

COMPOST WINDROW APPROVAL CHECKLISTS

PHASE 1 WINDROW APPROVAL CHECKLIST DAY 1-14

See end of document for instructions. Delete instructions before saving completed document

Applicability: This checklist is to be used days 1-14 after windrow construction and is capped to verify that they have been constructed in accordance with the protocol and have reached temperatures necessary for virus inactivation.

Premises ID:	Special ID:
Premises Name:	
Prem Address: Click here to enter text.	
Prem Contact (Name / Phone #): Click here to enter text.	
Who is taking temperatures? Click here to enter text.	Contact Info: Click here to enter text.
Who built windrows? Click here to enter text.	Contact Info: Click here to enter text.

PHASE 1 WINDROW EVALUATION – Days 1-14		Windrow Number / Name									
Windrow Design		1	2	3	4	5	6	7	8	9	10
1	Windrow Start Date	Click or tap to enter a date.				Click or tap to enter a date.		Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
2	Windrow Cap Date	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
3	Phase 1 evaluation Date	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
4	Phase 1 completion Date	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
5	Windrow Turn Date	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
6	Leachate present	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
7	Excessive flies	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
8	Vector activity observed	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

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PHASE 1 WINDROW EVALUATION – Days 1-14		Windrow Number / Name									
Windrow Design		1	2	3	4	5	6	7	8	9	10
9	Odor observed: VOA, putrid	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
10	Was there a major storm even during this period?	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
11	Is there soft tissue visible on the surface of the windrow?	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
12	Height between 6 and 8 feet	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
13	Width between 10 and 15 feet	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
14	Dome shaped without significant irregularities	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
15	A minimum of 6 inches of clean carbon cover material	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
16	Core moisture adequate (squeeze test)	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
17	Photos taken	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
18	Temperature measured at 18 inches and 36 inches	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
19	Temperatures reached 131 °F for 3 consecutive days at both depths	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
20	Temperatures are below 131 °F for 3 consecutive days standards and require variance approval from the State	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
21	Windrow(s) have been in place for at least 14 days after initial construction build	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Comments, justification of any and all deviations, corrective actions, or reasoning for rows sitting longer than 14 days.		Click here to enter text.									

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Phase 1 Recommendations of Subject Matter Expert:

☐ I have observed windrow(s) [Click here to enter text.](#) at this site and in my professional judgment they have been constructed as outlined by the USDA's composting protocol for HPAI viral inactivation and recommend the first heat cycle to commence with temperature monitoring for 14 days. Windrow temperatures have reached the average temperature of 131 °F for a minimum of 72 consecutive hours. The 14-day initial composting cycle is complete and recommend windrow turning and phase 2 for all windrows on this page.

☐ I have observed the windrow(s) [Click here to enter text.](#) at this site and in my professional judgment they have **NOT** been constructed consistent with the criteria outlined by the USDA's composting protocol for HPAI viral and will not meet sufficient temperatures and require reconstruction. Windrow(s) ([Click here to enter text.](#) should be re-evaluated by a composting Subject Matter Expert for recommend corrective actions. The windrow(s) not meeting standards should have single construction forms.

Approval must be signed by State official or another authorized representative.

☐ I have observed and reviewed the construction and temperature data on windrow(s) [Click here to enter text.](#) not meeting the temperature criteria of 131°F for a minimum of 72 consecutive hours. In my professional judgment the windrow(s) are constructed following USDA's composting protocol but will require the state's variance for the temperature data for the windrow(s) before moving on to Phase 2. Corrective actions need to be implemented as recommended by the Composting Subject Matter Expert.

[Click here to enter text.](#)

Signature of Composting SME: _____ Printed name of Composting SME: _____ Date: [Click here to enter a date.](#)

Phase 1 Recommendations of State Animal Health, APHIS, or IMT Official:

☐ I have reviewed the windrow(s) [Click here to enter text.](#) documentation of construction, temperature data and recommendations of others and in my professional judgment the windrow(s) have been constructed consistently with the criteria outlined in the Mortality Composting Protocol for Avian Influenza Infected Flocks. Windrow temperatures have reached an average temperature of 131 °F for a minimum of 72 consecutive hours. The 14-day initial composting cycle is complete and recommend windrow turning and phase 2.

☐ I have reviewed windrow(s) [Click here to enter text.](#) documentation of construction, temperature data and recommendations of others and in my professional judgment the windrow is **NOT** approved for turning and phase 2. The windrow should be re-evaluated by a composting Subject Matter Expert to recommend further corrective actions.

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☐ I have reviewed the information provided by the composting Subject Matter Expert and temperature data provided.

The windrow(s) [Click here to enter text.](#) have not met the temperature requirements as outlined by the USDA's composting protocol for HPAI viral inactivation during phase 1. In my professional judgement I recommend a variance be granted for the temperature data for the windrow(s). The windrow(s) are allowed to enter phase 2 with corrective actions implemented as prescribed above. (Approval must be signed by State officials).

Signature of:

State Animal Health Official,

APHIS Official, or IMT Official: _____ Date: [Click here to enter a date.](#)

Printed name of signing official: [Click here to enter text.](#) _____

Insert Phase 1 Photos Here:

(Please Label Windrows)

Save file as PIN_AnimalBusinessName_SpecialID_Compost_Phase1_YYYYMMDD before submitting to EMRS

Delete the following instructions before saving completed document

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Windrow Approval Checklists – Instruction Sheet

Purpose of These Forms

The Windrow Approval Checklists are designed to provide a consistent, legally defensible method for documenting the construction and performance of multiple compost windrows during HPAI mortality composting. These forms allow personnel to record whether each windrow has achieved the required 131 °F for three consecutive days, while significantly reducing the amount of paperwork generated for each premises.

Windrows that **do not** meet the 131 °F requirement must be documented on individual forms (Appendix G) to ensure they receive elevated monitoring and appropriate corrective actions. Each checklist page can be expanded to include more than 10 windrows; however, it is recommended that each page (up to 10 windrows) be completed and routed for signatures as a single approval package.

Daily communication of windrow status is essential. Updates should be shared with State officials, Operations, Disposal Coordinators, and Case Managers. Status may also be summarized in the SME's daily ICS-214.

Form 2 of 3 – Phase 1 (Days 1–14)

Form 2 documents windrow performance during the first heat cycles. The SME will select the appropriate recommendation based on temperature data and physical observations:

1. **Windrows have met performance standards** and are ready to proceed to the next phase.
2. **Windrows are not performing adequately** and require corrective actions.
3. **Windrows have not met the 131 °F for 72 hours requirement**, but with concurrence from the State, may be approved to proceed to the next phase or be released with appropriate permitting.
 - If windrows have not met the **131 °F for 72 hours requirement** (example: 110°F for 10 consecutive days), a second signatory (State Animal Health Official, APHIS, or IMT representative) is required. This provides oversight and acknowledges acceptance of the risk associated with the SME's recommendation. Their signature confirms that proper procedures have been followed to achieve HPAI viral inactivation.

Please convert each form to a PDF before sending it forward for signature by the SAHO, IMT, or AHPIS official for the state.

If possible, **add date fields, text fields, and signature boxes** to each PDF. Including these fields in advance will help speed up the signature and confirmation process for each phase of the composting process.