

Compliance Guide for the Concentrated Aquatic Animal Production Point Source Category

Appendix R: Record-keeping Checklist

Full document available at
<http://www.epa.gov/waterscience/guide/aquaculture>

RECORD-KEEPING CHECKLIST

* **Instructions:** Use the following checklist to make sure you meet all the record-keeping requirements of the CAAP ELGs. You do not need to submit this to your permitting authority.

- Records for aquatic animal rearing units documenting feed amounts and estimates of the numbers and weights of aquatic animals in order to calculate representative feed conversion ratios (can use the form in Appendix N to fulfill this requirement).
- Records documenting frequency of cleaning (can use the form in Appendix Q to fulfill this requirement).
- Records documenting frequency of inspections, maintenance, and repairs (can use forms in Appendix P to fulfill this requirement).

* Use the following checklist to see what other record-keeping forms can be used to show your permitting authority that you are meeting the reporting and BMP plan requirements of the CAAP ELGs (e.g., solids control, training). The following forms are not required.

- INAD – 7 Day Written Report (Appendix M)
- INAD and Extralabel – 7 Day Oral Report (Appendix M)
- INAD & Extralabel – 30 Day Written Report (Appendix M)
- Failure or Damage to the Structural Integrity of Containment Systems – 24 Hour Oral Report (Appendix M)
- Failure or Damage to the Structural Integrity of Containment Systems – 7 Day Written Report (Appendix M)
- Spills of Drugs, Pesticides, and Feed – 24 Hour Oral Report (Appendix M)
- Spills of Drugs, Pesticides, and Feed – 7 Day Written Report (Appendix M)
- Material Storage: Spills and Leaks Log (Appendix O)
- Cleaning Log (Appendix Q)
- Employee Training Log (Appendix S)
- Carcass Removal (Appendix T)

* Note: This checklist is only for tracking record-keeping at your CAAP facility. Facilities may use existing record systems if available.