



Livestock Facility Siting

Management Plans (Required)

The following management plans are required to be submitted with the livestock facility siting application. An application must include the required plans in order to be considered complete.

Employee Training Plan

You must develop an employee training plan for employees who work at the livestock facility. The employee training plan is to ensure that facility employees are familiar with the practices that must be adhered to as part of the permit. The training plan will also ensure that employees are prepared to respond in case of an emergency. You can determine the plan contents, as long as the following minimum content is included:

Training topics (all employees may not need to be trained in all topics):

Topics must include, at a minimum:

- nutrient management,
- odor management,
- runoff management,
- manure and waste handling,
- employee safety; and
- environmental incident response.

Employees to be trained: Identify the job categories of employees to be trained (e.g. milker, feed manager, manure handler) and the number of employees in each job category to be trained.

Note: If contract employees are used for tasks such as manure hauling and spreading, the facility operator should be sure that they are familiar with the facility's incident response procedures and have adequate training in manure transport, handling, and spreading.

Frequency of training: Describe the frequency of training. At a minimum, there must be at least one training that covers each of the required training topics each year (trainings can cover all topics, or separate trainings can be held for each individual topic).

Form of training: Describe how the training will be delivered (e.g. video, classroom presentation, manual, demonstration, on-line workshop).

Training presenters: Indicate who will present the training. Presenters can include the livestock facility managers, consultants, professional educators, or others.

Recordkeeping: Describe the system that will be used to take and record attendance.

Environmental Incident Response Plan

The purpose of the environmental incident response plan is to have emergency procedures in place in the event of an environmental incident such as a manure spill. The plan should be reviewed and updated regularly to ensure contact information is accurate and response procedures are adequate. Copies of the plan should be kept in easily accessible and known locations for reference in case of an incident. You can determine the plan contents, as long as the following minimum content is included:

Types of environmental incidents covered:

The plan must include, at a minimum,

- Overflows and spills from waste storage facilities
- Catastrophic systems failures
- Manure spills during transport and application
- Movement of manure during or after application
- Catastrophic mortality disposal
- Odor complaints.

Contact names:

Clearly identify:

- The names and business telephone number of at least one individual who will handle public questions and concerns related to the incidents.
- The names and telephone numbers of first responders (DNR, fire departments, contractors).

Incident response procedures:

Clearly identify the livestock facility's emergency response procedures including:

- What the response procedures will be for different types of incidents covered in the plan. The procedures should include the names or job titles of employees and managers to be involved in the response.
- What records are needed, how and where they will be kept, and for how long.
- How and to whom the facility will report the incident.

Resources

The following websites have good examples of emergency response plans

http://www.lpes.org/Lessons/Lesson50/50_11_Spill_Response.pdf

<http://www.age.uiuc.edu/bee/Outreach/lwmc/lwm46.htm>