



## **Record Keeping Form Instructions – Transferred Ownership of Manure**

**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: [www.pca.state.mn.us/hot/feedlots](http://www.pca.state.mn.us/hot/feedlots).