

EXAMPLES OF RECORDKEEPING LOGS

1. **CAFO Weekly Storm Water Management Structure Inspections Log Sheet**
2. **Manure Tracking Manifest**
3. **Water Line Inspection Log**
4. **Composting Recordkeeping Log**

DRAFT

Example of CAFO Weekly Storm Water Management Structure Inspections Log Sheet

Facility
Name: _____

NPDES Permit
No.: _____

R7-2008-0001

Instructions: Use this form to keep track of weekly visual inspections of your 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). 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

	Date	Initials	OK (if no problems found)	Notes (Note any problems found and possible solutions.)	Date Corrected
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
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
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
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
Week 45					
Week 46					
Week 47					
Week 48					
Week 49					
Week 50					
Week 51					
Week 52					

DRAFT

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 Water Line Inspection Log Sheet

Instructions: Use this form to keep track of your daily water line visual inspections.

- Initial the form *each day* the after the inspection is done.
- Mark the if Leak Detected @ column if you find a leak.

Facility Name: _____ NPDES Permit No.: **R7-2008-0001**

January, 20____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
February, 20____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		

6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

26		
27		
8		
29		
March, 20 _____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
April, 20 _____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		

10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
May, 20 _____		
Day	Initials	if Leak Detected
1		

2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

26		
27		
28		
29		
30		
31		
June, 20 _____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
July, 20 _____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		

9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
August, 20 _____		

Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

24		
25		
26		
27		
28		
29		
30		
31		
September, 20 _____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
October, 20____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		

7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

31		
November, 20____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

22		
23		
24		
25		
26		
27		
28		
29		
30		
December, 20____		
Day	Initials	if Leak Detected
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Example of Composting Reporting Recordkeeping

R7-2008-0001

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.