



CDQAP - WDR General
Order Reference Binder
TAB 13.4 Updated May 2009

Tips For Completing The 2008 WDR Annual Report Due July 1, 2009

The purpose of this document is to provide detailed instructions to assist you in completing the Microsoft Excel-based 2008 WDR Annual Report form. This document includes pointers for completing each section of the Annual Report form as well as a basic guide to using Microsoft Excel. A companion document *WDR General Order Annual Dairy Report Information Gathering Checklist & Itemized Report Information Use List* is available to assist in identification of needed documents and records.

The 2008 Annual Report form for dairies under Waste Discharge Requirements for Existing Milk Cow Dairies General Order can be accessed at: <https://www.co.merced.ca.us/EnvironmentalHealthWM>. You do not need a username or password to download the 2008 Annual Report from. The 2008 Annual Report is a Microsoft Excel based program similar to the 2007 report form. When you click on the link on the Merced County website, a copy of the file can be saved to your computer. You may choose to re-name the file before saving, but this is not required. It is important to remember that changes made to one file (on your office computer, for example) will not be accessible from another computer (your home computer, for example) unless the computers are shared over a local network. Saving the report form in its own “Folder” is recommended for organization and future reference. Using a folder name such as “2008 WDR Records” will allow for all records associated with 2008 (pond photos, other computerized records, etc.) to be saved in one location within your computer.

SECTION 1: Completing the Annual Report Form & Attachments

The Annual Report Form

The 2008 Annual Report Form file includes several separate worksheets – the “Report Form” in addition to Attachments A through L. There is also a worksheet containing a list of all the available attachments and a conversions worksheet to help you change from one unit of measurement to another, if necessary. The worksheet called “Report Form” will refer you to the various attachments as needed to complete each item. The Report Form worksheet is located in the far left tab with the additional tabs/worksheets ordered from left to right across the bottom of the screen (use the arrows on the lower left of the screen to scroll back and forth between tabs and click on any tab to access the form). **Several “look-up” and “auto-populate” features have been added to the Annual Report Form to simplify data entry. To take advantage of these, it is important to complete the Annual Report Form Items and Attachments in the order provided below rather than following the sequence in which they are listed in the Report Form.**

Identifying Information – Type the name of the person(s) who will be signing the 2008 Annual Report and the name and contact information for the dairy at the top of the Report Form.

Item 1: Report Period – The report period is January 1, 2008 – December 31, 2008.

Just a reminder that all of the information you'll enter should be from calendar year 2008. No data entry is required for Item 1.

Item 2: Annual Dairy Facility Assessment (ADFA) – Click 'Yes' IF there have been or will be any changes to information provided in the last copy of the PDF/ADFA provided to the Regional Board. A new, updated copy of the ADFA will need to be completed and attached. Your PDF/ADFA information remains online at: <http://www.co.merced.ca.us/EnvironmentalHealthWM>. You will need your user ID and password to access your information. If you haven't made changes that will affect nitrogen balance or storage capacity, click 'No' and go to Item 7/8 (Items 3-6 are attachments, so you'll complete them later).

Item 7/8: Land Application Area Description & Areas Where Manure and Process Wastewater Were Applied During the Reporting Period (Jan. 1, 2008 – Dec. 31, 2008)

Helpful reference materials may include:

- Existing Conditions Report (Section A) to provide list of land application areas as originally defined for the facility.
- Last year's Annual Report Item 7/8 to identify land applications from last year.
- Sampling and Analysis Plan to provide a list of fields and farming practices.
- CDQAP Ref. Binder Documents 6.12 and 6.13 or other similar record-keeping documents to provide application information by field.

Type the information regarding all land application areas owned, rented or leased by the facility owner and operator into the table provided. A land application area may contain multiple fields and crops or crop rotations and may contain fields that receive solid manure, process wastewater, both, or none of the above. All land application areas should be listed, whether or not they received manure during the reporting period. For those areas where no manure was applied enter "none" in the far right column.

