

**OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY (ODAFF)  
AGRICULTURAL ENVIRONMENTAL MANAGEMENT SERVICES**

P. O. Box 528804 / Oklahoma City, Oklahoma 73152

[AEMS.Poultry@ag.ok.gov](mailto:AEMS.Poultry@ag.ok.gov) / (405) 522-5998

**POULTRY WASTE APPLICATOR ANNUAL REPORT COVER SHEET**

This report must be received by September 1 (annually) and include information from

July 1, 20\_\_\_\_, through June 30, 20\_\_\_\_.

Applicator Name: \_\_\_\_\_ Certificate No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. All PWA's are required to submit an annual report, even if you did not land apply during this time.
2. This report covers the dates from July 1, 20\_\_\_\_, through June 30, 20\_\_\_\_.
3. If you did not land apply poultry waste during this time, simply check the "No litter applied" box below and return this signed first page to the department. If you are no longer land-applying, you may also Cancel.

NO litter applied

Cancel PWA Certificate (annual report still required)

4. If you did land apply poultry waste, complete the additional form, then return it with the applicable soil and litter analysis report(s) and this signed first page to the department.
5. **NOTE:** If you also have a Poultry Feeding Operation (PFO) Registration you must submit a SEPARATE, additional report. The PFO Reports are mailed separately. Both reports must be submitted.

Submit the annual report by E-mail or mail to our office at the address noted above  
before **September 1** of the year due.

**"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision by qualified personnel. Based upon my inquiry of the person or persons directly responsible for gathering the data, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false, inaccurate, or incomplete information, including the possibility of a fine of not more than ten thousand dollars for each violation."**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



How Do I Fill Out My Annual Report – we now have a brief video tutorial you may watch online at: <https://www.youtube.com/watch?v=WW85VUqdUwY&feature=youtu.be> (this link may be found on our AEMS Poultry Waste Applicator website).

The poultry act and rule require you to file a completed annual report and obtain the required education. Failure to submit the required report by September 1 annually is a violation and subject to possible enforcement action.

## Oklahoma Department of Agriculture, Food, and Forestry Poultry Waste Application Record Annual Report Form

**July 1, 20\_\_\_\_ - June 30, \_\_\_\_  
Due by September 1 annually**

Use This Form to Report Poultry Waste Applied by You or Someone Else Under Your Observation

Applicator Name: \_\_\_\_\_ Certificate No.: \_\_\_\_\_ Applicator Phone: \_\_\_\_\_

Applicator Address: \_\_\_\_\_

Where Poultry Waste Was Produced			Where Poultry Waste Was Land Applied							
Legal Description Where Litter Produced	County Name Where Litter Produced	Litter Analysis Lab Id	Date You Applied (Month/ Day/Yr.)	Application Site Legal Description	Field Name or Lab Id Number Place Same Name or Number on Lab Sheet	Tons of Waste Applied	No. of Acres Waste Applied to	Tons Per Acre Waste Applied	Person Receiving Waste Name, Address & Telephone Number	County Name
S T R				S T R					Name Address Ph#	
S T R				S T R					Name Address Ph#	
S T R				S T R					Name Address Ph#	
S T R				S T R					Name Address Ph#	
S T R				S T R					Name Address Ph#	

\*S = Section  
\*T = Township  
\*R = Range

**NOTE: PLEASE include name or number of the field the waste was applied to in the proper column on this sheet and also hand write the appropriate field name or number on the lab results sheet.**

Mail To: Oklahoma Department of Agriculture, Food, and Forestry  
Agricultural Environmental Management Services  
P. O. Box 528804  
Oklahoma City, OK 73152  
Or Email: [AEMS.Poultry@ag.ok.gov](mailto:AEMS.Poultry@ag.ok.gov)

**\*\*\*Copies of Applicable Soil & Waste Lab Reports Must be Provided with this Report\*\*\***