

# Rice WDR Farm Evaluation Template

The web-based template includes on-screen instructions. You can also choose to review or print these instructions to follow while completing the Farm Evaluation. We suggest you read through the instructions once and then go to the specific details for each step of the Farm Evaluation.

## Background Information

The Farm Evaluation is a mandatory water quality requirement of the Rice Waste Discharge Requirements (Rice WDR) Order issued by the Central Valley Water Board. Rice Growers must submit a completed Farm Evaluation to the California Rice Commission (CRC) using a web-based information system provided by the CRC, and approved by the Central Valley Water Board.

Rice Growers must submit their Farm Evaluation to the CRC every 5 years, due by 1 March of the year. The Farm Evaluation is populated with the field information identified in your pesticide permit from the previous year's crop. If any information in the permit, the fields, the address, or permittee names needs to be changed, please make those changes at the county agricultural commissioner's office for the next year. We cannot make changes to the records stored in our database.

A copy of the rice-specific farm evaluation shall be maintained on site or be available electronically at the Rice Grower's farming headquarters or primary place of business. A hard copy of the Farm Evaluation must be produced, if requested, *should the Central Valley Water Board staff conduct an inspection of the rice operation.*

The annual Farm Management Practices Summary information is submitted electronically to the Central Valley Water Board, so reporting in an electronic format allows Rice Growers the opportunity to submit in one step without follow-up confirmation for verification. The information provided by the Grower should be as correct as possible, even though the point of compliance is completing and submitting the Farm Evaluation. You will be able to review the completed form by printing a draft report and make changes as needed before submitting the final data. You will be able to print a completed hard copy of the submitted data for your files. The web-based template can be accessed from: <http://www.calricenews.org/waste-discharge-requirements/>.

The Farm Evaluation template must include confirmation by the Rice Grower (if not the landowner) that the landowner has received notice of the Rice WDR Order and its provisions. Notification is necessary, because the Central Valley Water Board considers both the grower and landowner responsible for understanding the requirements of the Rice WDR. If confusion exists over the responsible party for reporting, the person farming the land should submit the Farm Evaluation.

The Farm Evaluation is intended to provide the CRC and the Central Valley Water Board with information regarding the Rice Grower implementation of the Rice WDR Order's requirements. Information from each Farm Evaluation will be maintained by the CRC to summarize in a report to the Central Valley Water Board. The summary will provide an overview of rice farming practices and **will not** be reported at the individual farm, grower, or owner level. Discrete data records are submitted to the Board at the township level and **do not** identify the farm or the grower.

## Overall Instructions

Please provide the requested Farm Evaluation information in the web-based template for compliance with the Rice WDR. You only need to provide the Farm Evaluation to the CRC once every 5 years by the due date of 1 March. You can access the web-based template at:

<http://www.calricenews.org/waste-discharge-requirements/>

The web-based template provides a convenient and streamlined approach to completing the Farm Evaluation with improved navigation between various sections.

To use this form, you need the last seven digits (format: XXXXXXX) of your county pesticide permit number from your county agricultural commissioner's office. **Note:** In some counties the Private Applicator, Grower ID and the pesticide permit numbers are identical. The pesticide permit database was used to populate this web-based template with your field acreage information. The automatic download of your field information simplifies the data entering process and avoids redundancies and discrepancies between various programs – *making it easier for you to comply* with the requirements of the Rice WDR Order.

Once a valid permit number is entered on the first page (or Main Page) of the Farm Evaluation and Nitrogen Management Plan Templates, the dashboard will appear. The dashboard is used to access the Farm Evaluation, Previous Year Nitrogen Management Plan (NMP), and Current Year NMP. **To avoid entering in information twice and maximize efficiency, the web-templates must be completed in this order: Farm Evaluation, Previous Year NMP, Current Year NMP.**

From the dashboard, you can access the Farm Evaluation Template by clicking on the "Farm Evaluation" button. The first page of the Farm Evaluation is the introduction page. This page provides a summary of the different sections and includes a link to this instructions document.