Item 9: Summary of Manure and Process Wastewater Discharges from the Production Area (Attachment B) – Click 'No discharges occurred during the reporting period' if that is the case. Otherwise, click 'Yes' and enter the number of discharges in the box (click in the box, then type the number, then click anywhere outside the box). If you clicked 'Yes', you must also complete Attachment B and attach it to the Report Form (see page 6 of this document for instructions on completing Attachments B-D).

Item 10: Summary of Storm Water Discharges from the Production Area (Attachment C) – Click 'No discharges occurred during the reporting period' if that is the case. Otherwise, click 'Yes' and enter the number of discharges in the box (click in the box, then type the number, then click anywhere outside the box). If you clicked 'Yes', you must also complete Attachment C and attach it to the Report Form (see page 6 of this document for instructions on completing Attachments B-D).

Item 11: Summary of Discharges from the Land Application Area(s) (Attachment D) – Click 'No discharges occurred during the reporting period' if that is the case. Otherwise, click 'Yes' and enter the number of discharges in the box (click in the box, then type the number, then click anywhere outside the box). If you clicked 'Yes', you must also complete Attachment D and attach it to the Report Form (see page 6 of this document for instructions on completing Attachments B-D).

Item 12: Nutrient Management Plan Update – No additional information needed; this item is not applicable to the July 1, 2009 report.

Item 13: Manure/Process Wastewater Tracking Manifests – Click ‘No’ or ‘Yes’ and attach copies of completed Manure/Process Wastewater Tracking Manifests (General Order Attach. D or CDQAP Reference Binder Document 6.3) for all manure & process wastewater sold, given away, or otherwise removed from the facility.

Item 14: Written Agreements

Helpful reference materials may include:

- CDQAP Reference Binder Document 6.4 or other similar agreement form.

Type the number of total written agreements still active during calendar year 2008 and attach copies of only NEW written agreements. Do not attach agreements submitted previously if there are no revisions.

Item 15: Laboratory Analysis for Discharges – attach copies of all laboratory analysis reports for samples taken associated with discharges listed in Items 9, 10 or 11 above, if applicable.

Item 17: Record-Keeping Results

Helpful reference materials may include:

- CDQAP Reference Binder Documents 6.1 and 6.2.

Complete the table IF corrective actions were taken to address deficiencies noted in the production and land application area visual inspections during the course of the year (2008). If no deficiencies were noted, leave the table blank.

Item 18: Groundwater Monitoring Section –All facilities must complete part a – attach sampling and analysis information for supply wells and subsurface (tile) drainage systems. Facilities with groundwater monitoring well systems must also complete parts b, c, and d.

Item 19: Storm Water Reporting Section – Click ‘No’ if no discharges of stormwater from **land application areas** occurred during 2008. Otherwise, click ‘Yes’ and provide the information requested for significant discharges of storm water from the **land application areas**.

Certification Section – Type the requested information in the boxes under the certification. You may now print the Report Form and continue to the attachments. Be sure to use the “Print Preview” option in order to get the setup right with your particular printer. There’s no need to print blank pages and the RB5 address page does not need to be mailed with the annual report.

The Attachments

General Notes:

- Areas in the workbook that are shaded grey are not available for change by the user. Data included in these cells have either been imported from other worksheets or calculated by the program.

- Color coding has been provided on four worksheet tabs and on the columns in attachments A-1, A-2, and A-3 to indicate from where attachment data are obtained by the computer.
- Many of the attachments have more rows and/or tables than most operations will need to use. This has been done to accommodate facilities of all sizes and set-ups. Using the “Set Print Area” and “File Print Preview” options prior to printing allows you to print only the necessary area and reduce the number of printed pages.

Attachment A, page 1 (detail for Item 3: Number & Type of Animals)

Click on the tab ‘Attachment A’. Information should be entered into the white cells only. The shaded or grey cells will automatically calculate once data are entered.

The “Open Confinement” and “Housed Under Roof” columns are subcategories of the “Maximum Number of Animals” column to provide detail on how animals are housed. [For example, a facility may have 800 milk cows, 200 of which are housed in open confinement (open corrals) and 600 of which are housed under roof (freestall barns) - the facility would enter 800, 200, 600 in the respective columns for milk cows.]

Remember to enter the breed code (found in the table footnotes) for the predominant breed within each population category.

