

DELAWARE NUTRIENT MANAGEMENT PROGRAM

Instructions for completing the CAFO Annual Report

This set of instructions is to help you navigate and fully complete your annual report to fulfil the requirements set forth by the Nutrient Management Law. The CAFO Annual Report is required for anyone that has 8,000 lbs of animal units (8 animal units) covered under the NPDES CAFO Permit, including operations that apply nutrients (commercial fertilizer or manure) to 10 acres or more as part of the same operation. Please remember your consultant is a great resource if you need additional help or you may call the Nutrient Management program for one of our staff members to guide you to the required information as well.

Follow along to complete sections 1 through 12.

Section 1: Participant Information

1. PARTICIPANT INFORMATION	
<i>Applicant Name</i>	
<i>Mailing Address</i>	
<i>Phone</i>	
<i>Email</i>	
<i>Operation Name</i>	
<i>Operation Address</i>	
<i>Name, Number & Expiration of NM Certification Holder in the Operation</i>	

REQUIRED SECTION

- IF you completed and submitted the previous year's annual report, this section will come pre-filled. If any of the pre-filled information is incorrect, please strikethrough the incorrect information and write in the new, correct information. We will update our database accordingly.
- IF this section is blank, please complete it to the fullest extent.
- The "Name, Number & Expiration of NM Certification Holder" section will list anyone we have listed as a certified individual within your operation.



- The expiration date is to help you keep track of when an individual will be required to renew their certification
- IF expired, the individual needs to complete the necessary continuing education credits as soon as possible to regain compliance.

Section 2: Management Plan Type

REQUIRED SECTION

- Similar to Section 1, if you have completed and submitted an annual report in the previous year, this section should be completed with the plan information we have on file for the specified operation.
- If this section is pre-filled and the plan has expired, please strike through the incorrect information and update it accordingly.
- If this section is blank please complete it according to the following guidelines:
 - Nutrient Management Plan (NMP) is a plan written by a certified consultant and may include up to 3 years of recommendations for your tillable acres
 - Animal Waste Management Plant (AWMP) is a plan written be either a certified consultant or by the operator (please contact the office for approval) and has a 5- year lifespan.
 - CAFO plans are written by a certified consultant and meets the guidelines required to obtain a CAFO permit for your animal operation and also has a 5-year lifespan.
- **If you do not have a plan for your operation, please call us to help you get in contact with a certified consultant**

2. MANAGEMENT PLAN TYPE	
Plan Types:	
<ul style="list-style-type: none"> • Nutrient Management Plan (NMP) - Crops with or without Animals • Animal Waste Management Plan (AWMP – No Crops) • CAFO (Concentrated Animal Feeding Operation Plan) 	
Management Plan Type	
NM Consultant Name	
Start Date of Most Current Plan	
Expiration Date of Most Current Plan	
Total Acres Included in the Plan	
Years of Plan	

Section 3: Watershed

3. WATERSHED – Geographical Location(s) of Operation					
%	Watershed	%	Watershed	%	Watershed

REQUIRED SECTION

- The watershed information for your operation can be found within your Nutrient Management Plan or on the front page of your Animal Waste Management Plan
 - It can also be found via your address here: <http://delawarewatersheds.org/find-your-watershed-address/>
- This section **MUST ADD UP TO 100%**
- Please include the percentage for each watershed your operation falls within
- IF you have **MORE THAN 3** watersheds, please write additional watersheds on the back of the annual report form or attach a sheet with the additional watersheds.

Section 4: Animal Types

4. ANIMAL TYPES <input type="checkbox"/> Not Applicable			
<i>Animal Type</i>	<i>Total Number</i>	<i>Animal Type</i>	<i>Total Number</i>
Poultry (capacity per flock)		Swine	
Dairy		Horse	
Beef		Other (Specify):	

REQUIRED SECTION

- Record the number of animals housed during the annual report period
 - Poultry growers report your average flock capacity – we are aware this number fluctuates throughout the year
- If “Other” please write in which animal type you house

Section 5: Manure Export for Land Application

5. MANURE EXPORT FOR LAND APPLICATION <input type="checkbox"/> Not Applicable				
<i>Manure Type</i>	<i>Amount Exported</i>	<i>Circle One</i>		<i>Name of Receiver</i>
		<input type="radio"/> Tons	<input type="radio"/> Gals	
		<input type="radio"/> Tons	<input type="radio"/> Gals	

Note: Include additional sheets if necessary

- IF you manure left your farm to be utilized by another individual or entity you are REQUIRED to complete this section.**
 - Please complete a separate line for each individual to include **manure type** (animal type), the **amount in TONS or GALLONS**, and the **NAME of the receiver** (who took the manure). **This information is required to be kept in your records**

as part of an animal operation. If you do not have the ton or gallon information, please contact your receiver for this information.

- IF this section is missing AMOUNT or NAME of receiver, it will be returned to you!
- IF you need additional lines please attach an additional sheet
- If you do not have any animals or did not export any manure during the annual report period, please check “Not Applicable”



Section 6: Manure/Poultry Mortality Export for Alternative Use

6. MANURE/POULTRY MORTALITY EXPORT FOR ALTERNATIVE USE			<input type="checkbox"/> Not Applicable	
Manure Type	Amount Exported	Circle One		Name of Receiver
		<input type="radio"/> Tons	<input type="radio"/> Gals	
Example: Mushroom Industry, Greener Solutions, etc...				

