

NVZ record keeping checklist

This is a simplified checklist. You should refer to the relevant Leaflet for a full description of the records that you are required to keep in NVZs.

All the following records must be made available for inspection and kept for at least five years.

Farm records

By 30 April 2009 (or 2010 for farms in new NVZs)

- The area of your farm (Leaflet 5)
- The volume of slurry and poultry manure that will be produced by the number of animals you anticipate will be kept in a building or on hardstanding on your farm during the five or six month storage period (Leaflet 4)
- The storage capacity you need to comply with the five/six month storage capacity requirement for slurry and poultry manure (Leaflet 4)
- The existing storage capacity for slurry and poultry manure on your farm (Leaflet 4).

By 1 January 2010

- A copy of your risk map (Leaflet 8).

Before 30 April each year (from 2010 for farms in existing NVZs or 2011 for new NVZs)

- The number and type of livestock kept on your farm during (a) the previous calendar year, and (b) the previous five or six month storage period (for slurry and poultry manure) starting in October of the previous year (Leaflets 4 and 5). You will also need to know:
 - how long these animals were kept on your farm during the relevant period;
 - how long they were kept in a building or on a yard; and
 - what proportion of the manure was collected as slurry or poultry manure.

Note – you will need to start keeping these records the year before they need to be made available for inspection (i.e. 2009 or 2010).

- Your calculation of the total amount of nitrogen produced by all the animals kept on your farm during the previous calendar year (Leaflet 5)
- A printout of the ENCASH result, if used (Leaflet 5)
- Copies of any analyses of the nitrogen content of livestock manure, if used

For imported and exported livestock manure you will need to record (Leaflets 4 and 5):

- the type, amount and total N content of the manure
- the date of import or export
- the name and address of the supplier or recipient
- a contingency plan in the event that an export agreement fails.
- Dates when field sites are used for the temporary storage of poultry manure and solid manure (Leaflet 4).

Field records

For every field to which you intend to apply nitrogen, you will need to keep a record of your plan of nitrogen use and subsequent records of actual applications (see Leaflet 6) as follows:

- Before any nitrogen is applied to a crop from organic manure or manufactured nitrogen fertiliser:
 - field name or reference
 - cropped area of the field
 - soil type
 - previous crop type and, if it was grass, how it was managed (grazed or cut)
 - soil nitrogen supply (SNS)
 - intended crop type and, if it is grass, how it will be managed (grazed or cut)
 - anticipated month the crop will be sown (and subsequently the actual date it was sown)
 - for arable crops only, the anticipated crop yield (and subsequently the actual yield achieved) and
 - the crop nitrogen requirement.
- Before each application of **organic manure**:
 - the area on which it will be spread
 - the quantity to be spread
 - planned month of application
 - type of organic manure
 - total nitrogen content, and
 - the crop available nitrogen.
 - Any written advice from a FACTS qualified adviser.
- After each application of organic manure:
 - confirm that the above plans were followed (or amend as appropriate)
 - record the method of application
 - record the date of application.
- Before each application of **manufactured nitrogen fertiliser**:
 - calculate the amount needed (i.e. crop nitrogen requirement minus any crop available nitrogen from organic manure)
 - planned month of application.
- After each application of manufactured nitrogen fertiliser:
 - confirm that the above plans were followed (or amend as appropriate)
 - record the actual date of application.
 - Any written advice from a FACTS qualified adviser.