Instructions for completing the Delaware Poultry EPCRA 'Continuous Report' Form

Based on the EPA rule on animal waste finalized December 18, 2008 (Federal Register Vol. 73, No. 244/ Friday, December 18, 2008 pages 76948-76960) larger poultry growers need to report ammonia releases to the air due to chicken manure. Large poultry growers must make initial phone notification to the State Emergency Response Commission (SERC) (through DNREC) and the Local Emergency Planning Committee (LEPC), and submit a written continuous release report within 30 days and again after one year (stating that nothing has changed in 12 months). This is not an annual report but if there is a change in operation (significantly more chickens or less) you need to fill out this report again as an update or 'written notification of change.' Large poultry growers who must report are those which have equal to or greater than the following:

- 125,000 chickens (other than laying hens), if the farm uses other than liquid manure handling system.
- 82,000 laying hens, if the farm uses other than a liquid manure handling system.
- 30,000 laying hens or broilers, if the farm uses a liquid manure handling system.

NOTE: If your farm has less than 125,000 broiler chickens or 82,000 laying hens and you are not using a liquid manure handling system you are exempt from this reporting rule.

To fulfill your reporting requirement, complete this form or a similar form and send to both the DNREC DAWM Central Repository (for the SERC) and your LEPC, and keep one copy for your environmental records. The addresses for submissions are listed below:

DNREC Address (for Delaware SERC):	**LEPC Addresses (send to each LEPC affected):**	
DNREC/DAWM Central Repository Attn: Written Release Reports 89 Kings Highway Dover, DE 19901	**City of Wilmington LEPC Emergency Operations Center 22 S. Heald Street Wilmington, DE 19801**	**New Castle County LEPC c/o Office of Emergency Preparedness 87 Reads Way New Castle, DE 19720**
	Kent County LEPC Kent County Dept of Public Safety 911 Public Safety Boulevard Dover, DE 19901	**Sussex County LEPC c/o Sussex Emergency Ops Center P.O. Box 589 Georgetown, DE 19947 - 0589**

As part of this submission you are saying:

This operation may generate routine continuous air emissions of ammonia in excess of the reportable quantity of 100 pounds per 24 hours at times. This notification fulfills my requirement to report releases pursuant to EPCRA section 304.

Note: This written follow up report is due by 30 days after initial phone notification to the SERC and LEPC. Another report verifying nothing has changed is due on one year anniversary.

This report contains all the elements to satisfy 40 CFR 302.8 continuous release reporting. This report form is provided to assist Delaware poultry growers meet their reporting requirement under 40 CFR 302.8. There is no requirement to use this form as long as the information required to be reported in 40 CFR 302.8 is submitted to the SERC and the LEPC.

Additional Instruction and Background on Delaware Poultry EPCRA Notifications

Step 1: Call state and local agency – SERC (through DNREC) at 1-800-662-8802 and your LEPC at 1-866-274-0884. Include your name, location, phone and the fact you are reporting continuous release of ammonia from chicken manure.

Step 2: Within 30 days of the call, the person in charge of the farm operation must complete and submit a continuous report to the SERC and LEPC (In Delaware submit to the DNREC Central Repository and the appropriate county LEPC)

This report satisfies 40 CFR 302.8 continuous release reporting: (There is no requirement to use Delaware's form as long as the 302.8 information is provided.)

302.8 (e) *Initial written notification.*

i) The name of the facility or vessel; the location, including the latitude and longitude; the case number assigned by the National Response Center or the Environmental Protection Agency; the Dun and Bradstreet number of the facility, if available; the port of registration of the vessel; the name and telephone number of the person in charge of the facility or vessel.

Report Numbers: 3, 4, 5, 6

(ii) The population density within a one-mile radius of the facility or vessel, described in terms of the following ranges: 0–50 persons, 51–100 persons, 101–500 persons, 501–1,000 persons, more than 1,000 persons.(iii) The identity and location of sensitive populations and ecosystems within a one-mile radius of the facility or vessel (e.g., elementary schools, hospitals, retirement communities, or wetlands).

Report Numbers: 7, 8

(iv) For each hazardous substance release claimed to qualify for reporting under CERCLA section 103(f)(2), the following information must be supplied:

(A) The name/identity of the hazardous substance; the Chemical Abstracts Service Registry Number for the substance (if available); and if the substance being released is a mixture, the components of the mixture and their approximate concentrations and quantities, by weight.

Report Number: 11

(B) The upper and lower bounds of the normal range of the release (in pounds or kilograms) over the previous year.

Report Number: 12

(C) The source(s) of the release (e.g., valves, pump seals, storage tank vents, stacks). If the release is from a stack, the stack height (in feet or meters).

(D) The frequency of the release and the fraction of the release from each release source and the specific period over which it occurs.

(E) A brief statement describing the basis for stating that the release is continuous and stable in quantity and rate.

C, D & E are covered in italics of first page and Report Number 9.

(F) An estimate of the total annual amount that was released in the previous year (in pounds or kilograms).

Report Number 12

(G) The environmental medium(a) affected by the release:

(1) If surface water, the name of the surface water body;

(2) If a stream, the stream order or average flowrate (in cubic feet/second) and designated use;

(3) If a lake, the surface area (in acres) and average depth (in feet or meters);

(4) If on or under ground, the location of public water supply wells within two miles.

