

## Guide to Completing and Submitting Bovine Annual Reports Using the Merced County Dairy Reporting Tool

Use this guide to help you complete your Annual Report if you are a Full Coverage bovine operation with cropland, and your cropland either:

1. Is not enrolled under the Irrigated Lands Regulatory Program (ILRP), OR
2. Is enrolled under the ILRP but bovine wastewater is applied to the cropland.

If you are a Full Coverage bovine operation but do not have cropland, or if your cropland is enrolled under the ILRP and only has manure or chemical fertilizers applied to it, you may use the Full Coverage Bovine Operation (without waste application) Annual Report spreadsheet located at [bovinermp.org/reporting-tools.html](http://bovinermp.org/reporting-tools.html) .

If you are a Limited Time bovine operation, you may use the Limited Time Bovine Operation Annual Report form located at [bovinermp.org/reporting-tools.html](http://bovinermp.org/reporting-tools.html) .

If you are a Limited Population bovine operation, you do not need to file an Annual Report.

Please refer to your Notice of Applicability if you are not sure of the classification of your bovine operation (Full Coverage, Limited Time, or Limited Population).

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If you are a Full Coverage bovine operation with cropland that is not enrolled under the ILRP or with enrolled cropland that receives bovine wastewater you will need to use the reporting tool developed for dairies by Merced County to prepare your annual report. In addition to the report generated through this reporting tool, you will also need to complete the **FULL COVERAGE ANNUAL REPORT SPREADSHEET** that can be found [bovinermp.org/reporting-tools.html](http://bovinermp.org/reporting-tools.html) .

**The first step** is registering on the website:

<https://apps.co.merced.ca.us/dwnm/pages/login/Registration.aspx>

After registering your information on the county website, you will receive an email with a user name and password. Use this to log into your account and begin the process.

Note: We are currently unable to recover passwords for the California Central Valley Dairy Waste and Nutrient Management online reporting tool. If you lose your password, you will need to create a new account.

**The second step** is entering your facility information, which is required before you can begin your annual report. Under the heading "Facility Information", click the Edit button. Enter the

requested information regarding your bovine facility. Under “Regional Water Quality Control Board Basin Plan designation”, select the basin plan for your facility from the drop-down options. If you are not sure of the basin plan designation for your facility, see the maps included at the end of this document.

Click “Next” and enter all parcel numbers for your facility, then click “Add”.

Click “Next” and enter the owner and operator information, then click “Add”.


Once you have completed entering this information, click “Home”.

**The third step** is to begin your annual report. At the bottom of the Home page, click the “Add” button under the heading “Annual Report”.

**Facility Information**

Facility information is required for all reports and must be completed first.

Status: .....



 Edit

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**Existing Conditions Report - DUE: No later than December 31, 2007**

An Existing Conditions Report is required for all dairies. A Preliminary Dairy Facility Assessment, or Nutrient Management Plan an

Status: .....




 Edit  Report

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**Preliminary Dairy Facility Assessment**

**Preliminary Dairy Facility Assessment due no later than December 31, 2007.**  
A Preliminary Dairy Facility Assessment (PDFA) is required if you have not completed a Waste Management Plan and Nutrient Ma  
preliminary assessment of your dairy facility’s ability to store wastewater generated at your dairy and the ability of your cropland  
make important decisions. Further supporting documentation for the PDFA and calculations can be found [here](#).

Status: **Not Started**




 Edit  Report  Values

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**Nutrient Management Plan**

A Nutrient Management Plan is required for all dairies in accordance with the California Central Valley Regional Water Quality Con

Status: **Not Started**




 Edit  Report  Values

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**Waste Management Plan**

A Waste Management Plan is required for all dairies in accordance with the California Central Valley Regional Water Quality Contr  
You can import data from the PDFA to the WMP only if the PDFA has been started and the WMP has not been created.



Status: **Not Started**

 Edit  Report  Values

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**Annual Report**




An annual report is required for all dairies in accordance with the California Central Valley Regional Water Quality Control Board V  
A single facility may have multiple Annual Reports. To create a new Annual Report, click the “Add” button below.

 Add 

## Notes

While using the reporting tool, at any time, you can navigate between pages using the drop-down menu labeled “Page” at the top of the reporting screen.

The reporting tool does not have an auto-save feature, so be sure to click “Save” before proceeding to the next section where applicable.

<b>Guide to symbols in this document</b>	
	Indicates an item that is amended for bovine facilities. Read the accompanying information for a description of the necessary changes.
	Indicates an item that bovine facilities are not required to report
	Indicates an item that bovine facilities are required to report

### **Page 1: Facility Info**

Enter the requested information regarding your bovine facility. If information regarding your facility has automatically populated, simply verify that the facility, owner/operator and parcel information is current and accurate by clicking the “Confirm” button.