There are 8 sections in this web-based template, accessible as tabs from the top banner:

- **Section 1:** Introduction
- **Section 2:** Landowner Rice WDR Acknowledgement
- **Section 3:** Field Evaluations - Acreage
- **Section 4:** Field Evaluations - Farm Management Practices
- **Section 5:** Locations Water Leaving Property
- **Section 6:** Well Information Table
- **Section 7:** Farm Map
- **Section 8:** Summary

Each section constitutes a separate window in the web-based template, to keep the different categories of information short and simple to fill out and provide for step-by-step instructions. The dashboard can be accessed at any time by clicking on the home icon in the upper left-hand corner of the page.

Provide the requested information in the web-based template for compliance with the Rice WDR Order, based on the previous year's growing season information. For example, you will use your farming information from the 2023 crop year for the Farm Evaluation due by 1 March 2024. You only need to provide the Farm Evaluation to the CRC once a year by 1 March. You must complete all parts of the Farm Evaluation. Failure to complete portions of the Farm Evaluation

will prevent you from submitting the data/information to the CRC for compliance with the Central Valley Water Board.

When the Farm Evaluation is fully completed, there will be an option available to download and save a PDF version electronically, and/or print a paper copy for your records.

**Note:** You can save your data separately for each section and you do not need to complete the entire form at once. The website will save your data and you can return to it later to finish and submit the completed form, or print an additional copy of the submitted form.

## Detailed Instructions

From the dashboard, you can access the Farm Evaluation, which is composed of 8 sections, as listed above. Below are the detailed instructions to fill out each category of information. On the web-based template, each category page also includes detailed instructions that pertain to the specific information requested.

### Section 1: Introduction

On this page, you can access all sections and a link to the instructions on the right-hand side of the page.

Provide the requested information in the web-based template for compliance with the Rice WDR Order, based on the previous year's growing season information. For example, you will use your farming information from the 2023 crop year for the Farm Evaluation due by 1 March 2024. You only need to provide the Farm Evaluation to the CRC once a year by 1 March. You must complete all parts of the Farm Evaluation. Failure to complete portions of the Farm Evaluation will prevent you from submitting the data/information to the CRC for compliance with the Central Valley Water Board.

### Section 2: Landowner Rice WDR Acknowledgement

Acknowledgment by the Grower that the landowner (if different from the Grower) has been notified of the provisions in the Rice WDR Order.

The Central Valley Water Board determines joint responsibility of both the Grower and the landowner for complying with the terms and conditions of the Rice WDR Order. For ease in understanding the responsibility for compliance, the person farming the land completes the Farm Evaluation.

Is the landowner aware of the provisions of the Rice WDR Order? Click on the arrow and select **"Yes"** or **"No"** from the drop-down window.

Does the landowner have a copy of the Rice WDR Order? Click on the arrow and select **"Yes"** or **"No"** from the drop-down window.

### **Downloads**

A copy of the Rice WDR Order can be downloaded here:

[https://www.waterboards.ca.gov/centralvalley/board\\_decisions/adopted\\_orders/general\\_orders/r5-2014-0032-03.pdf](https://www.waterboards.ca.gov/centralvalley/board_decisions/adopted_orders/general_orders/r5-2014-0032-03.pdf)

A template letter is provided for you to use and send to the landowner, as necessary. Under Downloads, click on the ["here"](#) link to download a template landowner notification letter.

**Note:** If both the Grower and the landowner have copies of the newest Rice WDR Order (link provided above), you do not need to download an additional copy. It is required that the landowner and the grower, if not the same person, keep a copy of the Rice WDR Order on file. The Rice Grower keeps a copy of the Farm Evaluation on file.

At the lower right corner of the screen, Click **"Save"** and then Click **"Next Step"** to advance to the

following screen in the Farm Evaluation. **Note:** You may need to scroll down the page to see the two buttons.

### **Section 3: Field Evaluations - Acreage**

Select one Field ID at a time and enter the appropriate information for that field, then click on the next Field ID, until all fields have been completed. Field ID changes from red to black once the information is filled out. There are no “right” and “wrong” answers. Once all fields are completed, in the lower right corner of the screen, Click “**Save**” and then Click “**Next Step**” to advance to the following screen in the Farm Evaluation. **Note:** You may need to scroll down the page to see the two buttons.

