

Summary of Records
Reviewed During MAEAP Livestock System Verification

Producer: The recommended documents and records should be available and on hand during the verification visit. Please note that not all documents will pertain to all farms. For more detail, consult the Verification Checklist, which is also enclosed and printed on blue paper.

- Comprehensive Nutrient Management Plan (CNMP) that is signed by the producer, signed by a certified plan writer, and dated, OR, an LAS completed by a properly trained provider.
- Record of mortality disposal (amount and where buried, rendered, composted, etc.)
- Composting records showing volume, turn dates, field application dates, weekly temperature reading from all actively composting bins.
- MDEQ Air Quality Discharge permit if mortality is incinerated.
- Plate cooler discharge permit if more than 10k gallons are discharged daily.
- As-built documentation for all manure storage structures, OR, FAS 112S bulletin completed and kept on file for each manure storage structure showing effective performance equivalency.
- Inspection records (this includes inspection of facilities, manure storages, freeboard monitoring, conservation practice inspection, application equipment, etc.). These should include dates, notations, who inspected, etc.
- Maintenance record that include dates, description of maintenance, name of person that performed maintenance, etc.
- Physical documentation of employee training (if applicable). This would include training materials, training protocol, dates, etc.
- Farm Emergency Plan to address appropriate hazards and risks. This should include a copy in the CNMP as well as being posted in proper locations (buildings, office, tractor/trucks).
- Record of manure transfer and application, including, but not limited to:
 - Date of transfer/application.
 - Location where transfer/application occurred (field or subfield).
 - Source, rate and form of application per acre.
 - Total volume transferred and applied.
 - Method of application (surface, injected, etc.).
 - Weather conditions at transfer/application (sunny, 70 degrees F, wind direction & speed).
 - Field conditions at transfer/application (wet, dry, frozen, etc).
 - Record of field tile monitoring (written records of observations).
 - Name of applicator.
 - Proposed annual spreading plan.
 - Tile outlet monitoring records (if applicable).
- Nutrient budget on field by field basis (includes manure nutrients, commercial fertilizers, AND credits from legume crops).
- Soil tests (no older than three years).
- Manure samples showing nutrient content from ALL sources of manure or book value.
- Manure Application Risk Index (MARI) calculations (for winter manure application).
- RUSLE2 and WEPS documentation for all fields receiving manure or demonstration that these tools are not necessary due to meeting certain erosion criteria.
- Properly developed and applied odor management plan.
- Field maps of all fields that visibly show:
 - Setbacks from high risk areas (waterways, inlets, special features, etc.).
 - Tile inlets and outlets.
 - Grassed waterways, filter strips and buffer strips.
- Records of any manure sold or given away, including dates, source, volume, who received it, and what information was given with manure to customer.
- Copies of rental agreements or manure easements.