### **Page 2: Reporting Period**

Enter a name for your report under “Report Description” (ex: Annual Report 2020).

Enter the reporting period for which you are submitting a report (ex: 1/1/2020 – 12/31/2020).

Click “Save” before proceeding to the next step.

### **Page 3: Owners and Operators**

Enter the names of any persons who owned or operated the bovine facility during the reporting period. If you have previously entered an annual report into the system, you can import owner/operator information from previous years by clicking on the “Import” button at the bottom of the screen.

### **Page 4: Herd Info**

Bovine facilities are not required to complete this section. This information should be reported in the ***FULL COVERAGE ANNUAL REPORT SPREADSHEET***.

### **Page 5: Manure Excreted**

Bovine facilities are not required to complete this section. This information should be reported in the ***FULL COVERAGE ANNUAL REPORT SPREADSHEET***

### **Page 6: Discharge Summary**

Indicate whether any prohibited discharges occurred at your bovine facility during the reporting period. A prohibited discharge would be any discharge of manure or wastewater from the production area or land application area.

Bovine facilities should consider “process wastewater discharge” to read “wastewater discharge.”

Click “Save” before proceeding.

### **Page 7: Discharges**

If you indicated any discharges in the previous section, this section will request further information regarding the discharge.

Under “Type of Discharge”, bovine facilities should consider the first option to read “Manure/wastewater from production area to surface water or to land areas not in accordance with the NMP.”

#### **Type of discharge:**

Manure/process wastewater from production area to surface water or land areas



Click “Add” once you have entered all necessary information.

### **Page 8: NMP and Export Agreements**

Answer the questions regarding your Nutrient Management Plan (NMP). Under “Export Agreements”, Bovine facilities should consider “process wastewater” to read “wastewater.”

Click “Save” before proceeding.

### **Page 9: Fields and Parcels**

Enter the requested information regarding land application areas. Bovine facilities should consider “milk cow dairy” and “process wastewater” to read “bovine facility” and “wastewater”.

### **Page 10: Crops**

Enter the requested information regarding crops planted on land application area fields.

## Page 11: Manure Analyses

Enter the requested information regarding manure samples analyzed for the reporting period.

Under “Nutrient concentrations”, bovine facilities should consider “Total nitrogen” to read “Total Kjeldahl nitrogen”.

Under “General Mineral Concentrations”, bovine facilities should enter zero (0) in the “Sulfur” category. Once every two years, laboratory analyses of manure samples for general mineral concentrations (calcium, magnesium, sodium, potassium and chloride) is required. If you sampled and reported this analytical information last year, you may skip the general mineral concentrations section of this page.

Bovine facilities are NOT required to complete the section, “Total fixed solids as percent ash (TFS)”.

The screenshot shows a web form for manure analysis. It is divided into three main sections:

- Nutrient concentrations:** A table with two columns: "Concentration" and "Detection limit", both in "mg/kg". It includes rows for "Total nitrogen", "Total phosphorus", and "Total potassium". A green arrow points to the right of this section.
- General mineral concentrations:** A table with two columns: "Concentration" and "Detection limit", both in "mg/kg". It includes rows for "Calcium", "Magnesium", "Sodium", "Sulfur", and "Chloride". A green arrow points to the right of this section.
- Total fixed solids as percent ash (TFS):** A section with a red "X" over it. It includes a label "(must be reported on a dry-weight basis)", a "TFS" input field with a "%" sign, and a "Detection limit" input field with a "%" sign. Below this are "Add" and "Cancel" buttons.

## Page 12: (Process) Wastewater Analysis

Enter the requested information regarding wastewater samples analyzed for the reporting period.

Bovine facilities are not required to report un-ionized ammonia nitrogen or electrical conductivity.

Once every two years, laboratory analyses of wastewater samples for general minerals (calcium, magnesium, sodium, potassium, bicarbonate, carbonate, sulfate and chloride) is required. If you sampled and reported this analytical information last year, you may skip the general mineral concentrations section of this page.

Bovine facilities may use lab analysis for total dissolved solids (field parameters are not required).