The field information is a direct download from the database of pesticide permits at the county agricultural commissioner's office. If changes need to be made, please make changes at the county office, and the changes will be reflected in the database for next year.

On this page provide information on the rice acreage grown on each of your fields:

Fields of:

<name>(permit number)

You will see the following:

**Field ID:** <Name or Site>

**County:** <name> - MTRS: <identified>

For each field identified on the left side, enter the following:

Total field acreage (from permit database): **Note:** Total field acreage from the Geographic Information Systems (GIS) data as provided from your pesticide permit. Use the arrows to adjust the acreage number up or down.

Rice acreage grown (acres): **Note:** Acres of rice grown on this field from the previous year. Use the arrows to adjust the acres up or down, or highlight and replace the number shown with correct acreage.

Do you rotate your rice crop with other crops? **Note:** Click on the arrow and select “**Yes**” or “**No**” from the drop-down window.

What other crop(s) are grown on your field? **Note:** If answer to previous question is “**Yes**”, click on the arrow for a dropdown list and choose the crop other than rice grown on your field. If the crop is not listed, scroll to the end of the list and select “**Other (type crop name)**” and then enter the name of the crop in the blank box.

Frequency of rotation into or out of rice: **Note:** Enter the number indicating how often (how many years) sections of the field are rotated into and out of rice (for example, if crop is rotated every 3 years, enter “3”).

Acres of land taken out of production (permanent crop, development, etc.): **Note:** Provide the acreage of land that was previously planted in rice and has permanently been taken out of rice production last year, if applicable.

## **Section 4: Field Evaluations - Farm Management Practices**

Identification of on-farm management practices implemented as required to achieve the performance standards of the Rice WDR Order. The following list of Regulatory Farm Management Practices result from pesticide permit conditions and mandatory label requirements regulated by the county agricultural commissioners through the Department of Pesticide Regulation. **At least one practice must be checked for each field in order to submit evaluation.**

On the left side of the screen you can use “**Select All**” to edit all fields at once. All the fields selected will include the exact same information entered on the page (must select “**Save All Selected Fields**” to save).

**Regulatory Farm Management Practices (check all that apply): Note:** Required. At least one box must be checked to continue. This is the area where you take credit for any farm practices, even if performed by a pesticide applicator.

**Voluntary Farm Management Practices (check all that apply): Note:** Not required, just answer if you use any of these practices.

At the lower right corner of the screen, either Click “**Save**” or “**Save All Selected Fields**” and then Click “**Next Step**” to advance to the following screen in the Farm Evaluation.

**Note:** You may need to scroll down the page to see the two buttons.

## **Section 5: Locations Water Leaving Property**

Does water leave the property? **Note:** Click on the arrow and select “**Yes**” or “**No**” from the drop-down window.

Answer whether or not water leaves the property. Identify the drain where water discharges to by selecting the name from the drop-down menu listing the CRC monitoring sites, or by selecting “Other” at the bottom of the list. After selecting “Other”, a water district name can be entered in the last space on this screen. These questions pertain to the entire farm.

You will mark the discharge points on your Farm Map under that section of this Farm Evaluation.

At the lower right corner of the screen, Click “**Save**” and then Click “**Next Step**” to advance to the following screen in the Farm Evaluation.

**Note:** You may need to scroll down the page to see the two buttons.

## **Section 6: Well Information Table**

If you have wells on your farm, fill out the table with information on each well. Mark “**Unknown**” if you do not know the information, and “**NA**” if the information is not applicable. **Note:** If you do not have any wells, you still need to answer, “**Yes**” confirming acknowledgement of completing this section.

I have recorded information about my wells. **Note:** Click on the arrow and select “**Yes**” from the drop-down window. Even if you don’t have wells on your property, check this information, confirming that you completed this requirement. These questions pertain to the entire farm.

If you have a well, click on **+ Add new record**

Permit number: Should be populated with your pesticide permit number.

Well ID: Whatever you use to identify the well.

Ground Sloped Away: Click on the arrow and select either **“Yes”**, **“No”** or **“Unknown”** from the drop-down window.

Standing Water Avoided: Click on the arrow and select either **“Yes”**, **“No”** or **“Unknown”** from the drop-down window.

