Recordkeeping System for Crop Production

MSU Extension Bulletin E2342

Revised May 2025

- Pesticide application
- Nutrient application
- Manure application

- Animal Burial and Composting
- Irrigation
- Employee Training

Annual Record Book Year _____

Farm Name:	Farm Owner:
Address:	City:
County:	Township: Zip Code:

Why keep production records?

- Keeping records meets the requirements of various state and federal regulations.
- Complete and accurate records help demonstrate your protection of soil, water and other environmental resources. Records will help you analyze the performance of your farm's cropping system.
- Records may provide liability protection in the event of a complaint or lawsuit concerning your farming operation.
- Complete records demonstrate conformance with Michigan Right-to-Farm guidelines and are needed for Michigan Agriculture Environmental Assurance Program (MAEAP) system verification.

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Field ID _____ Acres _____

Crop Production Plans

Crop _____ Pesticide_____

Nutrients Needed (lb/acre) N_____ P_2O_5_____ K_2O_____

Planting Information

Planting date _____

Population/seeding rate _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Application Method

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	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
Method of application*,**			
Target pest**			
Crop growth stage			
Wind speed			
Wind direction			
Temperature			
Name of applicator			

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** Recommended by Right-to-Farm management practices but not required by federal law.

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Example								Firm Dry Wet Frozen Snow	Calm Breezy Light Windy	W SW N NW S SE E NE			
7/20/2023	Earthen Storage	Houle	12	12	7/23/2023	No	90	Dry	Breezy	SW	4000 gal/A	4300 gal/A	Bob Smith

*The manure application rate from your nutrient management plan should be used to determine the number of loads of manure applied to each field. Actual application rate can be calculated as follows: (gallons or tons per load x number of loads) / acres covered = gallons or tons per acre, Example (4300gal/load x 12 loads) / 12 acres = 4300 gallons per acre

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Crop _____ Pesticide_____

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Planting Information

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Population/seeding rate _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Application Method

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	1st	2nd	3rd
Date (month/day/year)			
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Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
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Target pest**			
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Wind speed			
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Temperature			
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Crop _____ Pesticide_____

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Planting Information

Planting date _____

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Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Application Method

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Field Sketch

Map of Manure Storage Locations on Farm

Draw (or attach) map of farm and mark manure storage locations, draw and label any on in field stock piles with field ID noted and location of pile marked

Record for Manure Hauled Off-site

(to other farms or locations)

Date	Manure Source	Destination Location	Number of loads	Total quantity (gallons or tons)
Example 7/20/23	*Main storage pit*	*Smith farm, Rural township*	*15*	*90,000 gallons*

Manure Storage Inspection Record

Periodic inspections of the freeboard (the unusable capacity of a liquid storage to allow for safety and precipitation events) and integrity of manure storage facilities will reduce risks to the environment. Freeboard should be a minimum of 6 inches for fabricated structures (with straight side walls) and 12 inches for slop sided structures, PLUS the additional storage volume for precipitation and runoff from a 25-year, 24-hour storm event that enters the storage. The 25/24 storm event in Michigan is historically calculated from each county and ranges from 3.5 to 4.5 inches.

Storage ID	Date	Condition	Inches of freeboard*	Inspected by
Ex. Heifer Barn	*1/18/23*	*Ok*	*NA*	*Alan*

Storage ID	Date	Condition	Inches of freeboard*	Inspected by

Storage ID	Date	Condition	Inches of freeboard*	Inspected by

Storage ID	Date	Condition	Inches of freeboard*	Inspected by

*For liquid manure storage

Animal Burial Record

Although the Bodies of Dead Animals (BODA) Act does not specify the duration for which records must be kept, voluntary and regulatory environmental compliance programs would suggest that burial records be maintained indefinitely. These records shall be made available to the MDARD director upon request.

Date of Burial	Volume of mortality (lb)	Grave Single or multiple?

All mortality must be covered on a daily basis. Individual and common graves must be closed with 2 or more feet of topsoil. A maximum of 5 tons per acre may be buried in individual graves. The maximum for common graves is 2.5 tons per acre. Individual graves must be separated by 2.5 feet, and common graves by 100 feet. Additions to communal graves must be covered with at least 1 foot of soil. Common graves must be completely closed with 30 days of initial contruction. Using the space below, sketch a field map showing burial site(s) within the field. Carcasses may not come in contact with groundwater.

Field Sketch with burial location(s):

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Employee Training Record

The Worker Protection Standard (WPS) requires agricultural employers to take steps to reduce the risks of pesticide-related illness and injury if they use pesticides on the farm or employ workers or pesticide handlers who are exposed to such pesticides. *NOTE: Employee training is only one of the WPS requirements. See* **http://www.epa.gov/agriculture/index.html** *for additional requirements.*

Approved WPS trainer: An approved trainer is a certified pesticide applicator or an individual who has completed a Michigan-approved pesticide train-the-trainer program.		
Approved trainer's credential	Signature	
Agricultural workers training record: Workers are individuals employed to perform tasks such as harvesting, weeding, watering, cultivating and detasseling. As an alternative to on-site training, pesticide applicator certification meets the WPS training requirement for workers.		
Print workers name, ID or pesticide certification number	Signature	Date
Pesticide handlers training record: Handlers are individuals employed to mix, load, transfer and apply pesticides, repair pesticide application equipment or perform other tasks that bring them in direct contact with pesticides. As an alternative to on-site training, pesticide applicator certification meets the WPS training requirement for pesticide handlers.		
Print workers name, ID or pesticide certification number	Signature	Date

Employee Training Record *(continued)*

Comprehensive Nutrient Management Plan (CNMP) employee training record: New hires or new processes, procedures or equipment require employee training to follow the CNMP and to respond to manure spills. Document training on the following table.			
Training topic(s)	Employee name or worker ID	Signature	Date
Other employee training: Most farms have other training requirements for their employees (field sanitation and hygiene practices, equipment operation, etc) Document training on the following table.			
Training topic(s)	Employee name or worker ID	Signature	Date