

## TIPS FOR COMPLETING THE 2007 ANNUAL REPORT (DUE JULY 1 2008)

### General Pointers:

- Be sure that all attachments or additional information submitted include the dairy name and address.
- The website uses an excel spreadsheet. When the save button is pushed, the data and spreadsheet are saved on the COMPUTER YOU ARE USING not on the internet. If multiple people are entering information into the annual report they must communicate and be sure they are all using the correct file and not each entering information into a separate file.
- All facilities need to complete pages 1 through 5 and Attachment A.
- Only facilities with laboratory data for manure, process wastewater (lagoon water), irrigation water, soil, or plant tissue summarize data in Attachments E through I.
- Only facilities with discharge of manure/wastewater from the production area to surface water must complete Attachment B.
- Only facilities with storm water discharges (between October 1 and December 31, 2007) from the production area to surface water must complete Attachment C.
- Only facilities with discharges from the land application area to surface water must complete Attachment D.

### Specific Annual Report Item Pointers:

**Item 2 Annual Dairy Facility Assessment (ADFA).** If the facility proposes changes in the Proposed Interim Facility Modification(s) to Balance Nitrogen and/or to Improve Storage Capacity, an updated PDFFA must be completed and turned in with the annual report. The information in the PDFFA submitted in December (2007) remains online at:  
<http://www.co.merced.ca.us/EnvironmentalHealthWM>  
Edit your information as appropriate, view and print an updated report.

### Item 3

**(Att. A) Number and Type of Animals.** Data should be entered into the white cells only. The shaded or grey cells will automatically calculate and fill once data are entered.

The “Open Confinement” and “Housed Under Roof” columns are subcategories of the “Maximum Number of Animals” column to provide detail on how animals are housed. For example, a facility may have 800 milk cows, 200 of which are housed in open confinement (open corrals) and 600 of which are housed under roof (freestall barns)-the facility would enter 800, 200, 600 in the respective columns for milk cows.

### Item 4

**(Att. A) Estimated Amount of Total Manure, Process Wastewater, and Nutrient Generated.** The numbers for Rainwater, Milk Barn, Fresh Flush and Storage Period can be found on the facility’s Preliminary Dairy Facility Assessment (PDFFA) on page 5, section D.

### Item 6

**Estimated Amount of Total Manure, Process Wastewater, and Nutrients Transferred to Other Persons.** The total tons of manure and total gallons of process wastewater (lagoon water) transferred off the facility during the reporting period of June 30, 2007 through December, 31, 2007 need to be included.

Individual copies of each manifest included in the total need to be attached to your information and submitted per Item 13 below.

**Item 8** **Areas Where Manure and Process Wastewater Were Applied During the Reporting Period.** Producers need to enter ALL land application areas available for manure application in this section. Not all of the land application areas may have received manure or process wastewater (lagoon water) during the reporting period of May 3, 2007 through December 31, 2007- for those areas where no manure was applied enter “none” in the Type of Waste Applied column.

**Item 9** **Summary of Manure and Process Wastewater Discharges from the Production area to Surface Water.** Complete Attachment B. If no samples were taken at the time of the discharge indicate no samples taken. Note: the Monitoring and Reporting Program defines sampling requirements (Table 3) and reporting requirements (MRP-10) for such off-site discharges. **Summary of manure and process wastewater discharges from the production area to the land application area that are not in accordance with the facility’s Nutrient Management Plan.** This information may not be available if the nutrient management plan is not completed.

**Item 11**  
**(Att. D)** **Summary of Discharges from the Land Application Area(s).** The online version of Attachment D in this Annual Report spreadsheet has been updated since the mailing of the original document. Under the ‘Source of Discharge’ category, “tailwater” has been removed as an option and “storm water (Discharge of stormwater from land application area unless managed consistent with the certified Nutrient Management Plan)” has been added. If no samples were taken at the time of the discharge indicate no samples taken. Note: the Monitoring and Reporting Program defines sampling requirements (Table 3) and reporting requirements (MRP-10) when appropriate for such off-site discharges.

**Item 16**  
**(Att. E-I)** **Tabulated Nutrient Analytical Data.** If samples were taken for manure, process wastewater (lagoon water), irrigation water, soil or plant tissue during the reporting period of May 3, 2007 through December 31, 2007, data needs to be summarized using Attachments E through I. Data to be entered comes directly from lab analysis sheets.

Constituent concentration = result of the sample analysis for each item (i.e. your sample value for nitrogen).

Constituent unit = what are the measurement units in; example ppm or mg/l (these will depend on the constituent analyzed and how the lab reports them).

Detection Limit = this is the level at which the test the lab is running can physically detect the constituent (it is typically located down in the QA/QC section of the report and may not be on all reports until labs realize that this is needed by the producers. Producers may need to contact their lab for this number).