Good Housekeeping Practices: Click on the arrow and select **“Yes”**, **“No”** or **“Unknown”** from the drop-down window.

Air Gap: Click on the arrow and select **“Yes”**, **“No”** or **“Unknown”** from the drop-down window.

Backflow Prevention Check Valve: Click on the arrow and select either **“Yes”**, **“No”** or **“Unknown”** from the drop-down window.

Year Abandoned: Not Applicable (type NA) unless abandoned, and then enter the year.

Destroyed Description: Not applicable unless destroyed.

You will mark the well location on your Farm Map under that section of this Farm Evaluation.

**Note**: Good housekeeping practices include keeping the area surrounding the wellhead clean of trash, debris and any empty containers.

At the lower right corner of the screen, Click **“Save”** and then Click **“Next Step”** to advance to the following screen in the Farm Evaluation. **Note**: You may need to scroll down the page to see the two buttons.

## **Section 7: Farm Map**

Filled out Farm Map Input. Click on the arrow and select **“Yes”** or **“No”** from the dropdown window.

The Farm Map is any map you use to identify your fields. A copy of the map is kept on site with the Farm Evaluation and made available during an inspection by the Central Valley Water Board staff.

The Farm Map identifies the well location (if applicable) and where water leaves the property. Use the same Well ID on the Farm Map as the reporting from the Well Information Table.

There are several types of acceptable maps you can use for this requirement, for example:

1. Use an existing farm map to label the requested information
2. Use a Google Map or Google Earth screenshot of your farm and label the information electronically before printing

Clearly mark your farm map with the following:

**Note:** Well ID: Any name or number you use to identify the well.

X – In use well locations (include well ID)

A – Known abandoned well locations (include well ID)

DP – Off-farm surface water discharge point

**Note:** Completed Farm Map is required to be available on site for Central Valley Water Board staff review, per the Rice WDR Order.

At the lower right corner of the screen, Click “**Save**” and then Click “**Next Step**” to advance to the following screen in the Farm Evaluation. **Note:** You may need to scroll down the page to see the two buttons.

## **Section 8: Summary**

The last page of the web-based template provides the status of the data completion in each section. By clicking on any of the sections, you can go back to that section, review the data entered, and add missing information. On this page, you can download and print your Draft Report. This is the page from which you submit your completed Farm Evaluation. On the dashboard, you can download and print your Final Report.

### **Review Status:**

**Note:** You must complete each section before you can submit. All boxes must be green to submit. If a box reads “Next Step”, click on it to return to that screen and complete the missing information.

### **Output:**

You can view a draft report by clicking “**Download Draft Report**”. Clicking “**Submit Final**” submits your report. Please print a copy and sign it for your files.

### **Download Draft Report**

**Note:** Download Draft Report of the completed evaluation to review all entered data. Check whether you want to make changes before submitting the evaluation.

### **Submit Final**

**Note:** Once draft data has been reviewed, the final farm evaluation data can be submitted by clicking on “**Submit Final**”. Clicking on “**Submit Final**” will submit and direct you to the dashboard. If you find items you want to change in the final submitted report, you can make those changes in the web-template, but you must resubmit the evaluation to be considered final in the database. Remember, the final data need to be submitted by 1 March.

### **Download Final Report**

**Note:** On the dashboard, you will download and print your Final Report. Click on “**Generate Final Report**” to generate the report. Once generated, the button will read “**Download Final Report**”. Click on “**Download Final Report**” to download and print. This is the final version of information that was submitted to CRC. It is required to be signed and available at the site for Central Valley Water Board staff viewing upon request.



### **Important Note for the Report: Farm Evaluation Certification**

Per Central Valley Water Board requirement, the **completed and printed copy of the Farm Evaluation needs to be dated and signed by the Grower** who was responsible for the Farm Evaluation. The following certification will appear on the printed Report of the completed Farm Evaluation:

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel or represented Growers properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, 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 information, including the possibility of fine and imprisonment for violations.*

#### **Return to Dashboard**

**Note:** Close the web-template and return to the dashboard. All changes will be saved upon leaving this page. Final date for submission is on or before 1 March.