



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

ANNUAL REPORT FORM FOR CONCENTRATED ANIMAL FEEDING OPERATIONS

Submit the report by March 31 of each year to:

Texas Commission on Environmental Quality
Office of Compliance and Enforcement
Enforcement Division (MC-224)
P.O. Box 13087
Austin, Texas 78711-3087

A copy of the annual report must also be submitted to the TCEQ Regional Office. To locate the TCEQ Regional Office that serves the area where your CAFO is located, visit:

<https://www.tceq.texas.gov/agency/directory/region/reglist.html>

TPDES CAFO ANNUAL REPORT FORM

Reporting Period is January 1 - December 31, _____

Section 1. General Information

- A. Permit Number: _____
- B. Owner Name: _____
- C. Owner Address: _____
- D. Facility Name: _____

Section 2. Type and Number of Animals Confined During this Reporting Period

Table 1: Type and Number of Animals

Animal Type	Number Housed Under Roof	Number in Open Confinement

Section 3. Manure, Sludge and Wastewater Production

- A. Amount of manure and sludge generated during this reporting period, tons:

- B. Amount of process wastewater generated during this reporting period, gallons: _____

Section 4. Manure, Sludge and Wastewater Transferred to Other Persons

- A. Amount of manure and sludge transferred during this reporting period, tons:

- B. Amount of wastewater transferred during this reporting period, gallons:

Section 5. Nutrient Management Plan

- A. Has the facility developed and implemented a nutrient management plan?
 - Yes. Provide the date of the NMP or the date of the last revision to the NMP: _____
 - Yes, the nutrient management plan has been developed and certified by a certified nutrient management specialist.
- B. No. Provide the date when a nutrient management plan will be implemented?: _____

Section 6. Land Application of Manure, Sludge and Wastewater

- A. Total number of land application acres covered under the nutrient management plan, acres: _____
- B. Total number of acres covered under the nutrient management plan that were used for land application during this reporting period, acres:

- C. Provide the total amount of manure, sludge and wastewater land applied to each land management unit (LMU) during this reporting period. Make additional copies of Table 2 if needed.

Table 2: Manure, Sludge and Wastewater Land Applied

LMU Name	Manure/Sludge (tons/acre/year)	Wastewater (gal/acre/year)	Nitrogen Maximum Application Rates (lbs/acre)	Phosphorus (as P₂O₅) Maximum Application Rates (lbs/acre)

D. Provide the actual crop(s) and yield(s) for each LMU for the reporting period.
 Make additional copies of Table 3 if needed.

Table 3: Actual Crop(s) and Yield(s) For Each LMU

LMU Name	Crop(s) Planted	Yield of Crop(s) Planted

- E. Did you apply any Supplemental Fertilizer during the reporting period?
 Yes, if yes, provide the amount of supplemental fertilizer land applied during the reporting period, pounds: _____
 No

Section 7. Attachments

Attach the following documents to the annual report form and submit.

A. Soil monitoring report(s) with soil laboratory analyses included. **Soil monitoring report(s) must be submitted for each LMU, whether or not samples were collected for the LMU.**

- 1) If you are CAFO facility that is authorized under the CAFO General Permit TXG920000 or a CAFO facility that is authorized under the CAFO Individual Permit but the facility is not located in a sole source impairment zone - use, the CAFO Soil Monitoring Report, Form Number TCEQ-20170-a, which is available on the web at [Find TCEQ Forms](#).

2) If you are authorized under the CAFO individual permit and your facility is located in a sole source impairment zone - use the CAFO Soil Monitoring Report, Form Number TCEQ-20170-b, which is available on the web at [Find TCEQ Forms](#).

B. Manure and wastewater laboratory analyses included.

C. Summary of discharges

D. Groundwater monitoring results (if required).

Section 8. Certification

I certify under penalty of law that this document and all attachments were prepared under my direct supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name: _____

Title: _____

Signature: _____ Date: _____

Section 9. Submitting This Form

A. Where: The original report must be submitted to:

TCEQ Enforcement Division (MC 224)
P.O. Box 13087, Austin, Texas 78711

and a copy must be provided to:

The appropriate [TCEQ Regional Office](#).

