

# Employee Training Plan Farm A

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## Table of Contents

Page

Training Goals, Objectives, Activities

Requirements, Standards, Procedures and Practices

Training Content

    Nutrient Management

    Odor Management

    Runoff Management

    Manure and Waste Handling

    Environmental Incident Response

    Employee / Work Place Safety

Employees to be Trained

Frequency and Form of Training

Training Presenters

Record Keeping

Feedback, evaluation and improvement

Example Checklists

    Manure Storage Facility

    Animal Lot

    Feed Storage Facility

## **Training Goals**

This training plan will enable employees and others to follow standards, procedures and practices to ensure that the livestock facility meets permit requirements and achieves other goals in this plan. [May expand to include other relevant goals if desired]

Specifically, training is required as part of the local permit issued in accordance with ATCP 51, Wis. Admin. Code (local siting permit), and this plan for training must include:

- Minimum content of training: nutrient management, odor management, runoff management, manure and waste handling, employee safety, and environmental incident response.
- The number and job categories of employees to be trained.
- The form and frequency of training, which at a minimum must include a plan for at least one training per year.
- Training presenters (these may include *livestock facility* managers, consultants or professional educators).
- A system for taking and recording attendance.

## **Training Objectives**

The training program will enable employees and others to:

1. Understand and follow all standards, procedures and practices related to their assigned duties and tasks.
2. Understand basic permit requirements including more stringent local standards, and follow specific standards, procedures and practices to ensure compliance with these permits.
3. Receive current, science-based information to most effectively address key management issues, with specific focus on nutrient management, odor management, runoff management, manure and waste handling, employee safety, and environmental incident response.
4. Provide feedback concerning future training needs, and participate in the design of annual training activities.

[May add other objectives consistent with scope of the plan]

## **Training Activities**

Training activities will be designed to provide the necessary knowledge and skills tailored to specific needs of employees and others. Training approaches will be selected to ensure that information is effectively communicated, and may include classroom sessions, individual reading assignments and field exercises. Annual training activities will be customized to reflect changes in requirements, standards, procedures or practices; accommodate specific training needs; or provide new information critical to sound management of the livestock facility.

## **Requirements, standards, procedures and practices**

Employees and others will be provided training on the requirements of the local siting permit as these relate to their assigned duties and tasks. They will learn the applicable standards, procedures and practices to ensure compliance with permit requirements. They also will learn other standards, procedures and practices that apply to the livestock facility as required by this training plan.

Training will cover the use of checklists and other tools used to inspect and monitor farm operations (see attached sample checklists)

The livestock operator will make available written documentation that describes permit requirements, standards, procedures and practices.

## **Training Content**

### **Nutrient Management**

Standards, procedures and practices are in place for all forms of manure application and must be followed by all employees, farm personnel assistants, and others. Farm A's nutrient management plan is reviewed semi-annually by our crop manager and DNR representative. A copy of the plan will be available for review.

Training may include:

- Conservation planning
- Documenting manure applications – spreading logs and inspection sheets
- Recording and analyzing manure sample data
- Review soil fertility, crop rotations and yields

[Need to modify or add training items specific to the livestock operation; may expand training category to allow for training in related areas such as comprehensive nutrient management plans]

### **Odor Management**

Standards, procedures and practices are in place to minimize odor, and must be followed by employees, farm personnel assistants and others. Among other things, they ensure that odor control practices work properly.

Training may include:

- Overview of odor, its causes and basic control strategies
- Regular cleaning and maintenance procedures to control odor

- Step-by-step routines to implement control practices (e.g. frequent cleaning) required under a permit
- Responding to odor complaints

[Need to modify or add training items specific to the livestock operation; may expand training category to allow for training in related areas such as control of odor from land applied manure.]

### **Runoff Management**

Standards, procedures and practices are in place to control runoff from animal lots and feed storage areas, and must be followed by employees, farm personnel assistants and others. For example, feed storage bunker leachate must be collected and pumped to the manure storage facility. In addition, compliance must be maintained with certain performance standards required in the local siting permit.

Training may include:

- Cleaning and regular maintenance of gutters, diversions, drains and sediment basins.
- Proper feed bunker tire and plastic placement and removal
- Leachate collection system operation, including pump operation
- Cleaning of traffic areas and pads
- Maintenance (e.g. regarding, seeding) and mowing of filter strips and other grassed areas.

[Need to modify or add training items specific to the livestock operation; may expand training category to allow for training in related areas.]

### **Manure and Waste Handling**

Standards, procedures and practices are in place to ensure proper storage, transfer and hauling of manure and waste. These must be followed by employees, farm personnel assistants and others.

Training may include:

- Review schedule and procedures for inspection and monitoring of manure storage, including frequent monitoring of manure levels
- Identification and use of proper agitation points
- Routine maintenance of vegetative areas
- Review procedures for pump operation, hose placement and pickup, equipment cleanup
- Proper procedures for hauling and applying manure

[Need to modify or add training items specific to the livestock operation; may expand training category to allow for training in related areas]

## **Employee Safety**

Standards, procedures and practices are in place to ensure the health and safety of employees. These must be followed by employees, farm personnel assistants and others.