Attachment A, page 2 (detail for Item 4: Estimated Amount of Total Process Wastewater and Nutrients Generated) – Data does not need to be entered in this section. This table will auto-populate as Attachments A-3 and L are completed.

Attachments E through I (detail for Item 16: Tabulated Nutrient Analytical Data)

Helpful reference materials may include:

- Copies of all laboratory analysis reports (including chain-of-custody) for solid manure, process wastewater, irrigation water, soil and plant tissue.
1. Click on the appropriate worksheet tab (as explained below) to enter laboratory analysis results.
 2. Type the information from each laboratory report, in order by date, into each of the rows.
 - The Sample Date and Material Source will be combined to create the Sample ID (which will be used later in Attachments A-1 to A-3).
 - **It is important to pay careful attention to the units (ppm, mg/L, %, etc.) required in the annual report form vs. the units reported by the lab when entering all of the data into the Attachments. Data entered in the wrong units can cause HUGE value differences in calculations.** *A conversion worksheet (located after the List of Attachments tab) has been provided to assist in converting lab data from one unit of measurement to another (instructions are provided at the top of the worksheet).*
 - Attachment E-1 or E-2
 - Complete E-1 if solid manure application was reported in units of tons.
 - Complete E-2 if solid manure application was reported as a volume of material.

- Attachment F – All facilities must complete Attachment F for process wastewater analysis.
- Attachment F-1 – Only facilities that have groundwater monitoring wells present must complete Attachment F-1 (general minerals analysis).
- Attachment G – All facilities must complete Attachment G with information from the local irrigation district and/or results from supply well analysis.
- Attachment H – All facilities must complete Attachment H for soil analysis.
- Attachment I – All facilities must complete Attachment I for plant tissue harvested. Data need to be reported in either percent wet weight (if tons are reported on Attachment J) or density (if cubic yards are reported on Attachment J).

Attachments A-1 or A-2 and A-3 (detail for Item 5: Estimated Amount of Total Manure, Process Wastewater, and Nutrients Applied To Each Land Application Area – provide solid manure and process wastewater application information by field for each land application area.

Helpful reference materials may include:

- CDQAP Reference Binder Documents 6.12 and 6.13 or other similar record-keeping documents to provide application dates and amounts by field.
1. Click on the appropriate worksheet tab (as explained below) to enter land application information.
 2. Click in the cell next to “Land Application Area” just under the report title. Click on the arrow that appears and select a land application area from the list you entered in Item 7/8 of the “Report Form”. You may need to scroll up to see your list. You will print out one sheet per land application area. You can scroll down in the spreadsheet to complete additional land application areas.
 3. Click in the cell under “Field” in the first table and select from the list of fields you provided in Attachment I - plant tissue harvest information.
 4. Enter the date and total tons (Attachment A-1), cubic yards (Attachment A-2), or 1000 gallons you applied on that date. The conversions worksheet contains conversion tables for acre-inches and cubic feet to 1000 gallons.
 5. Click in the “Sample ID” column to the right and select the appropriate sample from the list entered in Attachments E-1, E-2, and F (see note below) for this application of manure. To change your sample, just select a new one. To delete all the data in a row, use the “backspace” or “delete” key on your keyboard in the cells you wish to delete (including Field and Sample ID).

Note: A single solid manure or process wastewater application to a field should be associated with sample data that most closely represents the material applied. Once you have chosen the sample you would like to associate with the application, the nutrient analysis data for the sample will automatically transfer into the moisture %, total nitrogen, phosphorus and potassium concentration cells. The program will calculate total nutrient application amounts (grey shaded cells) once application tons/moisture or cubic yards/density values have been entered.

- **Either** A-1 or A-2 needs to be completed for each facility.
 - Complete A-1 if solid manure application was reported in units of tons.
 - Complete A-2 if solid manure application was reported as a volume of material (cubic feet).
- All facilities must complete Attachment A-3 for process wastewater applications.
- For both types of manure applications (solid and liquid), a separate table must be submitted for each land application area. Multiple fields may be entered as part of a land application area depending on how land application areas are defined by the facility in the Sampling and Analysis Plan or Nutrient Budget. Scroll down the worksheet to access subsequent tables and follow the same procedure for each table. Each of the attachment worksheets contains 10 tables. If you have more than 10 land application areas, you may want to make an additional copy of the spreadsheet file after you have entered your data in Attachments E through J and record other land application areas in that spreadsheet.