Report Number 10

(H) A signed statement that the hazardous substance release(s) described is(are) continuous and stable in quantity and rate under the definitions in paragraph (b) of this section and that all reported information is accurate and current to the best knowledge of the person in charge.

Report Number 1 and 9

Step 3: On the first one year anniversary of the initial written notification, you need to reassess and confirm the accuracy of your report calculation in writing to the SERC and county LEPC.

IN ADDITION: You should annually review your operations to determine whether there are any changes which would increase emissions above the upper bound limit range that you submitted. If so, you need to report those increases and could use this form or a similar one. An example of a type of activity that would cause an emission increase is an increase in the maximum number of animals on your operation.

Poultry EPCRA 'Continuous Report' Form

Report of Release: _____ (Date report is filled out and sent)

1. Type of Report: Continuous Emission Report for Ammonia released from Chicken Manure

☐ Initial Written Report ☐ First Anniversary follow- up report ☐ Written notification of a change

2. Signed Statement:
I certify that the substance releases described herein are continuous and stable in quantity and rate under the definitions in 40 CFR 302.8(a) or 355.40(a)(2)(iii) and that all submitted information is accurate and current to the best of my knowledge.

Print: Name and Position: _____

Date: _____ Signature: _____

3. Facility Information
Facility Name(s)*: _____
_____

Name of person in charge and position: _____
Phone Number: _____

4. Facility Location
Street*: _____ County: _____

_____ _____ _____
City State Zip Code

* Regardless of different farm accounts/names, if the houses on your farm are on a contiguous piece of property under common ownership, they are considered one facility and all birds on the farm must be counted toward the threshold.

Type of operation: Broilers ☐ **Layers** ☐

Type of waste handling: non-Liquid manure handling ☐ **Liquid manure handling** ☐

Maximum chicken population onsite: _____ # of poultry houses: _____

If you use non-liquid manure handling and have equal to or greater than 125,000 broilers or 82,000 layers, or use liquid manure handling and have equal to or greater than 30,000 chickens, you are covered by this requirement and must complete the remainder of this form. If not, stop here and send this form as a record that you are exempt.

5. Facility Latitude _____ Facility Longitude _____
(You can put your address into 'maps.yahoo.com' or 'google earth' to obtain your Latitude and Longitude)

6. Dun and Bradstreet Number for Facility _____ (only if available)

7. Population: Choose range that best describes population density within a one-mile radius of your facility

☐ 0-50 persons ☐ 51-100 persons ☐ 101-500 persons ☐ 501-1000 persons ☐ over 1000

8. Within that one mile radius report any Sensitive Populations along with distance and direction from your farm: (e.g. schools, hospitals, retirement communities, or wetlands) List or state none if there are none within one mile radius.

9. **This continuous release is routine, anticipated, and intermittent and incidental to normal operations as a result of growing animals for production of meat or eggs. Some of the organic nitrogen in manure converts to ammonia (or ammonia hydroxide) and may be ventilated from the house.**

This release report is an estimate of ammonia released from chicken manure based on a guidance document published as 'Ammonia Emissions Estimator' by Rick Koelsch and Rick Stowell, University of Nebraska. http://www.extension.org/pages/Large_Animal_Feeding_Operations_May_Need_to_Meet_Air_Emissions_Reporting_Requirements

10. Affected Medium:

Air: Yes - this is an area source from chicken houses that have variable surface areas.
Surface Water: No
Soil or Ground Water: No

11. Identity and Quantity of Each Hazardous Substance Released:

Hydrogen Sulfide (H_2S) CAS RN# 7783-06-4 Studies to date indicate this substance is an insignificant component of any air emissions from chicken manure and are well below the reportable quantity of 100 pounds per 24 hours unless you have over 3.5 million chickens onsite.

Ammonia (NH_3) CAS RN# 7664-41-7

12. Estimated Daily (24 hours) Ammonia emissions upper and lower bound:
# of birds means total birds at your operation…example 5 houses with maximum of 150,000 birds.

Upper Bound (0.0015 pounds per day x total # of birds) = **U** = _____ pounds per day for all poultry houses on site.

Upper Bound ÷ # poultry houses = _____ pounds per day per house.

Lower Bound (0.00076 pounds per day x total # of birds) = **L** = _____ pounds per day for all houses.

Lower Bound ÷ # poultry houses = _____ pounds per day per house.

13. Estimated Total Quantity Ammonia (CAS # 7664-41-7) released per year:

Normal Range in lbs/day			Total lbs Quantity	
Upper Bound 'U'	Lower Bound 'L'	Number of Days Release over 100 pounds occurs:	Released in Previous Year U to L total:	Months Released
_____	_____	unknown (0-100)	_____ to _____ lbs	All months but mostly warmer summer months

Multipy U then multiply L by number of days poultry houses are in use (usually 300 days is good estimate)
Example: if U = 300 and L = 152 then Total Quantity = 300 X 300 days to 152 X 300 days or 90,000 to 45,600 (lbs)

Form version dated February 5, 2009

Print Document