



Iowa Department of Natural Resources Confinement Facility (non-NPDES) On-Site Inspection Standard Operating Procedure

Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures for conducting and reporting results of Clean Water Act compliance on-site inspections and compliance with the laws of the State of Iowa at large and medium-sized confinement animal feeding operations (AFO) that are operating **without** a National Pollutant Discharge Elimination System (NPDES) permit.

Pre-inspection Planning

A. File Review

Utilizing available information from Iowa DNR facility file information, Iowa DNR databases and/or any mapping information that is readily available to the public, inspectors shall:

1. Review Manure Management Plan (MMP) using Manure Management Plan Compliance Review Checklist (Non-sales of Manure, Sales of Manure - DNR Forms #542-8119 & 542-8120 – *See Appendix A and B for details*)
2. Review previous MMP inspection(s) and earthen basin inspections (if applicable) – Note any deficiencies
3. Review file – Especially note any spills or releases of manure from the facility, including the production area and during transportation of manure. If there were any spills or releases, was there documentation that the manure reached a water of the United States (U.S.)? Was there documentation that conditions causing the release were corrected?
4. Identify potential discharge flow paths, conduits, conveyances, tile intakes and outlets and other features of interest
5. Identify nearest water of the U.S.
6. Review other file information including correspondence, Notices of Violation (NOVs), compliance schedules, site maps, complaints, groundwater/tile monitoring and any other pertinent information including manure storage type (under building deep pits, outside formed storage, deep bedded manure storage, covered solid manure storage or earthen basin)
7. Note facility capacity, number of buildings housing animals, animal types, and animals in open lots (if any) utilizing files and the Animal Feeding Operation (AFO) database
8. Review Field Office Compliance Database (FOCD) for that facility

B. Set Inspection Date

1. Contact facility owner/manager one (1) to three (3) working days prior to the inspection
2. Request that the owner/manager have facility records available for inspection and a current copy of the MMP

3. State purpose and time needed for the inspection
4. Record contact information (date, time, person contacted)
5. Enter inspection date and time on inspector's Outlook calendar
6. Ask if there are any facility bio-security protocols (if not, explain you will follow Iowa DNR bio-security protocol)

Inspection Procedures

A. Materials/supplies needed

1. Files, including MMP
2. Site map/aerial and engineering drawing/plans if available, construction permits, etc.
3. Pre-inspection notes and DNR Forms 542-8119 and 542-8120
4. Sample bottles/cooler with ice packs, test kits (oxygen, pH, ammonia)
5. Notebook, camera, GPS device, copy of IAC rules, pens/pencils, boots/plastic booties

B. Facility Drive-by

1. Document (observations, photographs, etc.) site topography, drainage, neighboring property, and/or any special areas of interest identified during pre-inspection planning
2. Locate/identify closest water of the U.S. in drainage area
3. Document any likely points of discharge of manure, litter or process wastewater from production areas

C. Pre-inspection meeting

1. Present credentials (business card, state employee ID)
2. Introductions of all persons present during the inspection (include in record)
3. State purpose/scope of the inspection (facility record review, tour of facility, etc.)
4. Ask about facility capacity, maximum number of head confined at one time over the last 12 months, number of buildings (make sure all head on-site and within 2500 feet are counted, including open lot animals, and all other animal types)
5. Make sure site address and contact information (mailing address, phone numbers) are correct (include in record)

D. Facility Inspection (record review shall precede facility inspection)

Please note: Iowa DNR protocol includes external inspection of facility and grounds only. Due to biosecurity and safety concerns, inspectors will not enter confinement buildings.

1. Tour of facility including number of buildings, manure control and storage structures, and

- clean water diversions, and any application equipment including pumps and irrigation units
2. If a discharge was noted during file review, document whether the conditions that gave rise to the discharge to a water of the U.S. at the facility have been changed or corrected such that the facility does not discharge to a water of the U.S. Please note in detail
 3. Inspect manure control structures for integrity of formed manure storage structures, berms, and freeboard (are structures being maintained, and functioning as designed?)
 4. Conduct standard earthen basin inspection (if applicable, using Iowa DNR Form #542- 8118 – See *Appendix C*)
 5. Determine if runoff from production areas, including feed storage areas and stockpiles are contained
 6. Determine if there are discharges (continuous, sporadic or intermittent) of manure, litter or process wastewater from the facility into a water of the U.S. through a man- made ditch, flushing system, or similar man-made device
 7. Determine if there are discharges (continuous, sporadic, or intermittent) of manure, litter or process wastewater into a water of the U.S. which originates outside of and passes over, across or through the facility or otherwise comes into contact with animals confined in the operation
 8. Observe any on-site or off-site stockpiles of manure or litter to determine if runoff discharges to a water of the U.S.
 9. View areas downhill of confinement facility to ascertain if there are any discharges to the surface of the ground, wells, sinkholes, or waters of the U.S.
 10. Observe inspection port for groundwater lowering tile (if any)
 11. Inspect storage and handling area for mortalities and compost facilities, if any
 12. If discharges are observed or evidence is present that shows discharges have occurred in the past, document in detail, including photographs, and sample as appropriate
 13. If samples are taken from monitoring wells or groundwater lowering devices describe in detail
 14. Take GPS coordinates at driveway entrance, if needed

