Michigan Department of Environmental Quality
Water Resources Division

Annual Report Form for Concentrated Animal Feeding Operations
(required under Part I.A.5.b of General Permit MIG019000 – see page 2 for instructions)

Section 1: General Facility Information	
a. Reporting Period	January 1 Through December 31, _____
b. Facility Name:	
c. Permit/COC Number:	
d. Facility Address	
e. Mailing Address (if different)	
f. Facility Contact	
g. Contact Phone Number	
h. Email Address (if available)	

Section 2: Operational Information (Represent only the Reporting Period Identified Above)	
a. Average and (maximum) type of animals confined {*ie. Swine ≥ 55 lbs: 5,100 (5,600); Swine < 55 lbs: 11,000 (13,500)*}	
b. Estimated total CAFO waste generated (identify tons and/or gallons):	
c. Estimated total waste transferred/manifested (identify tons and/or gallons):	
d. Total number of acres in the CNMP available for land application	
e. Total number of acres used for land application	

Section 3: Additional Information to be Submitted/Attached

a. ☐ The following land application records (i. through viii.) for the reporting period for each field harvested during the reported period which utilized nutrients from previously-applied CAFO waste (this section will often require agronomic information from previous reporting periods):

i. ☐ Actual crops planted	v. ☐ Actual N and P content of land-applied CAFO waste
ii. ☐ Crop yield goals	vi. ☐ Calculations and data used in accordance with Part I.A.4.b.7.c. of the permit (see instructions for details).
iii. ☐ Actual crop yields	vii. ☐ Quantity of CAFO waste land applied
iv. ☐ Soil testing results	viii. ☐ Amount of any supplemental fertilizer applied

b. ☐ A summary of all CAFO waste discharges from the production area that have occurred during the reporting period, include date, time, and approximate volume….OR…☐ No discharges occurred

c. ☐ A field-specific spreading plan for the upcoming reporting period.

Section 4: Certification by Authorized Facility Representative

I certify that all of the following are true: (1) All retained self-monitoring requirements have been complied with, and the year-to-date log has been maintained; (2) the application on which the facility's permit coverage is based still accurately describes the animal feeding operation; and (3) the information contained in this submission, including attachments, is true, accurate, and complete. I am aware there are legal penalties for submitting false information.

_____ _____ _____

Signature Date Printed Name

Michigan Department of Environmental Quality
Water Resources Division

Instructions for Completing the Annual Report Form for Concentrated Animal Feeding Operations (EQP 5994)

General Instructions:

- Page 1 of this form must be completed in its entirety and submitted to the DEQ annually with all additional noted submissions to constitute a complete annual report.
- This form may be completed using digitally entered, typed, or handwritten responses. Please provide additional sheets as necessary.
- Pages 2 and 3 of this form and other compliance assistance instructions do not need to be submitted.
- Annual Reports must be received by the Water Resources Division in the appropriate DEQ District Office by April 1 of the year following each reporting period. As an example, Reports for the reporting period of January 1 through December 31, 2013, must be received by April 1, 2014.
- If you are unsure of how to find the appropriate District Office to submit your annual report, the information was provided when you were issued a Certificate of Coverage (COC). You can also find a staff map (and other program information) at the program web page (http://michigan.gov/deq/0,4561,7-135-3313_3682_3713-96774--,00.html). This web page can be navigated to by conducting an internet search for "MDEQ CAFO".
- A complete annual report often will require information from activities that actually occurred outside the reporting period. This is caused by the complex nature of agricultural systems and agronomy. This is explained in greater detail in the appropriate sections below.
- If you have any further questions regarding the completion and submittal of annual reports, please contact the appropriate DEQ Water Resources District Office Compliance Staff for assistance.

Section 1: General Facility Information, Special Instruction

- In this section, please provide up-to-date information at the time the form is completed.
- Subsection 1.a. should provide a single calendar year (ie. "2014"). This is the reporting period.
- Subsections 1.b. & 1.c. should provide the official name and COC/permit number of the facility as identified on the facility's COC/permit. If the facility has had an official name change, please notify the DEQ in writing.

