



# Guide Sheet to Complete the Inspection Report and Checklist for Concentrated Animal Feeding Operations and Animal Feeding Operations for Form 780-0435

Water Protection Program fact sheet

10/2012

An inspection of a concentrated animal feeding operation, or CAFO) or animal feeding operation, or AFO, that results in no violation may only require the Inspection Report Form and Checklist and cover page, which is mailed to the site. An inspection of a CAFO or AFO that results in violations requires a full inspection report that is mailed to the site. Any item marked as M must have a "recommendation to correct the item, and any item marked as U must have a required action to correct the item in the inspection report mailed to the permittee.

## General Information

**Permit Number:** If no permit number, write unpermitted in the space. This will normally occur when answering a concern about an unpermitted facility.

**Permitted Name:** Name of the facility or operation as it appears on the Missouri State Operating Permit. If the site does not have a Missouri State Operating Permit, place the name of the owner or the name of the site given by the owner.

**Region:** Regional office.

**Inspection Date:** Date of the inspection.

**Person(s) Contacted:** Person(s) accompanying the inspector on the inspection.

**Title of Person Contacted:** Title of the person(s) accompanying the inspector on the inspection.

**Class Size:** As listed on the permit or as determined for an unpermitted site.

**Samples Collected:** Were samples collected and submitted to a laboratory for analytical results? Do not mark YES if the inspector only conducted field screening or field monitoring. If sample results or visual observation indicate violations of water quality standards or effluent violations, a narrative report must be prepared.

**Telephone Number:** Telephone number of the owner. Cell number is best. Include area code

**County:** County where the site is located.

**GPS Location:** GPS location of the main entrance (front gate) of the site.

**Animal Types(s) and Numbers:** As determined during inspection. If the current number is above the design animal units, the inspector must evaluate whether the 12-month rolling average is within the design animal units and place the 12-month rolling average in this section.

**Design Animal Units:** As listed on the permit. If unpermitted, place the number supplied by the owner or operator.

**Rating:** Indicate a rating for each item.

NI-Not Inspected: For those items not inspected during the inspection.

NA- Not Applicable: For those items not applicable to the operation being inspected.

M- Marginal: Use marginal for those items that do not warrant an unsatisfactory rating.

In the comments section of the Inspection Report Form and Checklist (if required) there should be recommendations to correct the items marked marginal.

S-Satisfactory: For those items in compliance with laws, regulation and permit conditions.

U-Unsatisfactory: For those items of enough significance to warrant an unsatisfactory rating.

If an item with an asterisk is marked unsatisfactory, the operation must be marked in non-compliance. Items without an asterisk may be marked unsatisfactory but the operation does not have to be marked in non-compliance. The inspection report should require actions to correct the items marked unsatisfactory. Ensure the unsatisfactory issues are being handled consistently between the regions. In some circumstances, the inspector may discuss the issue with other regions to ensure consistency. This is more crucial when a farm has sites in more than one region.

## **Permits**

**Item 1:** Applicable if the CAFO does not have the required Missouri State Operating Permit or the Missouri State Operating Permit has expired and no renewal application has been received. This would warrant a notice of violation with a written report that requires a response time to submit an application. If the site does not have a current nutrient management plan, additional time, up to 30 days, may be granted in order for the plan to be completed.

**Item 2:** This is a broad category that includes all permit conditions. When this item is marked M or U there should be a corresponding item in another section to specify what permit condition is M or U. The M should be used when the conditions exists that do not warrant an unsatisfactory rating. An example would be "Mortalities must not be disposed of in any liquid manure or process wastewater system that is not designed to treat animal mortalities." If an inspector observes one or two fetal pigs in the lagoon, this would warrant an M rating. If an inspector observes 10 to 30 pigs of various sizes in the lagoon, this would warrant a U rating and deem the site in not in compliance.

**Item 3:** Applicable only if the CAFO was constructed without a construction permit. This would warrant a notice of violation with a written report that requires a response time to submit an application.

**Item 4:** Applicable if the CAFO or AFO has disturbed more than an acre of land during construction or modification without a land disturbance permit. This would warrant a notice of violation with a written report that requires a response time to submit an application.

## **Discharges**

**Item 5:** Applies only to unauthorized discharges where the wastewater enters waters of the state. This does not apply to emergency discharges due to precipitation events established in the permit. This would warrant a notice of violation with a written report that requires a response time to submit an application.

**Item 6:** Applicable only if water quality standards are violated. This would warrant a notice of violation and an enforcement action request.

**Item 7:** Applicable for putting and placing violations. This would warrant a letter of warning with a written report that requires a response about how the deficiency was corrected.

