

Instructions – Transferred ownership of manure records form

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. The records listed on this form are required when manure ownership is transferred from a facility with 300 or more animal units. Alternatives to this form can be used if all required information is recorded.



Completing the form

A separate form should be used for each separate transfer of manure ownership. The form should be completed in 3 steps.

Step 1 – Manure generation

At the time of manure ownership transfer, the feedlot owner completes the information under Step 1. The feedlot owner keeps a copy and provides the manure recipient with two copies (triplicate forms are available). The page titled *Minimum state requirements for applying manure* should also be provided to the cropland manager at the time of manure transfer to inform them of the rules applicable to land application of manure and to aid them in their nutrient management decisions.

- **Facility name where manure generated:** Fill in the name and address of the facility that generated the manure.
- **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 operations with a national pollutant discharge elimination system (NPDES) or state disposal system (SDS) permit. All other sites can reduce testing 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.

- **Name 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, or a neighbor or commercial applicator who takes the manure directly to a field for manure application.

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).

Step 2 – Short-term stockpiling

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. If no stockpiling activities occur you can skip Step 2 and proceed to Step 3.

- **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. R. 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

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

- **Name of company or individual that applied manure:** Provide the name and address of the company or person that land applied the 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) commercial applicator license number (if used):** 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 needed, so the field can be located if necessary. Under *Application rate*, fill in the actual rate that manure was applied. Under *Application method*, fill in the method of manure application; applicable choices are listed at the bottom of the table on the form.

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 record-keeping form “Records for 300 or More Animal Units” is available on the Minnesota Pollution Control Agency’s (MPCA) website at <https://www.pca.state.mn.us/water/feedlots>.

Record retention

When a facility has an NPDES or SDS permit, or when manure is applied in sensitive areas, records must be kept by the feedlot owner for six years. All other situations required record retention for three years.

Licensed commercial animal waste technicians must also keep records for a period of three years (six years for application in sensitive areas).

More information

More information can be obtained from your county feedlot officer or the MPCA’s website at <https://www.pca.state.mn.us/water/feedlots>.