

Annual Reporting

An annual monitoring report is due by **1 July of each year**. It will consist of a General Section, Groundwater Reporting Section, and a Storm Water Reporting Section, as described below.

General Section

The General section of the annual report shall be completed on an annual report form provided by the Executive Officer (available on the Central Valley Water Board website at http://www.waterboards.ca.gov/centralvalley/available_documents/index.html#confined) and shall include all the information as specified below. This section of the annual report shall cover information on crops harvested during the previous calendar year, whether or not the crop was planted prior to this period.

1. Identification of the beginning and end dates of the annual reporting period;
2. Maximum and average number and type of animals, whether in open confinement or housed under roof during the reporting period;
3. Estimated amount of total manure (tons) and process wastewater (gallons or acre-inches) generated by the facility during the annual reporting period; a calculation of the total nitrogen, total phosphorus, total potassium, and total salt content measured as fixed solids of the solid waste; and total dissolved solids of the liquid waste;
4. Estimated amount of total manure (tons) and process wastewater (gallons or acre-inches) applied to each land application area during the annual reporting period and a calculation of the total nitrogen, total phosphorus, total potassium, and total salt content measured as fixed solids (ash) of the solid waste and total dissolved solids of the liquid waste;
5. Quantify the ratio of total nitrogen applied to land application areas and total nitrogen removed by crop harvest (nitrogen uptake).
6. Estimated amount of total manure (tons) and process wastewater (gallons or acre-inches) transferred to other persons by the facility during the annual reporting period; a calculation of the total nitrogen, total phosphorus, total potassium, and total salt content measured as fixed solids of the solid waste; and total dissolved solids of the liquid waste;
7. Total number of acres and the Assessor Parcel Numbers for all land application areas that were not used for application of manure or process wastewater during the reporting period;

8. Total number of acres and the Assessor Parcel Numbers of properties that were used for land application of manure and process wastewater during the annual reporting period;
9. Summary of all manure and process wastewater discharges from the production area to surface water or to land areas (land application areas or otherwise) when not in accordance with the facility's Nutrient Management Plan that occurred during the annual reporting period, including date, time, location, and approximate volume; a map showing discharge and sample locations; rationale for sample locations; and method of measuring discharge flows;
10. Summary of all storm water discharges from the production area to surface water during the annual reporting period, including the date, time, approximate volume, duration, and location; a map showing the discharge and sample locations; rationale for sample locations; and method of measuring discharge flows;
11. Summary of all discharges from the land application area to surface water that have occurred during the annual reporting period, including the date, time, approximate volume, location, and source of discharge (i.e., tailwater, process wastewater, or blended process wastewater); a map showing the discharge and sample locations; rationale for sample locations; and method of measuring discharge flows;
12. A statement indicating if the Nutrient Management Plan has been updated and whether the current version of the facility's Nutrient Management Plan was developed or approved by a certified nutrient management specialist as specified in Attachment C of Order No. R5-2013-0122;
13. Copies of all manure/process wastewater tracking manifests for the reporting period;
14. A statement indicating if there were any changes to third party agreements to receive manure or process wastewater. If there were any changes, submit copies of all new or revised written agreements with each third party that receives solid manure or process wastewater from the Discharger for its own use;
15. Copies of laboratory analyses of all discharges (manure, process wastewater, or tailwater), surface water (upstream and downstream of a discharge), and storm water, including Chain of Custody forms and laboratory quality assurance/quality control (QA/QC) results;
16. Tabulated analytical data for samples of manure, process wastewater, irrigation water, soil, and plant tissue. The data shall be tabulated to clearly

show sample dates, constituents analyzed, constituent concentrations, and detection limits;

17. Results of the Record-Keeping Requirements for the production and land application areas specified in Record-Keeping Requirements B.2.b, B.2.c, B.3.a, B.3.b, B.3.c, B.3.d, B.3.e, B.3.j, and B.3.l above.

Groundwater Reporting Section

Groundwater monitoring results shall be included with the annual reports.

1. Dischargers that monitor supply wells and subsurface (tile) drainage systems only shall submit information on the location of sample collection and all field and laboratory data, including all laboratory analyses (including Chain of Custody forms and laboratory QA/QC results).
2. Dischargers that have monitoring well systems shall include all laboratory analyses (including Chain of Custody forms and laboratory QA/QC results) and tabular and graphical summaries of the monitoring data. Data shall be tabulated to clearly show the sample dates, constituents analyzed, constituent concentrations, detection limits, depth to groundwater, and groundwater elevations. Graphical summaries of groundwater gradients and flow directions shall also be included. Each groundwater monitoring report shall include a summary data table of all historical and current groundwater elevations and analytical results. The groundwater monitoring reports shall be certified by a California registered professional as specified in General Reporting Requirements C.9 of the Standard Provisions and Reporting Requirements of Order No. R5-2013-0122.

Storm Water Reporting Section

Storm water monitoring results will be included in the annual report. The report shall include a map showing all sample locations for all land application areas, rationale for all sampling locations, a discussion of how storm water flow measurements were made, the results (including the laboratory analyses, Chain of Custody forms, and laboratory QA/QC results) of all samples of storm water, and any modifications made to the facility or sampling plan in response to pollutants detected in storm water. The annual report must also include documentation if no significant discharge of storm water occurred from the land application area(s) or if it was not possible to collect any of the required samples or perform visual observations due to adverse climatic conditions.