Attachment J (additional detail for item 17)

Helpful reference materials may include:

- CDQAP Reference Binder sample document 6.15 or other similar documents for harvest records.

Provide expected and actual crop yields for all land application areas. You may select a field from the pull-down list, or you may prefer to copy and paste the field IDs and crop types directly from Attachment I. Enter the acreage, dates for planting and harvest, and expected and actual yields in tons (column G) or cubic yards (column J).

Attachment K (additional detail for Item 17) –

Helpful reference materials may include:

- CDQAP Reference Binder Documents 6.12 and 6.13 – Manure and Process Wastewater Application Records or similar documents.

Provide weather conditions at the time of manure and process wastewater application and for 24 hours prior to and following applications. You may select a field from the pull-down list, or you may prefer to copy and paste the field IDs application dates directly from Attachments A-1/A-2 and A-3. No particular order is required. Entries may be combined for similar conditions/application type for a given field.

Attachment L detail for Item 6: Estimated Amount of Total Manure, Process Wastewater, And Nutrients Transferred To Other Persons) –

Helpful reference materials may include:

- Completed CDQAP Reference Binder Document 6.3 – Manure/Process Wastewater Tracking Manifest (also called “General Order Attachment D”)

Provide an estimate of the amount of total solid manure and total process wastewater transferred offsite based on the sum of transfers reported in the Manure/Process Wastewater Tracking Manifests for 2008. For average moisture, total nitrogen, phosphorus and potassium values type the averages calculated at the bottom of attachments E-1 or E-2 (whichever you used), and F for all laboratory analyses of solid manure and process wastewater.

Attachments B-D (for discharges from the facility)

Helpful reference materials may include:

- CDQAP Ref. Binder Document 6.16 (Priority Reporting of Significant Events)

Note: The Monitoring and Reporting Program defines sampling requirements (Table 3) and reporting requirements (MRP-10) for such off-site discharges. Summary of manure and process wastewater discharges from the production area to the land application area that are not in accordance with the facility's Nutrient Management Plan. This information may not be available if the Nutrient Management Plan is not complete. If no samples were taken at the time of the discharge, indicate no samples taken and explain why not in the box provided.

SECTION 2: Microsoft Excel Basics

1. The Excel screen

a. Menus

- i. When you open the Excel program the menus at the top of the screen contain all the commands you'll need, such as Save, Open, Copy and Paste.

b. Worksheets

- i. The bottom of the screen shows various "Tabs". There's a tab for each worksheet in the file.
- ii. To open the different worksheets, just click on the tab. There may be tabs hidden to the right or left. Use the small triangles to the left of the tabs to scroll back and forth in the file.
- iii. The scroll bar to the right of the tabs will move you back and forth in the worksheet on the screen. The vertical scroll bar to the right of the worksheet will move you up and down in the worksheet.
- iv. There are 17 tabs in the Annual Report file. You may not need to use all of them, but check each one to be sure you don't need it.
- v. Before you begin typing, you must first click in the box (also called a cell) in which you wish to enter information or data. Type the information, then press the "Enter" button on your keyboard to store the information in the computer's memory. This is only temporary storage, however.
- vi. To permanently save the information, you must use the "File-Save" command in the menu. Each time you save, you will lose the previous version of the file, unless you change use the "File-Save As" command and change the filename.

SECTION 3. Contacts for Further Questions

Technical question regarding data entry for the annual report should be directed to:

- Charlene Herbst in the Rancho Cordova office at (916) 464-4724 or cherbst@waterboards.ca.gov,
- David Sholes in the Fresno office at (559) 445-6279 or dsholes@waterboards.ca.gov,
- Kevin Kratzke in the Redding office at (530) 224-4850 or kkratzke@waterboards.ca.gov
- Polly Lowry in the Rancho Cordova office at (916) 464-4601 or plowry@waterboards.ca.gov