E. Record and Manure Management Plan Review

1. Note MMP preparer
2. Use Manure Management Plan Compliance Review Form (*see Appendix A and B, DNR Forms #542-8119 and #542-8120*)
3. Review previously noted deficiencies in operations/structures/records and determine if they have been corrected
4. Review required records per MMP requirements
5. Review land application records – 5 years required,
6. Review MMP using appropriate form

F. Exit Interview

1. Review preliminary findings of inspection and provide a copy of inspection notes
2. Cover any violations or potential violations discovered during inspection or pre- inspection
3. Ask for any additional information not available but related to and needed for the inspection
4. Go over any requirements and recommendations based on the inspection
5. Explain the timeline for receiving a written report and copies of any samples taken
6. Ask owner/operator/manager if they have any questions

G. Samples and other inspection information

1. Fill out chain of custody form
2. Mail or hand deliver samples taken (if any)
3. Print and label all photos that were taken
4. Database update – Compare head numbers, animal types and housing type to database and update
5. Note and update facility name, addresses, contact information, etc., in AFO database

Post-Inspection

A. Written Report

1. Complete inspection report within two weeks of inspection or receipt of sample results using standard Confinement Inspection Report-*See Appendix D*
2. Fill out facility description on the report including Facility ID number, name and address of the facility, person interviewed, inspection date and time, size and type of facility
3. Fill out inspection information section on the report including inspection date, purpose of inspection, persons interviewed, and receiving watercourse
4. Fill out compliance summary section including observations of manure control structures or types, man-made conveyances or contact with surface water and AFO/CAFO status: Large CAFO (NDPES status), medium CAFO, medium AFO, or small AFO
5. General Facility Description should include a brief description of facility, including capacity, manure control structures, and methods of land application.
6. Summary should include major points outlined from the pre-inspection, inspection, record review and exit interview
7. Facility Evaluation should include comments about the other supportive portions of the facility including stockpiles, feed storage and mortality areas
8. Document, based on all the information from the file review and the inspection, whether the facility discharges (continuously, intermittently or sporadically) to a water of the U.S. and requires an NPDES permit at this time. Document that an NPDES permit is not required at this time if, based on all the information from the file review and the inspection,

it is determined that the facility does not discharge to a water of the U.S. Provide description and documentation to support conclusions

9. Requirements and Recommendations – Requirements are items that are violations or potential violations or areas of non-compliance. These may be violations of the Code of Iowa, Iowa Administrative Code or NPDES permit requirements. Each violation must be noted by the appropriate citation. Included in requirements are facility structure maintenance items. Requirements would normally include specific timeframes for correction of violations. Recommendations are suggested items noted or observed that are not necessarily violations but may be suggestions to improve record-keeping and/or operational aspects to improve environmental performance of the facility
10. Print and label all photos that were taken and note at appropriate location in the report

B. Report Submittal to Facility

1. Transmit letter and Confinement Inspection Report, including appropriate appendices, photos, sample results and maps/diagrams. Letter must include compliance status as determined by the inspection
2. Letter should be a standard letter, letter of non-compliance, NOV, or notice of referral, as appropriate. Letter should include citation for rule or NPDES violation
3. If there is a referral based on the inspection, the violation(s) must meet the enforcement criteria identified in the Iowa DNR Enforcement Management System Manual and approval from the Field Office Supervisor and AFO Enforcement Coordinator
4. Complete and include AFO Regulatory Status Form

C. Office/Database Update

1. Update all information in AFO database and FOCD
2. Add inspection report and any updates to the file
3. Mark Outlook calendar for any subsequent follow-up or due date

Note: The main purpose of the confinement facility (non-NPDES) on-site inspection is to determine appropriate compliance status of the facility (discharging or non- discharging CAFO). These inspections are meant to be AFO/CAFO inspections and will not include other program areas; in other words, these will not be multi-media inspections.

September 11, 2013