- IF you manure left your farm to be utilized for an alternative use you are REQUIRED to complete this section.
 - Alternative Uses include: manure transport company, mushroom industry, or poultry mortality export to Greener Solutions
 - Please complete a separate line for each individual to include **manure type** (animal type), the **amount in TONS or GALLONS**, and the **NAME of the receiver** (who took the manure). **This information is required to be kept in your records as part of an animal operation.** If you do not have the ton or gallon information, please contact your receiver for this information.
 - IF this section is missing AMOUNT or NAME of receiver, it will be returned to you!
 - IF you need additional lines please attach an additional sheet
- If you do not have any animals or did not export any manure during the annual report period, please check “Not Applicable”

Section 7: Land Application of Manure

7. LAND APPLICATION OF MANURE				<input type="checkbox"/> Not Applicable	
Please indicate the total amount of manure, litter, or process wastewater land applied during the calendar year and the total number of acres to which it was applied. Manure types include: Chicken, Dairy, Swine, Horse, & Beef. If applications do not match these types, please specify type below.					
Manure Type	Dry Manure Applied		Liquid Manure Applied		
	Total Tons	Total Acres	Total Gallons	Total Acres	

- **IF you applied manure to 10 acres or more during the annual report period you are REQUIRED to complete this section**
- Complete the manure type, total tons applied on total acres AND/OR total gallons applied on total acres
 - If you need additional lines please attach an additional sheet.
- If you did not apply any manure as part of your operation during the annual report period please check “Not Applicable”.

Section 8: Summary of Nutrient Applications

8. SUMMARY OF NUTRIENT APPLICATIONS <input type="checkbox"/> Not Applicable			
Please indicate the total number of pounds (lbs.) of commercial Nitrogen and Phosphorous applied during the calendar year and the total number of acres to which it was applied.			
<i>Nitrogen Total Pounds</i>	<i>Nitrogen Total Acres</i>	<i>Phosphorus Total Pounds</i>	<i>Phosphorus Total Acres</i>

- **If you applied COMMERCIAL Nitrogen or Phosphorus to a total of 10 acres or more, you are REQUIRED to complete this section**
- Complete the TOTAL POUNDS of Nitrogen applied to TOTAL acres AND/OR the TOTAL POUNDS of Phosphorus applied to TOTAL acres
 - Do **not** put total pounds of nitrogen or phosphorus applied per acre- we are looking for TOTALS!
- If you did not apply any commercial nitrogen or phosphorus to a total of 10 acres or more during the annual report period please check “Not Applicable”

Section 9: Manure Generated by Animal Type

9. MANURE GENERATED BY ANIMAL TYPE			
<i>Animal Type</i>	<i>Amount</i>	<i>Circle One</i>	
		<input type="radio"/> Tons	<input type="radio"/> Gallons

- **THIS IS A REQUIRED SECTION**
- Indicate the amount of manure generated on your operation during the annual report period
 - This information can be found as part of your Animal Waste Management Plan, CAFO Plan, or Nutrient Management Plan (depending on your operation).

Section 10: Crop Yield Goals

10. CROP YIELD GOALS			
Did overall average crop yield meet or exceed the planned yield goal average?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A If No, Reason:

- If your CAFO operation includes 10 or more tillable acres for cropping, you are **REQUIRED to complete this section**
- Check “Yes” if you met or exceeded your average planned yield goal
- Check “No” if you did not meet or exceed your average planned yield goal
 - IF no, write in why you did not meet these goals. Ex. weather prevented fertilization, disease, not enough water
- Check “N/A” if you do not till 10 or more acres as part of your CAFO operation

Section 11: Requirement to Submit Manure Analysis

11. REQUIREMENT TO SUBMIT MANURE ANALYSIS
Please attach or send a copy of your manure analysis performed by an approved laboratory within the last calendar year. Last Manure Sample Date: _____

REQUIRED SECTION

- Attach the analysis of a manure sample taken from your CAFO operation during the annual report period
- Write in the date of the manure sample

Section 12: Summary of Discharges from Production Areas

12. SUMMARY OF DISCHARGES FROM PRODUCTION AREAS				
Did the farm have a discharge as defined by the Delaware CAFO Regulations within the last 12 months?			Circle One	
			<input type="radio"/> Yes	<input type="radio"/> No
If YES, please fill out the table below				
Date of Discharge	Approximate Time of Discharge	Approximate Volume of Discharge	Circle One	
			<input type="radio"/> Tons	<input type="radio"/> Gallons
			<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>

REQUIRED SECTION

- If you had a discharge of manure or compost material into the Waters of the State during the annual report period check “yes”
 - A discharge requires notification to the Delaware Department of Agriculture
 - If “yes,” record the date, time, and volume of discharge (in tons or gallons)
- If you did not have a discharge of manure or compost material into the Waters of the State during the annual report check “no”

Lastly, please **sign and date** the bottom of the annual report and submit via mail or email to the Nutrient Management Program at the Delaware Department of Agriculture.

