manure. See the back of this form for manure spreading requirements when manure is from a facility with 300 or more animal units.

Name of Company or Individual that Applied Manure: _____ Mailing Address: _____

Minnesota Department of Agriculture License Number of Commercial Applier: _____

Field ID	County	Township	Section	Application Rate (tons or gallons/ac)



Record-keeping form instructions - transferred ownership of manure

Water quality/feedlots 6.42
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What is transferred ownership?

The records listed on this form are required when manure ownership is transferred in accordance with 7020.2225 subp. 5 and 7020.2125 subp. 3. Manure ownership is considered transferred when it is applied on land that is not owned, leased, or rented by the facility that generates the manure and the manure application decisions are not under the control of the facility generating the manure.

How do these forms work?

The MPCA recommends that you use this form and provide it when the MPCA or a County Feedlot Officer asks to see your records. A separate form should be used for each separate transfer of manure ownership. Alternatives to this form can be used if all required information is clearly recorded.



Step 1 - At the time of manure ownership transfer, the feedlot owner completes the information under step 1. The feedlot owner keeps the top copy and provides the manure recipient with the other two copies.

Step 2 - If the manure is hauled to another location for stockpiling prior to land application, the stockpile owner/manager completes the information in step 2, and passes the forms (both copies) to the person who is applying the manure.

Step 3 - The person applying the manure completes step 3 and keeps one copy for his/her own records and mails the other completed copy back to the feedlot owner/operator at the address listed in step 1.

How long to keep records?

Records must be kept at the feedlot site or business address for a period of three years (except six years is required for NPDES permitted facility owners). Licensed commercial animal waste technicians must also keep records for a period of three years.

Step 1 - Manure generation

Name and Address of Facility Where Manure Generated: Fill in the name of the facility that generated the manure that was transferred and the mailing address of that facility.

Date(s) and Quantity of Transfer: List the date(s) of all transfers made that are recorded on this form. Record the total amount of manure that was transferred for the time period recorded on this form. Check the appropriate units for the manure (tons or gallons).

Manure Analysis Results: The feedlot owner is responsible for providing a representative analysis of the manure that is being transferred to the receiver. This information is needed, so that appropriate application rates can be determined. In the spaces provided include the results of the most recent manure analysis. Under "Manure Source" provide a name that allows identification of the manure that was analyzed.

Annual testing is required for Concentrated Animal Feeding Operations (CAFO's). For non-CAFO operations, analysis can be reduced to once every four years if results from three consecutive years of testing show consistent nutrient content in the manure. Manure must be re-tested any time changes in management are likely to result in changes in the manure's nutrient content.

Manure analysis is not required if the stored or stockpiled manure was produced from less than 100 animal units - average book values can be used for estimating the nutrient content of this manure. If analysis of manure is not required provide a name for the manure source and record the book values for the nutrients in the spaces provided.

Name and Address of Company or Individual Taking Manure from Feedlot: Provide the name and address of the company or person that purchased or otherwise took the manure from the feedlot. This person may be a commercial hauler who takes the manure to another location for stockpiling, or a neighbor or commercial applicator who takes the manure directly to a field for manure application.

Step 2- Short-term stockpiling

Short-Term Manure Stockpile Records: If manure is stockpiled prior to being land applied, records for short-term stockpiles must also be kept. Requirements for short-term stockpile sites are described in Minn. Rules ch. 7020.2125, including stockpile size, location, soil conditions, records, and setbacks.

Short-term stockpiling records must be retained by the feedlot owner where the manure was generated. Required information is listed on the form and includes the “*Stockpile Location*”, “*Quantity Stockpiled*”, “*Date Stockpile Established*”, and “*Date Land Applied*”. In some cases, this information will not be available for several months after manure is transferred, since the date of manure application is needed to complete the record.

Step 3 - Manure application

Name of Company or Individual that Applied Manure: This information is requested to provide a complete record of all parties managing the manure from the time of transfer until it is land applied.

Minnesota Department of Agriculture (MDA) License Number of Commercial Applier: Any business that land applies manure commercially must be licensed by the MDA as a Commercial Animal Waste Technician. Commercial applicators must provide the land application field information to the feedlot owner where manure was generated within 60 days of manure application.

Field Specific Information: Records of manure applications are required for each field receiving manure. The “*Field ID*” (tract # or unique name) is used to identify where manure has been applied and must be linked to available maps showing the field location. The location of the field “*County*”, “*Township*”, and “*Section*” are necessary, so the field can be located if necessary. Under “*Application Rate*” fill in the actual rate that manure was applied.

Additional record-keeping requirements for the cropland manager

The cropland manager or end-user of the manure is required to keep the same manure application records as the cropland managers at feedlots where manure ownership is not transferred. The generator of the manure may provide the manure recipient with the record keeping form “Records for 300 or More Animal Units”. This form is available at the MPCA web site: <http://www.pca.state.mn.us/zihy6a1> .