**Source of analysis:**  
 Lab analysis  Other/estimated

**Nutrient concentrations:** [Conversion utility](#)

	Concentration		Detection limit
Total Kjeldahl-nitrogen	<input type="text"/>	mg/L	<input type="text"/>
Ammonium-nitrogen	<input type="text"/>	mg/L	<input type="text"/>
Un-ionized ammonia-nitrogen	<input type="text"/>	mg/L	<input type="text"/>
Nitrate-nitrogen	<input type="text"/>	mg/L	<input type="text"/>
Total phosphorus	<input type="text"/>	mg/L	<input type="text"/>
Total potassium	<input type="text"/>	mg/L	<input type="text"/>

**General mineral concentrations:** [Conversion utility](#)

	Concentration		Detection limit
Calcium	<input type="text"/>	mg/L	<input type="text"/>
Magnesium	<input type="text"/>	mg/L	<input type="text"/>
Sodium	<input type="text"/>	mg/L	<input type="text"/>
Bicarbonate	<input type="text"/>	mg/L	<input type="text"/>
Carbonate	<input type="text"/>	mg/L	<input type="text"/>
Sulfate	<input type="text"/>	mg/L	<input type="text"/>
Chloride	<input type="text"/>	mg/L	<input type="text"/>

**Electrical conductivity:** [Conversion utility](#)

Conductivity	Detection limit
<input type="text"/> $\mu\text{mhos/cm}$	<input type="text"/> $\mu\text{mhos/cm}$

**Total dissolved solids (TDS):** [Conversion utility](#)

TDS	Detection limit
<input type="text"/> mg/L	<input type="text"/> mg/L

**pH:**

### **Page 13: Fresh Water Sources**

Enter the requested information regarding any groundwater or surface water sources used during the reporting period.

### **Page 14: Fresh Water Analyses**

Annually for the first two years, and then once every 5 years dischargers are required to sample each domestic and agricultural supply well located in the production area. For years in which you are submitting samples, enter the requested information regarding the samples analyzed for the reporting period.

For water from an irrigation district: Enter values for “Total nitrogen” and “Total dissolved solids” ONLY

### **Page 15: Subsurface (Tile) Drainage Sources**

Enter the requested information regarding subsurface drainage sources present at the facility.

### **Page 16: Subsurface (Tile) Drainage Analysis**

For any subsurface (tile) drainage sources indicated in the previous section, enter the analytical results of the samples in the fields provided.

## Page 17: Soil Analyses

Soil sample analysis for total nitrogen is required every year. Soil sample analysis for soluble phosphorus is required every 5 years.

Enter the requested information regarding soil samples and constituents analyzed for the reporting period.

Bovine facilities should consider “Nitrate-nitrogen” to read “Total nitrogen”.

Bovine facilities do not need to report potassium, total phosphorus, electrical conductivity or organic matter.

**Source of analysis:**  
 Lab analysis  Other/estimated

**Nutrient concentrations:** [Conversion utility](#)

	Concentration		Detection limit
Nitrate-nitrogen	<input type="text"/>	mg/kg	<input type="text"/> mg/kg
Total phosphorus	<input type="text"/>	mg/kg	<input type="text"/> mg/kg
Soluble phosphorus	<input type="text"/>	mg/kg	<input type="text"/> mg/kg
Potassium	<input type="text"/>	mg/kg	<input type="text"/> mg/kg

**Electrical conductivity:** [Conversion utility](#)

Conductivity	Detection limit
<input type="text"/> $\mu\text{hos/cm}$	<input type="text"/> $\mu\text{hos/cm}$

**Organic matter:**

Content	Detection limit
<input type="text"/> %	<input type="text"/> %

## Page 18: Plant Tissue Analyses

Enter the requested information regarding plant tissue samples and constituents analyzed for the reporting period.

Bovine facilities are not required to report Total fixed solids as percent ash (TFS).

For each plant tissue sample provided, include notes (see page 26 instructions) indicating the date the sample was analyzed.

**Nutrient concentrations:** [Conversion utility](#)

	Concentration		Detection limit
Total nitrogen	<input type="text"/>	mg/kg	<input type="text"/> mg/kg
Total phosphorus	<input type="text"/>	mg/kg	<input type="text"/> mg/kg
Total potassium	<input type="text"/>	mg/kg	<input type="text"/> mg/kg

**Total fixed solids as percent ash (TFS):** [Conversion utility](#)  
(must be reported on a dry-weight basis)

TFS	Detection limit
<input type="text"/> %	<input type="text"/> %

### **Page 19: Nutrient Imports**

Enter the requested information regarding nutrient imports for the reporting period.

If your facility did not import any nutrients during the reporting period, skip this section.

### **Page 20: Export Haulers**

Enter the requested information regarding export haulers used during the reporting period.

If your facility did not have any exports during the reporting period, skip this section.

### **Page 21: Export Recipients**

Enter the requested information regarding parties receiving waste from the bovine facility during the reporting period.

If your facility did not have any exports during the reporting period, skip this section.

### **Page 22: Exports and Tracking Manifests**

Enter the requested information for the Manure/Wastewater Tracking Manifest

Bovine facilities should consider the word “dairy” on this page to read “bovine facility”.