B. When: This form must be submitted by **March 31** of each year.

Cover Letter

Texas Commission on Environmental Quality
Office of Compliance and Enforcement, Enforcement Division (MC-224)
P.O. Box 13087
Austin, Texas 78711-3087

Re: Concentrated Animal Feeding Operations Annual Report Transmittal

Facility Name: _____, TPDES Permit Number:

Dear Team Leader:

This letter serves to transmit the Year: _____ Annual Report for the subject CAFO facility.

A copy of this report has also been mailed to the TCEQ's regional office in _____, Texas.

Sincerely,

Name: _____

INSTRUCTIONS FOR TPDES CAFO ANNUAL REPORT FORM

Section 1. General Information

Provide the following facility information:

- The reporting year
- The TCEQ assigned Authorization number. General permit numbers will begin with TXG92----- (example TXG920789) and individual permit numbers will begin with WQ000----000 (example WQ0005202000)
- The name of the CAFO owner(s) / operators and mailing address
- The name of the CAFO facility.

Section 2. Type and Number of Animals

On Table 1, for each animal type, provide the maximum number of animals housed under roof and in open confinement at this facility during the 12 - month period covered by this report. “Open confinement” refers to open lots and freestall barns. “Housed under roof” refers to dairy cattle milked, or animals maintained entirely in houses or barns (swine and poultry).

Section 3. Manure, Sludge, and Wastewater Production

Provide the actual amount of manure, and wastewater that were generated at this facility in the 12-month period covered by this report.

Section 4. Manure, Sludge, and Wastewater Transferred to Other Persons

Provide the amount of manure, litter, and wastewater that were transferred to other persons in the 12-month period covered by this report.

Section 5 Nutrient Management Plan

- A. Select a checkbox to indicate if the facility has implemented a nutrient management plan (NMP).

If the answer is yes, provide the date of the last revision of the NMP, and Select the checkbox to indicate that the NMP was developed and certified by a certified Nutrient Management Specialist

- B. If the answer is no, provide the date when a NMP will be implemented by the CAFO.

Section 6. Land Application of Manure, Sludge, and Wastewater

- A. Provide the total number of acres of land that are managed by this facility’s nutrient management plan. Include all land application acres covered by the nutrient management plan, whether or not they were used for land application during the 12-month period covered by this report. **If a NMP has not been implemented, indicate not applicable (NA) in the blank space.**

- B. Provide the total number of acres used for land application of manure, sludge or wastewater during the 12-month period covered by this report. Include only land application areas that are under the control of this CAFO facility. **If a NMP has not been implemented, indicate not applicable (NA) in the blank.**
- C. On Table 2, provide the amount of manure, sludge and wastewater that was land applied to each land management unit (LMU) during the 12-month period covered by this report. **All TPDES CAFOs must complete this item.** Attach additional sheets, if needed.

Section 7. Attachments

- A. Attach the annual soil analysis for each sample collected from the LMUs. The analysis shall be accompanied by the reporting forms prescribed by the executive director.
- B. Attach copies of all discharge notifications submitted during the 12-month period covered by this report. Notifications should include dates, times and approximate volume.
- C. Attach the groundwater monitoring results, if groundwater monitoring is required for your CAFO.

Section 8. Certification

The certification must bear an original signature of a person meeting the signatory requirements specified in 30 Texas Administrative Code §305.44 (see below). The printed name and title of the person signing the form must be provided. Forms with stamped or copied signatures will not be accepted.

IF YOU ARE A CORPORATION:

Any corporate representative may sign the annual report form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:

Only a ranking elected official or principal executive officer may sign the annual report form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statute(s) under which your government entity was formed. The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the form, you are certifying that you are either a ranking elected official or principal executive officer as required by administrative code. Documentation demonstrating

your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

§305.44. Signatories to Applications.

(a) All applications shall be signed as follows.

- (1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.
- (2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.
- (3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

Section 9. Submitting This Form

Please submit the annual report with a cover letter to insure that the report reaches the Enforcement Division. Send the report and cover letter to the TCEQ at the following address.

Texas Commission on Environmental Quality
Office of Compliance and Enforcement, Enforcement Division (MC-224)
P.O. Box 13087
Austin, Texas 78711-3087