

Central Coast Regional Water Quality Control Board

IRRIGATED LANDS REGULATORY PROGRAM

RESOURCES FOR GROWERS

TOTAL NITROGEN APPLIED REPORTING

Updated July 1, 2014

The purpose of this document is to provide Tier 2 and Tier 3 growers with information that will assist them in their reporting of total nitrogen applied, including an overview of the requirement, related documents, software needed, and submittal options.

What records are required?

Tier 2 and Tier 3 Ranches with a HIGH nitrogen loading risk determination, are required to have records of the Total Amount of Nitrogen Annually Applied from September 1st to August 30th, and to report annually by October 1st. The following records are required:

1. Total nitrogen applied in pounds per acre (lbs/acre) in fertilizers and amendments and all other materials/products containing nitrogen in any form or concentration, including but not limited to, organic and inorganic fertilizers, slow release products, compost, compost teas, manure, and extracts¹;
2. Average nitrogen concentration in irrigation water applied during the annual reporting period, and the calculated or estimated nitrogen load in lbs/acre²;
3. The Total N present in the soil that is available for crop uptake. The Total N present in the soil must be measured at least once per annual reporting period.

¹This reporting is for crops harvested during the reporting period (September 1 to August 30). Crops planted but not harvested during the current reporting period, should be reported the following year.

²This reporting is for all irrigation water applied from September 1 to August 30 of the reporting year, regardless of whether a crop completed its growing cycle during the reporting period.

When should the Total Amount of Nitrogen applied be reported?

The Total Amount of Nitrogen Applied (in the irrigation water and present in the soil) needs to be reported annually by October 1st.

How should the records be compiled before being reported?

Growers have the option to compile their records to report Total Nitrogen Applied (in the irrigation water and present in the soil) by field, block, the entire ranch, or by risk units.

Where can I find the reporting forms, instructions, and/or guidance documents?

The required Total Nitrogen Applied Reporting Forms are available on the Water Board website under the Grower Resources Section at the link below. The Total Nitrogen Applied Reporting

Forms come with detailed instructions, a nitrogen recordkeeping template Excel spreadsheet, a list of agencies and resources, a link to staff's presentation with a summary of all the Nitrogen related requirements, and a few additional documents with conversions.

http://www.waterboards.ca.gov/centralcoast/water_issues/programs/aq_waivers/index.shtml

NOTE: Growers should read the Total Nitrogen Applied Reporting Forms instructions entirely, before reporting.

How can I use the Total Nitrogen Applied Reporting Forms?

To view, complete, print, save, and/or submit the Total Nitrogen Applied Reporting Forms you will need to have Adobe Reader 9 or the latest version of Adobe Reader (free software) installed on your computer. To download the latest version of Adobe Reader for FREE, navigate to the following website and follow the download and install instructions. <http://get.adobe.com/reader/>

The Forms are compatible with Internet Explorer. They may not be compatible with other browsers, such as Mozilla Firefox and Google Chrome, regardless of what version of Adobe Reader you have installed on your computer.

If you have Adobe Reader 9 or above installed on your computer and are still having trouble opening the forms in your browser, right click the link to the form and select "Save Link As..." Select a location on your computer to save the file, such as your desktop. Save the document as an Adobe Acrobat Document. You will then be able to open the file from its saved location.

Can I report/submit the total Nitrogen applied (in irrigation water and present in soil) using a different form and/or format?

No. The total N must be reported using the Total Nitrogen Applied Reporting Forms. Water Board staff created the Forms to ensure consistency and to customize the submittal/reporting of the required records.

How can I submit the Total Nitrogen Applied Reporting Forms to the Water Board?

Growers can submit the Total Nitrogen Applied Report Forms using one of the following 3 methods:

1. ELECTRONIC SUBMITTAL WITH A DESKTOP EMAIL APPLICATION

A Desktop Email Application, such as Microsoft Outlook, Eudora, or Mail, is typically one that opens automatically when you turn on your computer. Be sure that the application is running and you are logged in before proceeding.

After the form is completed and ready to be submitted, click on the "Submit Form" button located in the upper right-hand corner of the window. The form will automatically be submitted from your email to the Water Board's AqNOI@waterboards.ca.gov email account. *Follow the prompts in Adobe to submit successfully. Be aware that the prompts will ask you to choose what type of email account you have installed and are using on your computer. When prompted to select an email client, select "Desktop Email Application". If the form is submitted successfully, you will receive an automatic reply*

email message from AgNOI@waterboards.ca.gov. This automatic reply, confirms that your form was successfully submitted to the Water Board.

2. ATTACH TO EMAIL MESSAGE WITH AN INTERNET EMAIL SERVICE

An Internet Email Service is one that you manually login to through your Internet browser. Some services include Yahoo, Hotmail, and Gmail. The form must be completed, saved to your computer, and then attached to an email. Create a new message to the following address, AgNOI@waterboards.ca.gov, attach the previously completed and saved form to the email, and send the message. Include the following in the subject line: ATTN: Total Nitrogen Applied Report. *If the form is submitted successfully, you will receive an automatic reply email message from AgNOI@waterboards.ca.gov. This automatic reply, confirms that your form was successfully submitted to the Water Board.*

3. MAIL THE PRINTED FORM TO THE WATER BOARD

Central Coast Water Board
ATTN: Total Nitrogen Applied Report
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

Can I submit incomplete Reporting Forms to the Water Board?

No. To comply with the Total Nitrogen Applied reporting requirement, growers must submit completed forms. Water Board staff will not accept incomplete forms.

What happens if I make a mistake and submit a Reporting Form to the Water Board before I complete it? Can the mistakenly submitted Forms be retrieved?

If multiple Total Nitrogen Applied Reporting Forms are submitted for the same T2/T3 High Risk Ranch, Risk Unit, Field, or Block, the Water Board will accept and review the most recent and completed form.

If you have questions regarding the Total Nitrogen Applied Reporting requirement, please contact **Monica Barricarte** at (805) 549-3881 or monica.barricarte@waterboards.ca.gov