

## MDA & MDE Agricultural Nutrient Management Record Keeping Requirements

This document summarizes the required records that farm operators must keep to satisfy requirements of Maryland Department of Agriculture (MDA) Nutrient Management Regulations and requirements set forth by the Maryland Department of the Environment (MDE) Animal Feeding Operation CAFO/MAFO General Discharge Permit (if applicable).

To determine which records are required to be kept by your particular operation use the key below:

CAFO/MAFO Operations under MDE General Discharge Permit:

- If you export all manure: Keep all records in Table 1.
- If you also farm cropland and apply manure or nutrients to land under your control: Keep all records in Tables 1 & 2.

Operations **NOT** considered a CAFO/MAFO, under MDE regulations:

- If you raise animals and export all manure: Keep records denoted as required by MDA as the “Agency” in Table 1.
- If you raise animals and apply manure or nutrients to cropland under your control: Keep the records denoted as required by MDA as the “Agency” in Tables 1 & 2.
- If you do not raise animals and only farm cropland: Keep the records denoted as required by MDA as “Agency” in Table 2.

Table 1. Required records for Animal Feeding Operations.

Record	Description	Agency Requiring	Notes
Animal Mortality & Disposal	Date and number of dead animals collected and disposal method.	MDE	
Documentation of Manure Storage Conditions	Design volume and days of capacity; any deficiencies in the manure handling system and actions taken to correct (for example: damage due to fire or storm, date occurred, how damage was fixed and date of repair)	MDE	For animal waste impoundments EXCEPT poultry litter facilities, weekly inspections and records of manure or wastewater depth are required.
Documentation of Discharges	Date, time, and estimated quantity of any discharges and steps taken to correct	MDE	
Manure Available for Use/Removal	Estimate of removal of manure from poultry house (crust-out, total cleanout, center cut, etc) and destination (manure shed or export)	MDA; MDE	Forms available from University of Maryland and MDA
Manure Analysis	Copy of laboratory nutrient analysis of sample of manure produced on-farm (taken annually)	MDA*; MDE	*If the operator also farms cropland, a manure sample is also required by MDA and should be in your certified NMP.
Animal Information	Type and number of animals kept on-farm and any changes in animal numbers	MDA; MDE	
Manure Export/Transfer	Record of manure that leaves the farm – date, quantity (tons/gallons), and destination (Name/Address)	MDA; MDE	Forms available from University of Maryland and MDA
Comprehensive Nutrient Management Plan (CNMP)	Retain approved CNMP and documentation related to updates or changes to your CNMP	MDA*; MDE	*CNMP includes NMP for that period, retain for MDA also
Nutrient Management Plan (NMP)	Retain certified Maryland NMP and documentation related to updates or changes to your NMP	MDA; MDE	Retain for 3 years for MDA inspection.

Table 2. Required records for operators who farm cropland.

<b>Record</b>	<b>Description</b>	<b>Agency Requiring</b>	<b>Notes</b>
Crop Yield Information	Actual yield records per field or management unit to support yield goal (past 5 years)*	MDA	*Best 3 of 5 years should be used as the yield goal in your Nutrient Management Plan
Fertilizer Receipts	Receipts for all nutrient purchased	MDA	
Maryland Nutrient Applicator Voucher	Individuals applying or supervising application of nutrients must have applicator voucher or certificate number	MDA	
Soil Analysis	Laboratory analysis results of soil samples per field or management unit (Samples required every 3 years)	MDA; MDE	Should be in certified Maryland NMP
Application Equipment Calibration and Inspection	Type of equipment, date, worksheets, and/or results and any documentation of deficiencies and actions taken to correct	MDA; MDE	Instructions and worksheets available from University of Maryland Extension
Field Information	Field or management unit identifier, acres and crop grown for all cropland fields receiving nutrient application and total number of acres used for land application of manure	MDA; MDE	In your certified Maryland Nutrient Management Plan
Nutrient Application Rate and Method	Pounds, gallons, or tons actually applied per acre for each field and the total amount applied per crop acres per timing period and method and timing of application	MDA; MDE	Forms are available from University of Maryland Extension, MDA and MDE. Must be retained for 5 years for MDE.
Manure Application Conditions	Weather conditions including precipitation and temperature at time of manure application and precipitation 24 hours prior to and following application and soil conditions including instances of ponding, saturation, runoff, or frozen ground.	MDE	

Sources: Maryland Department of the Environment (MDE) General Discharge Permit for Animal Feeding Operations, No. 09AF. Maryland Department of Agriculture (MDA) Nutrient Management Regulations COMAR 15.20.07.