Recordkeeping System for Crop Production

MSU Extension Bulletin E2342

Revised September 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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Laws Related to Pesticide Recordkeeping

The federal pesticide recordkeeping regulations and the Worker Protection Standard are laws that require recording certain pesticide application information. Michigan Right-to=Farm generally accepted agricultural and management practices advocate keeping some additional records to reduce liability but these practices are voluntary. In the pesticide applicators chart for individual field records, required and recommended information items are in bold print. The following charts also contain required pesticide and applicator information.

1. Federal pesticide recordkeeping regulations require that you record any restricted-use pesticide (RUP) applications within 14 days of the application and that you keep the record for at least 2 years.
2. The Worker Protection Standard requires you post application information for at least 30 days after the end of the restricted-entry interval (REI) or if there is no REI, for at least 30 days after the end of the application.

Required Pesticide Information

Pesticide name and formulation	EPA registration number	Active ingredients	REI (hrs)

Pesticide Applicator Information

Applicator Name	Certification Number

Calibration of Application Equipment

To apply the correct amount of fertilizer, pesticide, ag lime, and/or animal manure to your field, application equipment should be calibrated. For proper management of nutrients and pesticides, the amounts per acre applied should be known. This will ensure efficient utilization of these materials for crop production and minimize risk of environmental pollution.

Date of last fertilizer spreader calibration **Month** **Year**

Name of 1st spreader _____ _____ _____

Name of 2nd spreader _____ _____ _____

Date of last pesticide applicator calibration

Name of 1st applicator _____ _____ _____

Name of 2nd applicator _____ _____ _____

Date of last manure spreader calibration

Name of 1st applicator _____ _____ _____

Name of 2nd applicator _____ _____ _____

Pesticide Drift Management Plan

Directions: Complete all applicable sections and maintain plan on file in case of a complaint. A drift management plan must be reviewed annually by the pesticide applicator or completed each time an off-target pesticide drift occurs. This plan meets the requirements of Pesticide Use Regulations No. 637.

1.) Planning a pesticide application

Read the pesticide label(s) to identify drift management requirements.	_____ Yes	
Is off-target pesticide drift likely?	_____ Yes	___ No (spray cautiously; a drift management plan is not required. If drift does occur, complete sections 2-5 below)
If yes, what is the possible direction of drift?		
Are there sensitive areas (homes, crops, plants, people, livestock, etc.) that may receive off-target drift?	___Yes	_____No (spray cautiously; a drift management plan is required whenever off-target drift is likely. Complete sections 2-5 below)
Document the informed consent of the residents in the affected areas to off-target drift (before application). Get signatures if possible. If not all residents agree, then you should delay pesticide application until off-target drift is NOT likely to occur.		
Resident name Sensitive Area(s) Date of Consent		

2.) Pesticide application information*

Date of application:	Time of application:
Wind Speed:	Other data:
Field(s)/farm(s):	
Applied pesticide(s) and EPA registration number(s): _____ ____general use___ restricted use pesticide _____ ____general use___ restricted use pesticide _____ ____general use___ restricted use pesticide *Your regular pesticide recordkeeping form should agree with this section and include all state and federal required application information	

Pesticide Drift Management Plan (cont.)

3.) Indicate the pesticide off-target drift-reducing practices that will be or were used:

Larger spray droplet sizes: _____ Larger size nozzle _____ Reduced spray pressure _____ Increased spray volume _____ Spray additives or thickeners
_____ Specialized equipment designed to minimize drift (drift-reducing nozzle types)
_____ Reduce the release distance from sprayer tip to target
_____ A no-spray buffer
_____ Identify maximum wind speed and direction when application can be made
_____ Wind shields on sprayer
_____ Windbreaks to contain or deflect spray drift
_____ Other practices (specify):

4.) Notification documentation: If off-target pesticide drift occurred, then before leaving the application site, the applicator must provide either verbal or written information to the residents of the affected areas. The information must include at the least the name, address and phone number of a person who may be contacted regarding the pesticide application.

Resident(s) impacted	Method of Notification			Date and Time
	Verbal	Sign	Written	

5.) Name of pesticide applicator:

Complete this form anytime that off target pesticide drift occurs or annually when reviewed by the pesticide applicator. Keep a written copy of this plan on file.

Pesticide applicator and certification number (if applicable)	Date

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

Pesticide Applications

	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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Date of application	Manure Source	Spreader Used	No. of Loads	Acres Covered**	Date of incorporation	Check field tiles?	Air temp	Soil conditions (choose 1)	Wind Speed (choose 1)	Direction (choose 1)	Application Rate* Planned	Application Rate Actual	Name of applicator
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

**If the entire field was not covered, note area spread on the field sketch (or aerial map). Identify environmentally sensitive areas where manure is not applied.

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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
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Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
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Wind speed			
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Crop _____ Pesticide_____

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Planting Information

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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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Animal Tissue Composting Record

Composting system (bins, windrow, pile, overlapping piles, in-vessel or combination thereof.)

Record each management activity on a separate line in the table (animal tissues and/or bulking agent additions, aeration, weekly temperature, and sale off the farm). Start a new table for each new compost batch.

These records must be maintained permanently. These records shall be made available to the Director of the Department of Agriculture upon request. Batch temperature must be taken at least once each week.

Date	Animal tissue added (lb.)	Age and Species	Bulking agent added (cubic yd or lb.)	Check if aerated (turned, mixed, moved)	Temp.	Disposal of finished compost (e.g. reuse in new batch, spread on field; provide specific details) (cubic yd. or lb. or tons)

Irrigation Application Record Year _____

Keeping irrigation records will help you meet Michigan's water use reporting requirements and help you conform with the generally accepted agricultural and management practices (GAAMPs) for irrigation water use.

Field _____ Crop_____ Watersouce_____

Date	Purpose (*if not for water replacement)*	Amount applied (*inches or gallons)*	Acres irrigated	Acre-inches (*acresxinches) or* Gallons/Acre	Notes: (*rainfall, repairs needed/made, calibration, systemwide uniformity evaluation, chemigation/fertigation*)

***c** -fertilizer or pesticide application **d** –disease management **e** -evaporative cooling **f** -frost protection
h- herbicide application **o**- other, please explain **p**- postharvest, maintenance, tillage, cover crops
w – dust/wind erosion control/plant protection **t** – prepare for tillage, planting or harvest operations

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