

## Record Keeping Requirements for Brokers

**A copy of the approved Broker Management Plan, including approved updates, and a copy of the permit(s) issued to the broker shall be retained by the permittee for as long as the broker is in operation.**

All application information submitted to the Department shall be retained by the permittee for eight years. However, if the facility was permitted prior to the effective date of this regulation, and the permittee has previously discarded these documents since there was no requirement to maintain records at that time, this requirement shall not apply.

Animal manure records. These records shall be kept for five years. The records shall include the following:

- Name, address, email, county, and phone number of all producers from whom the broker/land applier purchases or accepts animal manure
- Sampling results for the animal manure
- Amount (in tons) of animal manure obtained from each producer; and
- Date of transfer.

All completed Manure Transfer contracts, including soil analysis results, between the broker and the person(s) purchasing or accepting animal manure shall be kept by the broker for eight years.

All records retained by the broker shall be kept at an appropriate business office, or other location as approved by the Department.

All records retained by the broker shall be made available to the Department during normal business hours for review and copying, upon request by the Department.