

Livestock Facility Siting Model Employee Training Plan



Why does a livestock facility need an employee training plan?

According to [Wis. Admin. Code § ATCP 51.30](#), in order to seek local approval of a new or expanding livestock facility, all of the information required by the application form in [Appendix A of Wis. Admin. Code ATCP 51](#) must be provided. One of the required elements is an employee training plan. This training plan must contain training for employees who will work at the livestock facility which covers all the following topics:

- Nutrient Management
- Odor Management
- Runoff Management
- Manure and Waste Handling
- Employee Safety
- Environmental Incident Response

Additionally, the training plan must identify the number and job categories of all employees to be trained, the form and frequency of training, and the training presenters. Training of these employees must occur at least once per year using a system identified by the farm for taking and recording attendance.

How should I use the model employee training plan?

The attached model employee training plan may be used as a starting point for developing a facility's employee training plan. This model provides a framework to meet the requirements of the *Appendix A* application but must be modified to accurately represent a facility's operation.

Example Farm Employee Training Plan

Goals

This training plan will enable employees of Example Farm to follow standard operating procedures and practices which ensure that the facility fulfills the requirements for an application under ATCP 51.30, Wis. Admin. Code. The following are goals for fully trained employees of Example Farm:

1. Implementation of the nutrient management plan as approved by Local Unit of Government
2. Management of odor in accordance with control practices
3. Handling of manure and waste
4. Management of surface water runoff on the facility in accordance with the locally approved permit
5. Maintenance of safe working conditions
6. Adequate response to environmental incidents in accordance with Example Farm Environmental Incident Response Plan

Training Activities

Training activities will be designed by Example Farm to provide the necessary knowledge, skills, and standard operating procedures to meet the above goals. These activities will be customized to reflect changes in requirements, standards, procedures or practices; accommodate specific facility needs; or provide new information critical to sound management of the livestock facility. Training activities will occur annually but may be scheduled more often as needed. Different approaches to each training may be chosen to ensure that information is effectively communicated and may include classroom sessions, field exercises, and other opportunities. Employees will be trained on the standards and requirements of the locally approved siting permit and topics listed below as they pertain to their assigned work duties. The employee list identifies which trainings are necessary for each employee.

Nutrient Management

- ✓ Reviewing manure spreading maps
- ✓ Calibrating equipment
- ✓ Logging and inspecting manure applications
- ✓ Collecting manure samples
- ✓ Collecting and reviewing soil samples
- ✓ Recording and analyzing manure sample data
- ✓ Reviewing crop rotations and yields
- ✓ Runoff Risk Advisory Forecasting Tool

Odor Management

- ✓ Purpose of odor management and Worksheet 2 of the livestock siting application
- ✓ Primary odor generators
- ✓ Maintaining odor control practices in accordance with locally approved permit
- ✓ Other best management practices to control odor
- ✓ Responding to odor complaints
- ✓ The Example Farm Odor Management Plan

Runoff Management

- ✓ What are the potential source areas that require runoff management
- ✓ What are the runoff risks for each source and what increases the risk for runoff
- ✓ Necessary inspection and maintenance to keep each runoff management area operating properly

Manure and Waste Handling

- ✓ Handling manure in animal housing areas
- ✓ Inspection and monitoring of manure storage levels
- ✓ Confined spaces and other hazards
- ✓ Truck/tanker routes and loading areas
- ✓ Procedure for loading and pumping manure
- ✓ Important or emergency contacts identified in Example Farm Environmental Incident Response Plan
- ✓ Required runoff collection areas
- ✓ What to do during a major runoff event

Employee Safety

- ✓ Proper animal handling
- ✓ Proper machinery operation and required certifications
- ✓ Storage and maintenance of safety equipment
- ✓ Hazardous chemicals and materials
- ✓ Working in confined spaces
- ✓ Protocols for reporting accidents
- ✓ Maintaining protective areas like fences and gates
- ✓ Emergency contacts
- ✓ Biosecurity
- ✓ Manure gas safety

Environmental Incident Response

- ✓ Identifying an environmental incident
- ✓ Review of the Example Farm Environmental Incident Response Plan
- ✓ Reporting and documenting environmental incidents

Position List

Position	Required Trainings for Position					
	Nutrient Management	Odor Management	Runoff Management	Manure and Waste Handling	Employee Safety	Environmental Incident Response
Facility Manager	x	x	x	x	x	x
Herdsmen		x	x	x	x	x
Feeder			x		x	x
Milker					x	x
Maintenance		x	x	x	x	x

Training Presenters

The following are presenters and individuals scheduled to assist in training activities.

- Example Staff – UW-Extension Nutrient and Pest Management
- Example Staff – County Conservation
- Example Staff – Facility Manager
- Example Staff – Agronomy Consultant
 - [List of available nutrient management planners in the state](#)
- Example Staff – Example Agricultural Group

Digital Resources

- ❖ [Free on-line, Nutrient Management Farmer Education Curriculum – Integrated Pest and Crop Management – UW–Madison](#)
- ❖ [DATCP Soil Health Training](#)
- ❖ [DATCP Nutrient Management Trainings](#)
- ❖ [Runoff Risk Advisory Forecast](#)
- ❖ [SnapPlusVideo – YouTube](#)
- ❖ [SnapPlus – Wisconsin's Nutrient Management Planning Software](#)
- ❖ [DATCP Nutrient Management](#)

Training Attendance

Attendance will be recorded for each training session to verify each employee has received the required trainings. The sign-in sheet on the next page will be used to create a record for each training.