Section 2: Operational Information, Special Instructions

- Information provided in this section is from only the actual reporting period (calendar year).
- Subsection 2.a. should identify the average number and maximum number of each type of animal at the farm. This includes all animals, and not just those which triggered CAFO permitting. Please report the information in one or more of the following categories: *Beef cattle, broilers, layers, swine weighing 55 pounds or more, swine weighing less than 55 pounds, mature dairy cows, dairy heifers, veal calves, sheep and lambs, horses, ducks, turkeys, and other*. The reported numbers should be based off actual inventories and accurately reflect your facility.
- Subsections 2.b. & 2.c. ask for estimated numbers. These numbers should be determined by analyzing actual data recorded by the farm during the reporting period.
- Subsections 2.d. & 2.e. ask for actual acres available and utilized for land application. Responses should be based on the facility's CNMP and records.

Section 3: Additional Information to be Submitted/Attached, Special Instructions

- Please check all appropriate boxes and submit all requested information to complete this section.
- Subsection 3.a. requires the submittal of an agronomic synopsis for any crops that were harvested during the reporting period (calendar year). However, due to the nature of agronomy and manure management, it is likely that this subsection will include information from outside the reporting period.

As an example:

A 2013 soybean field was rotated into 2014 corn. The field received a manure application in the Fall of 2013. The N credits (from soybeans) and manure nutrients will be reported in the 2014 Annual Report (due by April 1, 2015) because they were utilized by the corn harvested in 2014. They would not have been reported in the 2013 Annual Report because those nutrients were not utilized in 2013 even though they came from 2013 activities.

- A sample submittal table is provided below which meets the requirements of Subsection 3.a. While not all of the items in the example table are specifically requested in Subsection 3.a, all requested items are necessary to complete the "calculations and data used" portion of Subsection 3.a.vi. This information could be presented in multiple ways. However, it should be noted, that the table demonstrates the minimum amount of information that is necessary to satisfy the requirements of the CAFO rules and permit.

Example Annual Summary of Crop and Nutrient Balance for 20____

Field Name	Soil P (ppm)	Year	Crop Planted	Yield Goal (unit)	Actual Yield	Amount of Manure Applied (ton or gal)	Manure N (lb)	Manure N 1st Year Available (lb)	Manure P (lb)	Credits N (lb)	Fertilizer N (lb)	Fertilizer P (lb)	Total N Crop Year (lb)	Total P (lb)	Basis for Rate Calculation
Example Field	*85*	*2010*	*Corn Grain*	*130 (bu)*	*135*	*5,000 (gal)*	*100*	*65*	*35*	*30*	*55*	*0*	*150*	*35*	*1 year P*

*units are in elemental P; ($P = P_2O_5 / 2.29$)
*all values are for a per acre basis

- Subsection 3.b. requires a summary of waste discharges. This can be satisfied through submission of separate written documents. This includes both "Authorized" and "Prohibited" discharges. Check the appropriate box if a summary is included or if one is not necessary because there were no discharges. These are reported only for the appropriate Reporting Period (Calendar Year).
- Subsection 3.c. requires a field-specific spreading plan for the upcoming 12 months. This generally means for the next reporting period (calendar year). *As an example: The 2013 Reporting Period Annual Report is due by April 1, 2014. This submission should include a 2014 calendar year spreading plan.* The plan must account for all manure generated by the facility in the upcoming year and include all of the following information for any fields that are planned to receive waste: The amount of waste spread, planned crops, and realistic crop yield goals.

Section 4: Certification by Authorized Facility Representative, Special Instructions

- This section must be signed by a representative of the facility and not simply a consultant who prepared the report. An example of this would be the facility's owner or operator. It is the facility's responsibility to assure that the report is signed by an appropriate authorized representative, thus completing the annual report.