**Item 8:** Wastewater discharge into waters of the state shall be reported to the department as soon as practicable but no later than 24 hours after the permittee becomes aware of the discharge. Mark U if it can be documented the permittee was aware of the discharge 24 hours prior. Class 1A facility must report any release over 1,000 gallons to the department as soon as practicable but no later than 24 hours after the permittee becomes aware of the release. This would warrant a notice of violation with a written report that requires a response about how the deficiency was corrected.

**Item 9:** All discharges shall have records of date, time, location, duration and estimated volume of any emergency or unauthorized process wastewater discharges to waters of the state. Class 1A facilities must sample the discharge once per day while the discharge is occurring for parameters specified in their Missouri State Operating Permit. This would warrant a notice of violation with a written report that requires a response about how the deficiency was corrected.

**Item 10:** Was a stream observed near the CAFO or AFO? Mark Yes or No. Place comments of the condition of the stream in the remarks section. If unsatisfactory or violations are apparent, the inspector must sample, document conditions of the stream, photograph and follow Item 6. Samples must be taken for dissolved oxygen, conductivity, temperature, pH and ammonia. Chloride samples may also be taken. Follow standard operating procedure for preservatives and chain of custody.

## **Storage Structures**

**Item 11:** Inspect the entire production site to ensure structural integrity of the production barns, storage structures or associated best management practices at the site. Observe the structural integrity of the storage structure. Be familiar with the definition of process waste. No process waste can be discharged from the site. If seeps or leaks are observed, the inspector may need to cite the putting and placing violation. Mark M or U, depending on the severity.

**Item 12:** Deep-rooted vegetation would mainly consist of woody vegetation. This is related to perennial vegetation that will have a more extensive root system. Mark M or U, depending on the severity.

**Item 13:** Ensure spillway is defined and is the lowest section of the berm.

**Item 14:** Ensure depth marker is present and accurately depicts the current storage level.

**Item 15:** Mark M or U if the level is above maximum operating level. CAFOs (except Class IA) and AFOs must maintain the uncovered storage structure one foot below the emergency spillway unless specified otherwise in Attachment A-Detailed Operation Description. The inspection report should elaborate on rainfall data and if land application has or has not been performed on suitable days. This may also be used for storage structures that have a large accumulation of solids.

**Item 16:** Mark M or U if mortalities are present in the liquid storage structure. Use judgment to determine if this is a common occurrence based on the number of mortalities and the stage of decomposition.

**Item 17:** Mark M or U depending on condition. Putting or placing or water quality violations may need to be marked depending on severity.

**Item 18:** Class IA facilities must notify the department within seven days of the date the liquid storage structure level comes within four inches of the upper operating level.

## **Nutrient Management Plan**

A review of the operations nutrient management plan must be conducted during the inspection of the operation. This review may be conducted prior to or during the inspection. Mark M or U if the Nutrient Management Plan does not adequately address each topic.

**Item 19:** Has the nutrient management plan been updated to reflect the current operation of the site? Does the plan have an expiration date? If an expiration date is listed on the plan, place the date in the comments.

**Item 20:** Does the plan adequately address the storage of manure, litter and process wastewater, including procedures to ensure proper operation and maintenance of the storage facility? Mark as M or U depending on lack of information.

**Item 21:** Does the plan adequately address the proper management of mortalities? Does the plan specifically detail how the mortalities are handled or does it reference the Missouri Department of Agriculture's regulation? Mark as M or U depending on lack of information.

**Item 22:** Does the plan detail how clean water is diverted from the production area? Mark as M or U depending on lack of information.

**Item 23:** Does the plan adequately address how the animals in confinement are prevented from direct contact with waters of the state? Mark as M or U depending on lack of information.

**Item 24:** Does the plan ensure chemicals and other contaminants handled on-site are not disposed of in any manure, litter, process wastewater or stormwater storage or treatment system unless specifically designed to treat such chemicals and other contaminants? Mark as M or U depending on lack of information.

**Item 25:** Does the plan identify appropriate site-specific conservation practices to be implemented, including appropriate setback distances or equivalent practices, to control runoff of pollutants to waters of the state? Mark as M or U depending on lack of information.

**Item 26:** Does the plan identify protocols for appropriate testing of manure, litter, process wastewater and soil? Mark as M or U depending on lack of information.

**Item 27:** Does the plan establish protocols to land apply manure, litter or process wastewater in accordance with site specific nutrient management practices that ensure appropriate agricultural use of the nutrients in the manure, litter, or process waste? Mark as M or U depending on lack of information.

**Item 28:** Does the plan identify specific records that will be maintained? Mark as M or U depending on lack of information.

## Secondary Containment (Flush Systems)

This would only apply to Class 1A facilities that have a flush system. Flush systems can be used for other CAFOs or AFOs that have secondary containments, but a compliance determination cannot be made as the secondary containment is not a requirement of the regulations or permit. Mark NA if not applicable.

