

## **Annual Report Completion – For those that raise animals only, not crops!**

1. **Participation Information:** Write complete Mailing Address and working phone number.
  - a. Farm/Business Name: **Fill in your Farm Business name** if you have one.
  - b. If your chicken houses are located at your mailing address just write “The Same”.
  - c. If your chicken houses are not located at your mailing address, **please fill in the location address of your houses.**
2. **Management Plan Type:** **This cannot be left blank!** If you have the NRCS / Conservation District write your plan - All of the information required to complete this section can be found on the first page of your Animal Waste Management Plan (AWMP). So dig it out!

**Note: Do not expect your consultant to fill this out for you, they will not, or if they do, they will more than likely charge you a fee. However, they will help you, so don't hesitate to call them.**

- a. Your Plan should say at the top of the page - **Animal Waste Management Plan (AWMP-No Crops)**. Check that box please.
  - b. **Nutrient Management Consultant Name** – Who wrote your plan? The consultant who writes your plan has to sign it and also provide his/her Certification #. **Their certification number is usually right next to their signature.**
  - c. **The date that your consultant visits your farm is the start date** – in small box above signature/dates.
  - d. The **Expiration date** of your plan can be found in the **lower right hand corner of the first page.**
  - e. **Total Acres** – Because you are not growing crops, please put zero (0) here.
  - f. **Everyone is required to be certified**, therefore, place the **name of the person who is certified and their certification number** in the proper place.
3. Check the appropriate animal type, your **maximum** capacity and how many flocks you generally have/year. Example, you can write 4 – 5 or 4.5 – 5 etc.
  4. **Depending on your situation, some of you will fill out # 4 or #5; in some cases you may need to fill out both.**

Examples:

    - a. **If a farmer is taking your manure and applying it to the land to grow crops, fill out #4.** The farmer should be providing you the number of tons he takes from your production area and you should be keeping a manure log of the date, amount and who takes it. Total the numbers for the year and write it in the proper place.
    - b. **If Ray Ellis takes your manure, Ray will provide you totals every year, again fill out #4.**
    - c. **If your manure goes to Perdue-Agri -Recycle, fill out #5.** Again Perdue Agri-Recycle provides you totals every year, so this will be easy. **Any and all of you who have either Ray Ellis or Perdue Agri-Recycle take your manure can use the total sheets they provide you as your manure log.**
    - d. **Some of you may have both a farmer and Perdue Agri-Recycle taking your manure. You will need to fill out both #4 & #5.**

**Last but not least, please do not forget to sign and date it, make a copy for your records and mail it in by March 1<sup>st</sup>.**