

Procedure Title & Number	Corresponding req.	ISO 14001 4.3.2 EMS manual 4.3.2
Prepared by:	Revision Date & Number	xx/xx/xx x
Approved by:	Date:	Effective Date
		xx/xx/xx

Table 1 Regulatory &amp; Other Requirements

Requirements	Agency/Organization	Location	Expiration	Retention	Contact	Back-up
Waste Management Plan Odor Control Insect Control Animal Mortality Riparian Buffers Emergency Management Irrigation Design	NC DWQ	Owner's office	Xx/xx/xx	3 years	Owner	Farm Manager
Operators Certification	NC Water Pollution System Operators Certification Program	Owner's office	Xx/xx/xx	3 years	Owner	Farm Manager
Biosecurity Program	Corporate	Owner's office	Xx/xx/xx	3 years	Owner	Farm Manager
Disease control	NCDA	Owner's office	Xx/xx/xx	3 years	Owner	Farm Manager
Animal mortality disposal	NCDA	Owner's office	Xx/xx/xx	3 years	Owner	Farm Manager
Pesticide container disposal program	NCDA	Owner's office	Xx/xx/xx	3 years	Owner	Farm Manager

Table 2 Record Keeping Requirements

Records	Agency/Organization	Frequency	Location	Retention
Soil Samples	DWQ/NCDA	1/year	Owner's office	3 years
Waste Sampling	DWQ/NCDA	Within 60 days of spraying	Owner's office	3 years
Lagoon Level	DWQ	Weekly	Owner's office	3 years
Spraying	DWQ	Each Spray Event	Owner's office	3 years
Crop Types	DWQ	1 time event	Owner's office	3 years
Crop yields	DWQ	Every cut	Owner's office	3 years
Emergency Action Plan	DWQ	1 time	Owner's office	3 years
Maps & Lagoon Design	DWQ	1 time	Owner's office	3 years
Biosecurity Program	Corporate	weekly	Owner's office	3 years
Mortality	Corporate	weekly	Owner's office	3 years
Selling of pigs	Corporate	weekly	Owner's office	3 years
Significant Aspect list #xxx	Farm ABC – EMS	As needed	Owner's office	3 years
Objective & Target list #xxx	Farm ABC – EMS	As needed	Owner's office	3 years
Training Matrix #xxx	Farm ABC – EMS	As needed	Owner's office	3 years
Training Sign-In Forms #xxx	Farm ABC – EMS	All training events	Owner's office	3 years
External Communication Form #xxx	Farm ABC – EMS	As needed	Owner's office	3 years
MRB meeting minutes	Farm ABC – EMS	As needed	Owner's office	3 years
EMS Audit Report Form #xxx	Farm ABC – EMS	As needed	Owner's office	3 years
Corrective Action Log #xxx	Farm ABC – EMS	As needed	Owner's office	3 years
SOP1 Checklist #xxx	Farm ABC - EMS	Weekly	Owner's office	3 years

Table 3 External Regulatory Inspections

Audit Issue	Agency/Organization	Frequency	Location	Retention
Animal Farm Inspection	DENR DWQ	Annual	Owner's office	3 years
Operations Review	Soil & Water	Annual	Owner's office	3 years
Corporate audit	Corporate	Quarterly	Owner's office	N/A