



CDQAP - WDR General
Order Reference Binder
Tab 13.5 April 2009

WDR General Order Annual Dairy Report Information Gathering Checklist & Itemized Report Information Use List

The purpose of this document is to simplify the annual report completion process by providing a detailed checklist of documents and/or information needed to complete the 2008 Annual Report. It includes a simple checklist for gathering information prior to sitting down to complete the Excel-based report form as well as an itemized list of which documents and/or information type will be needed to complete each section of the annual report form. A companion document *Tips For Completing The 2008 WDR Annual Report Due July 1, 2009* is available to assist in completing the annual report.

INFORMATION GATHERING CHECKLIST

The 2008 Annual Report form for dairies under Waste Discharge Requirements for Milk Cow Dairies- General Order can be accessed at: <https://www.co.merced.ca.us/EnvironmentalHealthWM>
The 2008 Annual Report is a Microsoft Excel based program similar to the 2007 report form.

The following list of documents (or ones containing similar information) will be needed to complete the 2008 report form. To maximize data entry efficiency, it is recommended that these items be gathered prior to sitting down at the computer to complete the annual report.

- Preliminary Dairy Facility Assessment / Existing Conditions Report (submitted 12/31/07)
- Annual Report for 2007 (submitted 7/1/08)
- Updated Copy of the Annual Dairy Facility Assessment (if needed)
- CDQAP Ref. Binder Documents 6.1 and 6.2 – *Production Area & Land Application Area Visual Inspection*
- Manure/Process Wastewater Tracking Manifests (General Order Attach. D or CDQAP Ref. Binder Document 6.3)
- CDQAP Ref. Binder Document 6.4 – *Third Party Process Wastewater Agreement*
- CDQAP Ref. Binder Document 6.12 – *Manure (Solid or Slurry) Application Record*
- CDQAP Ref. Binder Documents 6.13 – *Process Wastewater (liquid manure) Application Record*
- CDQAP Ref. Binder Document 6.15 – *Plant Tissue Harvest Record*
- CDQAP Ref. Binder Document 6.16 / RB5 Website Document – *Priority Reporting of Significant Events* AND Associated laboratory analysis and chain of custody documents for any discharges
- Copies of ALL laboratory analysis reports for solid manure, process wastewater, irrigation water, soil and plant tissue samples taken or utilized in 2008.
- Copies of laboratory analysis reports for supply well and tile drain samples taken in 2008.

DETAILED LIST OF INFORMATION SOURCES NEEDED TO COMPLETE THE ANNUAL REPORT FORM ORGANIZED BY REPORT ITEM NUMBER

Item 1: Report Period – no additional information needed

Item 2: Annual Dairy Facility Assessment (ADFA) – a new, updated copy of the ADFA will be needed IF there have been or will be any changes to information provided in the last copy provided to the Regional Board. (<http://www.co.merced.ca.us/EnvironmentalHealthWM>). Your last submission may have been the PDFFA (preliminary dairy facility assessment).

Item 3: Number & Type of Animals (Attachment A)

- Any reports on the dairy operation which indicate the number of animals housed on the facility by age group (milk cows, dry cows, bred heifers, heifers, calves, other types of commercial animals).

Item 4: Estimated Amount of Total Manure, Process Wastewater, and Nutrients Generated (Attachment A)

- This table is generated from data entered into other attachments. No additional information is required.

Item 5: Estimated Amount of Total Manure, Process Wastewater, and Nutrients Applied To Each Land Application Area (Attachments A-1 or A-2 and A-3)

- CDQAP Ref. Binder Documents 6.12 and 6.13 or other similar record-keeping documents to provide application dates and amounts by field.
- The nutrient data will be generated from data entered into Attachments E-I (see Item 16), no additional information is required.

Item 6: Estimated Amount of Total Manure, Process Wastewater, and Nutrients Transferred To Other Persons (Attachment L)

- Manure/Process Wastewater Tracking Manifests (General Order Attach. D or CDQAP Ref. Binder Document 6.3) to provide amounts transferred.
- The nutrient data will be generated from data entered into Attachments E-I (see Item 16). No additional information is required.

Items 7 & 8: Land Application Area Description & Areas Where Manure and Process Wastewater Were Applied During the Reporting Period (Jan. 1, 2008 – Dec. 31, 2008)

- Existing Conditions Report to provide list of land application areas as originally defined for the facility (Dairy Facility Information Section A) or last year's annual report (Report Form item 8).
- CDQAP Ref. Binder Documents 6.12 and 6.13 or other similar record-keeping documents to provide type of nutrients (solid and/or liquid manure) applied to each field.

Item 9: Summary of Manure and Process Wastewater Discharges from the Production Area (Attachment B)

- CDQAP Ref. Binder Document 6.16 (Priority Reporting of Significant Events), if applicable.

Item 10: Summary of Storm Water Discharges from the Production Area (Attachment C)

- CDQAP Ref. Binder Document 6.16 (Priority Reporting of Significant Events), if applicable.

Item 11: Summary of Discharges from the Land Application Area(s) (Attachment D)

- CDQAP Ref. Binder Document 6.16 (Priority Reporting of Significant Events), if applicable.

Item 12: Nutrient Management Plan Update – no additional information needed. This item is not applicable to the July 1, 2009 report.

Item 13: Manure/Process Wastewater Tracking Manifests

- Manure/Process Wastewater Tracking Manifests (General Order Attach. D or CDQAP Ref. Binder Document 6.3)

Item 14: Written Agreements – attach copies of all NEW written agreement

- CDQAP Ref. Binder Document 6.4 or other similar agreement form.

Item 15: Laboratory Analysis for Discharges

- Copies of all laboratory analysis reports and associated chain of custody forms for samples taken associated with discharges listed in Items 9, 10 or 11 above, if applicable.

Item 16: Tabulated Nutrient Analytical Data (Completion of Attachments E through I)

- Copies of all laboratory analysis reports for solid manure, process wastewater, irrigation water, soil, and plant tissue.

Item 17: Record-Keeping Results (plus Attachments A-1, A-2, J and K)

- Completion of table: CDQAP Ref. Binder Documents 6.1 and 6.2
- Attachment A-1, A-2, J, and K: CDQAP Ref. Binder Documents 6.12, 6.13, and 6.15 or other similar record-keeping documents

Item 18: Groundwater Monitoring Section

- Copies of all laboratory analysis reports and associated chain of custody forms for all supply well and tile drain samples obtained during 2008.
- Facilities with groundwater monitoring wells will also need to work with a California registered professional to obtain a monitoring report summarizing findings from their groundwater monitoring well system.

Item 19: Storm Water Reporting Section

- Map with sample locations for storm water identified.
- Knowledge of how storm water runoff quantity was estimated.
- Copies of all laboratory analysis reports and associated chain of custody forms for samples taken.

All sample record-keeping forms in the CDQAP Reference Binder may be downloaded from the CDQAP website <http://www.cdqa.org/wdr/binder.htm>.