**Item 29:** Ensure the structural integrity of the secondary containment is maintained. It should be maintained similar to an earthen storage structure.

**Item 30:** All stormwater that comes in contact with the production area and process waste must be directed to the secondary containment. Mark M or U if stormwater is not directed to the secondary containment.

**Item 31:** Mark M or U if the valves are not maintained in the closed position until the stormwater is drained or if a leak from the valve is observed. If a leak is observed, possible water quality or putting and placing violations may exist.

**Item 32:** Is the stormwater being tested prior to release. Mark U if the stormwater is not being tested prior to release.

## Land Application

Land application area is agricultural land under the control of the CAFO or AFO owner or operator, whether it is owned, rented, or leased, to which manure, litter or process wastewater from the production area is or may be applied. Verify the acres listed in the permit are actually available. If the CAFO or AFO is land applying at the time of the inspection, the inspector must observe the items below are being followed and rate accordingly to the observations. If land application is not occurring, place NA in these sections but make sure the owner or operator is aware of the following items. Obtain this information during the discussion of the operating permit.

**Item 33:** Ensure the permittee is aware of setback distances as established in the Nutrient Management Technical Standard. If land application has occurred in a setback area, mark as U.

**Item 34:** Mark U if surface application is conducted within 24 hours of a forecasted precipitation event that is likely to create runoff. This only applies to surface application.

**Item 35:** Ensure the permittee knows the land application cannot be conducted on slopes greater than 20 percent. If it has been determined the slope limitation has been exceeded, mark as U.

**Item 36:** No surface application to frozen, snow-covered or saturated soils. If it has been determined surface application of frozen, snow-cover or saturated soils occurred, mark as U.

**Item 37:** Ensure target rates for land application are being maintained. If target rates for land application are routinely being exceeded, mark as U.

**Item 38:** Ensure permittee is monitoring the land application system to ensure no runoff of process wastewater is occurring. Can be marked M or U, depending on severity.

**Item 39:** Ensure land application equipment is calibrated at least annually. Mark U if the land application equipment calibration is not being conducted annually. No documentation is required for this requirement. The inspector must ask how the land application equipment is calibrated. Preferred methods of calibration are either the manufacturers settings or placing rain gauges on the ground and land applying over the rain gauges to get an accurate reading of the amount applied.

**Item 40:** Ensure the irrigation system has an automatic shut-off device in case of pressure loss, or an operator is on-site at all times during operation to monitor application equipment. Mark U if the irrigation system does not have an automatic shut-off device in case of pressure loss and an operator is not on-site monitoring the application equipment.

**Item 41:** Class 1A facilities are required to monitor the aboveground lines hourly. Mark U if the aboveground lines are not being monitored hourly.

**Item 42:** Class 1A facilities are required to conduct twice daily inspections of pressurized underground lines, including one inspection that should be completed immediately following startup. Mark U if the underground pressurized lines are not being inspected twice daily.

## **Inspections and Records**

Ensure all inspections and record keeping requirements, as specified in the Missouri State Operating Permit, are being conducted and maintained. Mark U or M depending of the severity.

**Item 43:** Observe the Missouri State Operating Permit and the nutrient management plan. Mark U if the Missouri State Operating Permit and the nutrient management plan are not available upon request.

**Item 44:** Ensure the CAFO or AFO is following the conditions of its nutrient management plan. Mark U or M depending on the severity. May also need to mark item 19 if the plan does not adequately address the current condition or operation of the site.

**Item 45:** The operation must be conducting and recording weekly inspections of all stormwater devices, runoff diversion structures, and devices channeling contaminated stormwater to the process wastewater storage. Mark U if the operation has not been conducting and recording the weekly inspections.

**Item 46:** The operation must be conducting and recording the daily inspections of water lines including wastewater, drinking water and cooling water lines that can be visually observed within the production area. The inspection of the drinking water and cooling water lines shall be limited to the lines that possess the ability to leak or drain to wastewater storage structures or may come in contact with any process waste. The daily inspections must be recorded weekly. Mark U if the operation has not been conducting and recording the daily inspections.

**Item 47:** The operation must be conducting and recording the weekly inspections of the manure, litter and process wastewater impoundments. The inspection will note the level in the liquid impoundments as indicated by the depth marker. Mark U if the operation has not been conducting and recording the weekly inspections.

**Item 48:** CAFOs (except Class 1A) and AFOs must conduct periodic inspections on equipment used for land application of manure or process wastewater. Class IA CAFOs must conduct these quarterly. Ask how these inspections are being conducted and ask for records (records are not required). Periodic inspection should be at least annually. Mark U if the operation has not been conducting the inspections or keeping records.