Training may include:

- Proper animal handling
- Proper equipment operations and certification where needed
- Accident reporting protocols
- Working in confined spaces
- Avoidance of dangerous conditions (including exposure to noxious gases)
- Maintaining fences, grates and protective areas

[Need to modify or add training items specific to the livestock operation; may expand training category to allow for training in related areas]

## **Environmental Incident Response**

Standards, procedures and practices are in place to ensure proper responses in the event of manure spill or other incident. These must be followed by employees, farm personnel assistants and others. A written document with response procedures and emergency contacts is readily available.

Training may include:

- Review of Environmental Incident Response Plan
- Spill reporting and intermediate action steps

[Need to modify or add training items specific to the livestock operation; may expand training category to allow for training in related areas.]

## **Employees To Be Trained**

List of all employees to be trained by job category and number of employees in this category:

Manager (2)  
Herdsman (1)  
Assistant Herdsman (1)  
Feeder (1)  
Milker (2)  
Manure Handler (1)

[Will need to customize this list to reflect employees and others who will receive training]

## **Form and Frequency of Training**

By position, the training for employees and others may include:

### Managers

Describe the form, timing and scope of training appropriate to position's duties and functions such as training on education on nutrient management.

### Herdsman and Assistant Herdsman

Describe the form, timing and scope of training appropriate to position's duties and functions such as training on cattle care and handling, and loading and transportation

### Feeder

Describe the form, timing and scope of training appropriate to position's duties and functions such as training on equipment safety, and operation and maintenance

### Milker

Describe the form, timing and scope of training appropriate to position's duties and functions such as training on cattle care and handling, equipment safety, and operation and maintenance

### Manure Handler

Describe the form, timing and scope of training appropriate to position's duties and functions such as training on handling procedures and emergency response steps

[Will need to customize to reflect form, timing and scope of training]

## **Training Presenters**

Presenters may include:

Managers

Feed Consultants

Agronomy Consultant

University of Wisconsin Extension

Government Agency staff

Professional Associations

[Will need to customize this list to reflect presenters who may provide training]

## **Recording Attendance**

For each internal training, attendance will be recorded using a sign up sheet which will include the date of the training and the employees who attended. Similar methods will be used to verify other training received.

## Monthly Manure Storage Facility Checklist

Farm:

Facility ID:

Inspected by:

Date:

### Manure/Effluent Level

Date:

Last Observation Date:

Liquid level, ft:

Depth remaining, ft:

[May add other items consistent with operation]

Other Observations	Yes	No	Corrective Action Taken/Planned
Is liquid level marker visible?			
Does adequate freeboard exist (measured from lowest point in dam, berm, or spillway to liquid level)?			
Runoff holding pond: Is sufficient volume available for runoff from 25-yr, 24-hr storm?			
Manure pump/transfer pipes functioning?			
Recycle pumps/transfer pipes functioning?			

Earthen Facility	Yes	No	Corrective Action Taken/Planned
<b>Interior liner erosion observed . . .</b>			
Due wave action?			
In vicinity of inlets?			
In vicinity of outlets?			
Due to erosion from rainfall?			
Near agitation equipment access points?			
Cracking or damage to liner?			
<b>Signs of berm/dam damage due to . . .</b>			
Burrowing animals?			
Presence of trees?			
Presence of large weeds?			
Erosion or gullies?			
Poorly established sod?			
<b>Are there indications of . . .</b>			
Damp, soft, or slumping areas on berms?			
Seepage near toe of berm?			
Seepage around pipes through the berm?			

Concrete/Steel Tanks	Yes	No	Corrective Action Taken/Planned
<b>Signs of . . .</b>			
Cracks or structural damage?			
Leakage?			
Wet spots around base of tank?			
<b>Clean water diversion</b>			
Are perimeter drains plugged or blocked?			
Is roof water entering storage?			
Is field runoff entering storage?			
Are diversions/waterways maintained?			
<b>Visual appearance and safety</b>			
Is site neat and recently mowed?			
Is storage visually hidden from public?			
Are mortality or afterbirth observed?			
Are medical consumables observed?			
Is area fenced and properly marked?			
Is escape ladder available?			

### **Monthly Animal Lot Runoff Checklist**

Farm:  
Inspected by:

Lot ID:  
Date:

	<b>Yes</b>	<b>No</b>	<b>Corrective Action Taken/Planned</b>
Is filter strip repair required?			
Runoff control structures intact?			
Solids collection location needs to be cleaned?			
Cattle mound needs repair?			

[May add other items consistent with operation]

### **Monthly Feed Storage Facility Checklist**

Farm:  
Inspected by:

Facility ID:  
Date:

% moisture of feed placed in facility:

	<b>Yes</b>	<b>No</b>	<b>Corrective Action Taken/Planned</b>
Surface water diversion is operational?			
Leachate collection system, including pump, is operational?			
Does the collection structure need to be cleaned/pumped?			
Feed is adequately covered?			
Waste feed is properly stored?			

[May add other items consistent with operation]