

## Record Keeping

### *Introduction*

The purpose of a CNMP is to provide a record to the producer of management practices already in place and to recommend new ideas for the operation. As a producer, keeping up-to-date, accurate records of documents included in the CNMP can help the producer make decisions regarding business development, conservation planning, implementation of plans, documentation of events, and legal evidence in the event of litigation.

### *Relevant Recordkeeping Practices*

The following records should continue to be kept at the farm for CNMP requirements as well as future decision making:

- Site information:
  - Operators names and contact information
  - Field maps and other aerial maps
  - Documentation of facilities
  - Soil survey descriptions and map for production site
- Any applicable permits or certifications
- Manure application data
  - When?
  - Where?
  - Who?
  - How much?
  - Utilization records
  - Storage unit information
  - Commercial fertilizer application event
- Production records:
  - Changes in herd size
  - Changes in feed rations
  - Number and size of animals and volume of manure produced
- Current soil test results, in accordance with Nutrient Management Code 590
- Crops planted and harvesting dates by field
- Crop yield
- Activities associated with emergency action and biosecurity plan
- Records associated with any reviews by NRCS, third-party consultants, or representatives of regulatory agencies, including:
  - Dates of review
  - Name of reviewer and purpose of the review
  - Recommendations or follow-up requirements resulting from the review
  - Actions taken as a result of the review
- Records of maintenance performed associated with operation and maintenance plans
- Nutrient application equipment calibration
- Date operations and maintenance (O&M) inspections conducted
- Regular updates of Nutrient Management and Soil Conservation Plans