

# 7

## RECORD KEEPING



The table below provides you with a brief description of the regulatory recording requirement and the location of the relevant guidance and tables.

Individual Field Records		
Regulatory requirement	Guidance booklet	Relevant table in Booklet 8
<b>Record field area, soil type, crop type and the dates crops were sown</b>	<b>8</b>	<b>11</b>
<b>Record of nitrogen fertiliser requirements for each crop (including grass land)</b>	<b>6 and 8</b>	<b>8 and 10</b>
<b>Record dates and quantities for each type of nitrogen fertiliser that were applied to land</b>	<b>8</b>	<b>11</b>

Farm Records		
Regulatory requirement	Guidance booklet	Relevant table in Booklet 8
<b>Complete a Risk Assessment map for manure and slurry (RAMS)</b>	<b>4</b>	<b>1</b>
<b>Calculate and record the storage capacity needed for slurry and poultry manure on farms where produced</b>	<b>5</b>	<b>in Booklet 5</b>
<b>Record details of imports or exports of organic manure including:</b> <ul style="list-style-type: none"> <li>▮ The type of manure and quantity of manure</li> <li>▮ The total nitrogen content of the manure</li> <li>▮ Name and address of the recipient or provider</li> </ul>	<b>8</b>	<b>13</b>
<b>Record details of livestock kept on the farm, including:</b> <ul style="list-style-type: none"> <li>▮ Livestock species and type</li> <li>▮ Length of time that they were kept on the farm</li> </ul>	<b>4</b>	<b>3</b>
<b>Record details of manufactured (chemical) fertiliser use and stocks including:</b> <ul style="list-style-type: none"> <li>▮ The type and quantity of manufactured fertilisers brought onto the farm</li> <li>▮ Type and quantities used on the farm</li> <li>▮ The quantities retained on farm at any time</li> </ul>	<b>8</b>	<b>12</b>

You are required under the NVZ Regulations to keep records of your agricultural enterprise within a NVZ area.

The records are required to ensure that the rules of the NVZ are adhered to and to allow both you and an authorised inspector to monitor your compliance with the NVZ Regulations.

### **Type of records you must keep**

The records must be kept annually (from 1st January to 31st December) and retained by the business for a period of three years from the close of the period that they relate to.

Records required for farms in the NVZ areas can be split into two groups:

#### **Field records and Farm records.**

This booklet contains notes on record requirements not covered elsewhere in the guidance.

You are required to keep and maintain records on an individual field level for applications of manufactured (chemical) nitrogen fertiliser and organic manure.

The table below is provided for you as an example for reference if you do not currently keep an inventory or record of your chemical fertiliser and organic manure use on a field level. A blank copy is provided in Booklet 8 (blank tables) which may be used or photocopied as required.

If you do currently keep and maintain a record which covers all of the elements below, you may continue to use that record.

The example in the table below is based upon a 10 ha field of grass that has received 25m<sup>3</sup>/ha of 10% DM cattle slurry and 50 kg/ha of 34.5% nitrogen chemical fertiliser (calculating the total nitrogen from organic manures applied is the same as that for calculating nitrogen from organic manures in N<sub>max</sub>).

**Table 11 – Individual Field Record for Applications of Manufactured and Organic Nitrogen**

Field Number: NS/10234/50678

Field Area: 10 ha

Harvest Year: 2009

Calculated N<sub>max</sub> for crop type: 5349.60 kg

Soil type: Sandy Loam

Date fertiliser or manure applied	Field use details		Manufactured Nitrogen Applied			Organic Manure applications			
	Crop type	Date sown	Fertiliser type e.g. 20:10:10	Amount applied kg/ha	Total nitrogen applied	Manure reference number (Appendix 1)	Analysis of N content (if not using standard figures) kg/t or m <sup>3</sup>	Quantity applied per ha/m <sup>3</sup> or t	Total N applied kg/ha
01/03/09	Grass	N/A	N/A	N/A	N/A	14	3.6	25	18
15/04/09	Grass	N/A	34.5%	50	172.5	N/A	N/A	N/A	N/A

## Manufactured (Chemical) Fertiliser – Annual Inventory

Under the NVZ Regulations you must record “the quantity and type of chemical fertiliser brought onto the farm, used on the farm and retained on the farm”.

You already address the recording requirement for the fertiliser that you use on the farm through your individual field records. A template field record is available at Booklet 8 (blank tables). [Table 11 Individual Field Record for Applications of Manufactured and Organic Nitrogen](#).

To satisfy the recording requirement for “the quantity and type of chemical fertiliser brought onto the farm and retained on the farm” you must keep and maintain an annual inventory of the chemical nitrogen fertiliser that you hold and retain on the farm in a calendar year.

The table below is provided for you as an example for reference if you do not currently keep an inventory or record of your chemical fertiliser stocks. A blank copy is provided in Booklet 8 (blank Tables) which may be used or photocopied as required.

If you do currently keep and maintain a record which covers the all of the elements below you may continue to use that record.

**Table 12 – Manufactured (Chemical) Fertiliser – Annual Inventory**

Calendar Year – 2009			
Fertiliser type e.g. 20:10:10	Opening stock in tonnes (01/01)	Purchased fertiliser in tonnes	Closing stock in tonnes (31/12)
20:10:10	5	20	3
17:17:17	No Stock	15	No Stock
34.5	No Stock	30	1
05:24:24	No Stock	5	No Stock

From this example the farm had 5 tonnes of 20:10:10 from the previous year, they purchased a further 20 tonnes and used 22 tonnes during the course of the year leaving a closing balance of 3 tonnes.

The farm purchased 50 tonnes of three other fertiliser types and used all of the 17:17:17 and 05:24:24; 29 tonnes of 34.5% were used leaving a closing balance of 1 tonne.

## Organic Manure – Importing manures onto your farm and exporting manures from your farm

You are required under the NVZ Regulations to record any imports of organic manures onto your farm and exports off your farm.

- The records you are required to keep are as follows:
  - quantities of organic manure imported onto the farm;
  - quantities of organic manure exported off the farm;
  - the date of any import to or export from your farm;
  - the nitrogen content of each type of organic manure imported or exported (use appropriate manure reference at Appendix 1, Booklet 9);
  - the name and address of the supplier or receiver of the manure.

The table below provides an example of how you would record the import of 100 tonnes of cattle farmyard manure.

**Table 13 – Organic Manure – Importing manures onto your farm and exporting manures from your farm**

Date of Import/Export	Tonnes Supplied (S)/ Received (R)	Manure type (ref. no. from Appendix 1)	Nitrogen content kg/t/m <sup>3</sup> (from Appendix 1)	Received from/Supplied to
19/05/2009	40 R	1	6	Mr J Bloggs, Farnton farm, Anyton
31/05/2009	40 R	1	6	Mrs J Smith, Hill farm, Somewhereon
15/06/2009	20 R	1	6	Mr A Black, Valley farm, Elsewhereon

Blank copies of this table can be found at Booklet 8 (blank Tables) for your own use or photocopying.

Notes

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