**Item 49:** Any deficiencies found as a result of inspections shall be documented and corrected as soon as practicable. Mark U if the operation has not been documenting or correcting the deficiencies.

**Item 50:** The Nutrient Management Technical Standard requires the following information be recorded for every manure application event from a manure storage structure. Date of manure application, source of manure, weather and soil conditions at the time of application, Field ID receiving manure, rate of manure application per acre, plant available nitrogen and phosphate in manure, method of application, acres receiving manure, total tons or volume of manure applied. Mark U if the records are not being maintained.

**Item 51:** The Nutrient Management Technical Standard requires the following information be recorded for all manure transfers (sales or giveaways). Date of transfer, name and address of recipient, storage source of manure transferred, amount of manure transferred. Mark U if the records are not being maintained.

**Item 52:** Records of mortalities management used by the operation must be maintained. The operation only has to maintain the number of the mortalities.

**Item 53:** The operation must maintain records of the inches of precipitation received daily near the production site. The requirement is for open liquid manure storages only (lagoons). The operation may use nearby weather reporting station data. Mark U if the precipitation is not recorded daily.

**Item 54:** Class 1A flush systems must conduct a visual inspection of the flush and recycle waste management system at least once every 12 hours, plus or minus three hours. This information must be recorded at least weekly. Mark U if not being conducted or recorded weekly.

### **Annual Report Review**

Class 1A facilities with flush systems usually have one quarterly inspection that focuses on the annual report. The annual report at other CAFOs or AFOs must be reviewed and inspected during a routine compliance inspection or investigation. Mark U or M depending on the severity.

**Item 55:** Mark U if the annual report for the previous calendar year was not submitted by Jan. 28 for Class 1A facilities or Feb. 15 for other CAFOs and AFOs.

**Item 56:** The operation shall report the 12-month average number and type of animals confined at the operation. Mark U if not reported.

**Item 57:** The operation shall report the estimated amount of manure, litter and process wastewater generated in the previous 12 months. Mark U if not reported.

**Item 58:** The operation shall report the estimated amount of manure, litter and process wastewater transferred (sale or giveaway) to other persons in the previous 12 months. Mark U if not reported.

**Item 59:** The operation shall report the total number of acres for land application covered by the nutrient management plan. Mark U if not reported.

**Item 60:** The operation shall report the total number of acres under control of the operation that were used for land application in the previous 12 months. Mark U if not reported.

**Item 61:** The operation shall submit a statement indicating whether the current Nutrient Management Plan was developed or approved by a certified nutrient management planner. Mark U if not reported.

**Item 62 to 64:** The operation must report the crops planted and expected yields, the amount and nutrient content of the manure, litter and process wastewater applied to the land application area and the results of soil testing from the previous 12 months. Mark U if not reported.

**Item 65:** The operation must report the weekly liquid storage basin depth. Mark U if not reported.

**Item 66:** The operation must report the actual operation numbers compared to the permitted design parameters for flows. Mark U if not reported.

**Item 67:** The operation must report the date, time, location, duration and estimated volume of any emergency or unauthorized process wastewater discharges to waters of the state. Class 1A must submit the analysis of the samples collected from the discharge. Report as no-discharge if a discharge did not occur during the monitoring period. Mark U if not reported.

**Item 68:** Class 1A facilities must submit the analytical results for the fresh water lake monitoring as required by their Missouri State Operating Permit. Mark U if not reported.

**Item 69:** Class 1A facilities must submit the analytical results for the stream monitoring as required by their Missouri State Operating Permit. Mark U if not reported.

**Item 70:** Class 1A facilities must submit the analytical results for the secondary containments monitoring as required in the Missouri State Operating Permit. Mark U if not reported.

## **General**

**Item 71:** Dead animal disposal is under the jurisdiction of the Missouri Department of Agriculture. Look at the dead animal disposal including composters. The nutrient management plan must be reviewed to determine what or if any requirements the composter is required to meet. This item may be marked M or U depending on the severity.

**Item 72:** Discuss with the operator how the domestic waste from the production building is handled. Mark U if the domestic waste disposal is violating the Missouri Clean Water Law or applicable regulations.

**Item 73:** Class 1A facilities require certified operators for land application. Determine if the land application crew has proper certification. Mark U if the land application crew does not have proper certification.

**Item 74:** As needed.

## **Miscellaneous**

Materials to always carry to inspections:

1. Copy of the permit
2. Extra copies of General Permit Record Keeping forms and Annual Report.
3. Extra copies of the Nutrient Management Technical Standard.

There are items throughout the Inspection Report Form and Checklist that can be covered during the initial interview with the permittee. Be familiar with those items to facilitate a professional inspection.

## **For More Information**

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