



## 1. Voluntary Nutrient Management Plan Development & Implementation

### Recordkeeping Requirements

All applicators/producers shall maintain nutrient application records. For each application of nutrients applied for the primary purpose of agricultural production, the applicator/producer shall document the following information within twenty-four hours of application:

1. The date of the application of nutrients;
2. The place of application of nutrients;
3. The number of acres applied;
4. The rate of application of nutrients;
5. The total amount of nutrients applied, by weight or volume;
6. An analysis of the nutrients applied;
7. The name of the individual who applied the nutrients;
8. The name of the certificate holder, if applicable;
9. The soil conditions at the time of the application;
10. The type of application method (soil injected, incorporated, surface, etc.);
11. The weather conditions at the time of application, including temperature and precipitation;
12. The weather forecast for the day following application; and
13. For surface application only, whether the land at the time of application was frozen and/or snow covered.

All individuals acting under the instructions and control of a certificate holder shall transmit all nutrient application records to the certificate holder within ten days of application.

Nutrient application records shall be maintained for a period of three years. If applicable, the employer of a certificate holder may elect to maintain the nutrient application records. If elected, the employer shall maintain the nutrient application records for a period of three years even if the employee-employer relationship has ended. The employer must make the records available to the certificate holder and the department of agriculture, upon request.

All fertilizer certificate holders shall transmit all nutrient application records to the farm operator within thirty days of application.

Fertilizer certificate holders are not required to submit these records to the director, but the records shall be made available to the director or the director's designee for review upon request.