Bovine facilities should consider the term “process wastewater” on this page to read “wastewater”.

### **Page 23: Land Application Events**

Enter the requested information regarding any land application events from the reporting period.

### **Page 24: Harvest Events**

Enter the requested information regarding any harvest events from the reporting period.

Note: If a crop spans two calendar years (planted in one year and harvested in the following year), enter all nutrient and application data for that crop in the year in which the crop is harvested. (MRP-16).

### **Page 25: Certification**

Indicate the individuals certifying/signing the Annual Report from the dropdown menu.

Click “Save” before proceeding.



## Page 26: Notes

Enter any relevant notes.

Be sure to include notes indicating the date analyzed for any plant tissue samples collected (see page 18 instructions).

Click “Save” before proceeding.

## Page 27: Final

Correct any necessary validation errors that appear at the top of this screen.

NOTE: Ignore “Herd Info” validation errors, as this information is entered manually for Bovine Facilities, these errors are not relevant to the report generated.

Attach all required documentation as detailed in the subsection “Required Attachments”.









Bovine facilities do NOT need to attach an Annual Dairy Facility Assessment.

Bovine facilities should consider the term “process wastewater” on this page to read “wastewater”.

Bovine facilities should consider “Stormwater Monitoring” to read “Stormwater and Tailwater Monitoring” per “MRP-19”

**Required attachments**

The following materials must be attached to the Annual Report when submitted.

-  **Annual Dairy Facility Assessment**  
Provide an Annual Dairy Facility Assessment (an update to the Preliminary Dairy Facility Assessment in Attachment A) for each reporting period. On the PDF/A Final page, click on the ADFA Report button to generate an ADFA report after updating information as needed.
-  **Manure/Process Wastewater Tracking Manifests**  
Provide copies of all manure/process wastewater tracking manifests for the reporting period, signed by both the owner/operator and the hauler.
-  **Written Agreements**  
Provide copies of all new or revised written agreements with each third party that receives ~~solid manure or process~~ wastewater from the Discharger for its own use.
-  **Corrective Actions Documents**  
Provide records documenting any corrective actions taken to correct deficiencies noted as a result of the inspections required in the Monitoring Requirements of the General Order. Deficiencies not corrected in 30 days must be accompanied by an explanation of the factors preventing immediate correction.
-  **Discharge Maps**  
Provide map(s) showing the discharge and sample locations for each discharge or release of waste to land areas (land application areas or otherwise) or surface water.
-  **Discharge Lab Reports**  
Provide copies of laboratory analyses of all discharges (manure, process wastewater, or tailwater), surface water (upstream and downstream of a discharge), and storm water, including chain-of-custody forms and laboratory quality assurance/quality control results.
-  **Groundwater Monitoring**  
Dischargers that monitor supply wells or subsurface (tile) drainage systems, or that have monitoring well systems must submit monitoring results as directed in the General Order, Groundwater Reporting Section starting on page MRP-13.
-  **Storm Water Monitoring (and Tailwater Monitoring)**  
Dischargers ~~that are required to monitor storm water more frequently than required in the General Order~~ must submit monitoring results as directed in the General Order, Storm Water Reporting Section on page MRP-~~14~~ 19  
^ and Tailwater Monitoring

When all the above items have been completed, click “Report” to generate an Annual Report in PDF format. Review the generated report for completeness and accuracy before signing and submitting to the Regional Water Quality Control Board.

**Submitting your report:**

Your completed PDF file should be submitted electronically to the State Water Resources Control Board’s Internet-accessible database system (Geotracker database). Dischargers or their representatives need to create a Geotracker user account. Instructions for setting up an account and the process of claiming a site, formatting and uploading data and other technical information can be found under the “ESI Overview” and “Getting Started” sections at [http://www.swrcb.ca.gov/water\\_issues/programs/ust/electronic\\_submittal/](http://www.swrcb.ca.gov/water_issues/programs/ust/electronic_submittal/)

If you do not have access to Geotracker, your annual report may be emailed to the appropriate ECI email address for your county:

Facilities in Fresno, Kern, Kings, Madera, Mariposa, and Tulare counties should email reports to:

[WB-RB5S-CentralValleySacramento@waterboards.ca.gov](mailto:WB-RB5S-CentralValleySacramento@waterboards.ca.gov)

Facilities in all other counties should email their reports to:

[WB-RB5F-CentralValleyFresno@waterboards.ca.gov](mailto:WB-RB5F-CentralValleyFresno@waterboards.ca.gov)

## Basin Plan Designation Maps

Refer to the following maps to determine the basin plan designation for your facility

# Sacramento River Basin



# San Joaquin Basin



# Tulare Lake Basin

