

Example: Extract from Policy Manual

4.4 Effluent Management

- Stormwater diversion is to be set in place when the yard has been washed down. Before herd comes back, change back to pond. Use the flag system to identify it is set to pond or drain.
- Washdown procedure in the yard: Turn on backing gate wash when first herd tucked in. Reverse direction of wash when second herd being milked. At end of milking scrape remaining effluent into drain and hose down pit and bails.
- Effluent is contained in an effluent pond (6days holding capacity in winter)
- Effluent is pumped to underground hydrants and irrigated using a travelling irrigator on to 12 ha effluent area.
 - Irrigator speed should be adjusted to suit conditions. In summer speed can be set so 6hours taken to travel length of paddock – In very wet weather, irrigator should take only 2 hours to travel this far.
- Effluent book: Record date and paddock number each time the effluent irrigator is moved. This helps to build an effluent history and ensure even application over the entire block.
- Application should not exceed 25mm application depth. All staff members are liable for prosecution of non-compliance to environmental consents. Ensure that you are aware of the requirements of Environment Waikato, especially for the discharge of Effluent.

- Effluent is applied at low rates, on grazed paddocks, away from waterways and troughs, when soil moisture is low.
- Over application causes ponding, restricts pasture growth, and causes metabolic problems in cows due to heightened Potassium in pasture.
- Supplement crops may be planted on effluent blocks to manage nutrients. However priority is given to paddocks which are to be regrassed.

4.5 Water Management

- There is a pump which moves water from the river to the shed, and another pump moves the water from the shed to the troughs. Watch the ballcock on the tank – if there is a trough or water line leak, the pump cannot keep up.
- Follow through on any leaks found in the water system immediately.
- Always check trough water is flowing for the stock daily.
- The farm is irrigated daily in the months November to April, unless there has been a good amount of rain (more than 20mm – check the rain guage).
- Responsibility for the left and right sides of the farm is shared and rotated between the owners and the Assistant Manager.
- It takes about 1 ½ hours to shift and check all the irrigators on one side of the farm. A good time to do this is after breakfast. Take an irrigation kit with you on the bike, containing spares and tools.
- Check irrigators are working properly:
 - Look at pasture around irrigator – it should be wet!
 - No kinks in the pipe
 - No blocks in irrigator nozzles

4.6 Waste Management

- House and shed rubbish is removed by wheelie bin. Ensure rubbish is put out on MONDAYS.
- 20 L plastic containers are washed out three times and stored by large water tanks for recycling.
- Dead cows are disposed of by ringing Wallaces dead cow truck.