

EXAMPLES OF RECORDKEEPING LOGS

- 1. CAFO Weekly Storm Water and Wastewater Management Structure and Water Lines Inspections Log Sheet**
- 2. Manure Tracking Manifest**
- 3. Composting Recordkeeping Log**

Example of CAFO Weekly Storm Water and Wastewater Management Structure Inspections and Daily Water Lines Inspection Log Sheet

Facility
Name: _____

NPDES Permit
No.: _____

CAG017001

Instructions: Use this form to keep track of weekly visual inspections of your wastewater and storm water management structure(s) (including storm water and runoff diversion devices, and devices used to channel contaminated storm water to a wastewater storage or containment structure) and daily water line inspections (including drinking water lines and cooling water lines). List the items that need to be inspected below.

_____	_____
_____	_____
_____	_____
_____	_____

Keep track of your inspections in the following table by filling out one row each week when you inspect your storm water management structures. Provide the following information:

- ✓ the date of the inspection
- ✓ the initials of the inspector
- ✓ check the "OK" box if no problems were found
- ✓ use the "Notes" column to describe problems, if you find any, and how they might be fixed
- ✓ fill in the "date corrected" column with the date when you correct the problem
- ✓ check the box indicating daily water line inspections were conducted

	Date	Initials	OK (✓ if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected	Daily Inspections Conducted? (Yes/No)
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						

	Date	Initials	OK (✓ if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected	Daily Inspections Conducted? (Yes/No)
Week 6						
Week 7						
Week 8						
Week 9						
Week 10						
Week 11						
Week 12						
Week 13						
Week 14						
Week 15						
Week 16						
Week 17						
Week 18						

	Date	Initials	OK (✓ if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected	Daily Inspections Conducted? (Yes/No)
Week 19						
Week 20						
Week 21						
Week 22						
Week 23						
Week 24						
Week 25						
Week 26						
Week 27						
Week 28						
Week 29						
Week 30						
Week 31						

	Date	Initials	OK (✓ if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected	Daily Inspections Conducted? (Yes/No)
Week 32						
Week 33						
Week 34						
Week 35						
Week 36						
Week 37						
Week 38						
Week 39						
Week 40						
Week 41						
Week 42						
Week 43						
Week 44						

	Date	Initials	OK (✓ if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected	Daily Inspections Conducted? (Yes/No)
Week 45						
Week 46						
Week 47						
Week 48						
Week 49						
Week 50						
Week 51						
Week 52						

Example of Manure Tracking Manifest

Colorado Regional Water Quality Control Board

Instructions

1. Complete one manifest for each hauling event, for each destination. A hauling event may last for several days, as long as the manure is being hauled to the same destination.
2. If there are multiple destinations, complete a separate form for each destination.
3. The operator must obtain the signature of the hauler upon completion of each manure hauling event.
4. The operator shall submit manure tracking manifest(s) with the Annual Report of Animal Waste Discharge to the Colorado Regional Water Quality Control Board.

Operator Information

Name of Operator: _____

Name of Facility: _____

Facility Address: _____

Mailing Address: _____

Phone Number: _____

Manure Hauler Information

Name of Hauling Company and Contact Person: _____

Phone Number: _____

Destination information

Hauled to (please check one):

- Composting Facility
 - Regional Digester
 - Riverside County
 - San Bernardino County
 - Imperial County
 - San Diego County
 - Other County/State: (Please list below)
- _____

Dates Hauled: _____

Please give name and location of the composting operation, or, if the manure was hauled to cropland, the owner or tenant, and the destination address, or nearest cross streets.

Please enter the amount in the box below and circle the appropriate units:

Amount removed from Facility

Amount Composted

Amount to Digester

Tons or Cubic Yards

Tons or Cubic Yards

Tons or Cubic Yards

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Operator's Signature: _____ Date: _____

Hauler's Signature: _____ Date: _____

Example of Composting Reporting Recordkeeping

R7-2013-0800

COMPOSTING INVENTORY AND OTHER RECORDKEEPING												
	January	February	March	April	May	June	July	August	September	October	November	December
A. Monitoring and Reporting												
Quantity (cubic yards and wet tons) and description of manure received from each source												
Quantity (cubic yards and wet tons) and description of greenwaste received from each source												
Quantity (cubic yards and wet tons) and description of fertilizer received from each source												
Quantity of composted material (cubic yards and wet tons) shipped off-site												
Estimated quantities of raw materials, in-process-inventory and finished												
B. Flood Protection Monitoring¹												
The Discharger shall inspect all internal and external flood protection facilities at least quarterly and following each storm which generates any storm water flow through the drainage system. Indicate whether these inspections were conducted for each quarter.												
C. Operation and Maintenance												
Document any erosion control or drainage problems and/or related maintenance:												

¹FLOOD PROTECTION MONITORING

1. If significant damage to the flood protection facilities is found, the discharger shall report this information to the Regional Board immediately by telephone, and transmit by letter within five business days of its occurrence the following information:
 - a. Location and extent of damage;
 - b. Interim measures to be taken to assure that no wastes are discharged from the facility; and
 - c. Time schedule for repairs.
2. The discharge of any wastes other than those allowed or any other noncompliance with the operations plan, shall be reported to the Regional Board immediately upon the discharger becoming aware that non-compliance has occurred along with details of the proposed cleanup measures and mitigation steps that will be taken in order to prevent future violations.