If the storm water monitoring for any land application area indicates pollutants have not been detected in storm water samples, the Discharger may propose to the Executive Officer to reduce the constituents and/or sampling frequency for that area.

- link to
general order*
3. Approved sampling procedures are listed on the Central Valley Water Board's web site at http://www.waterboards.ca.gov/centralvalley/available_documents/index.html #confined. When special procedures appear to be necessary at an individual dairy, the Discharger may request approval of alternative sampling procedures for nutrient management. The Executive Officer will review such requests and if adequate justification is provided, may approve the requested alternative sampling procedures.
 4. The Discharger shall use clean sample containers and sample handling, storage, and preservation methods that are accepted or recommended by the selected analytical laboratory or, as appropriate, in accordance with approved United States Environmental Protection Agency analytical methods.
 5. All samples collected shall be representative of the volume and nature of the material being sampled.
 6. All sample containers shall be labeled and records maintained to show the time and date of collection as well as the person collecting the sample and the sample location.
 7. All samples collected for laboratory analyses shall be preserved and submitted to the laboratory within the required holding time appropriate for the analytical method used and the constituents analyzed.
 8. All samples submitted to a laboratory for analyses shall be identified in a properly completed and signed Chain of Custody form.
 9. Field test instruments used for temperature, pH, electrical conductivity, ammonia nitrogen, un-ionized ammonia nitrogen, and dissolved oxygen may be used provided:
 - a. The operator is trained in the proper use and maintenance of the instruments;
 - b. The instruments are field calibrated prior to each monitoring event; and
 - c. Instruments are serviced and/or calibrated by the manufacturer at the recommended frequency.

B. RECORD-KEEPING REQUIREMENTS

Dischargers shall maintain on-site for a period of five years from the date they are created all information as follows (Owners must maintain their own copies of this information):

1. All information necessary to document implementation and management of the Nutrient Management Plan, including the information described in Items 2 through 6 below;
2. All records for the production area including:
 - a. Records documenting the inspections required under the Monitoring Requirements above;
 - b. Records documenting any corrective actions taken to correct deficiencies noted as a result of the inspections required in the Monitoring Requirements above. Deficiencies not corrected in 30 days must be accompanied by an explanation of the factors preventing immediate correction;
 - c. Records of the date, time, and estimated volume of any overflow or bypass of the wastewater storage or conveyance structures;
 - d. Records of mortality management and practices;
 - e. Steps and dates when action is taken to correct unauthorized releases as reported in accordance with Priority Reporting of Significant Events below; and
 - f. Records of monitoring activities and laboratory analyses conducted as required in Standard Provisions and Reporting Requirements D.5.
3. All records for the land application area including:
 - a. Expected and actual crop yields;
 - b. Identification of crop, acreage, and dates of planting and harvest for each field;
 - c. Dates, locations, and approximate weight and moisture content of manure applied to each field;
 - d. Dates, locations, and volume of process wastewater applied to each field;
 - e. Whether precipitation occurred, or standing water was present, at the time of manure and process wastewater applications and for 24 hours prior to and following applications;
 - f. Dates, locations, and test methods for soil, manure, process wastewater, irrigation water, and plant tissue sampling;

- g. Results from manure, process wastewater, irrigation water, soil, plant tissue, discharge (including tailwater), and storm water sampling;
 - h. Explanation for the basis for determining manure or process wastewater application rates, as provided in the Technical Standards for Nutrient Management established by the Order (Attachment C of Order No. R5-2013-0122);
 - i. Calculations showing the total nitrogen, total phosphorus, and potassium to be applied to each field, including sources other than manure or process wastewater (Nutrient Budget);
 - j. Total amount of nitrogen, phosphorus, and potassium actually applied to each field, including documentation of calculations for the total amount applied (Nutrient Application Calculations);
 - k. The method(s) used to apply manure and/or process wastewater;
 - l. Records documenting any corrective actions taken to correct deficiencies noted as a result of the inspections required in the Monitoring Requirements above. Deficiencies not corrected in 30 days must be accompanied by an explanation of the factors preventing immediate correction; and
 - m. Records of monitoring activities and laboratory analyses conducted as required in Standard Provisions and Reporting Requirements D.5.
- 4. A copy of the Discharger's site-specific Nutrient Management Plan;
 - 5. Tracking Manifest forms (Attachment D of Order No. R5-2013-0122) for off-site exports of manure or process wastewater which includes information on the manure hauler, destination of the manure, dates hauled, amount hauled, and certification; and
 - 6. All analyses of manure, process wastewater, irrigation water, soil, plant tissue, discharges (including tailwater discharges), surface water, storm water, subsurface (tile) drainage, and groundwater.

C. REPORTING REQUIREMENTS

Priority Reporting of Significant Events (Prompt Action Required)

The Discharger shall report any noncompliance that endangers human health or the environment or any noncompliance with Prohibitions A.1 through A.5 and A.8 through A.12 in the Order, **within 24 hours** of becoming aware of its occurrence. The incident shall be reported to the Central Valley Water Board office, local