

Feedlot Registration After 1/2002 Guidelines for Delegated Counties

Water Quality/Feedlots #4.03 October 2002

I. How often are feedlot owners required to register?

According to Minnesota's feedlot rule, owners are required to register at least once during each four-year registration update interval. The four-year registration interval is established by adding four-year increments to the initial registration deadline of January 2002. The following four-year registration intervals are for the next three registration periods.

- January 1, 2002 – January 1, 2006
- January 1, 2006 – January 1, 2010
- January 1, 2010 – January 1, 2014

The phrase "at least once during each four-year registration update interval" is key to understanding how often a feedlot owner is required to register.

For example, if a feedlot owner registered December 31, 2001, and then submitted a permit application March 1, 2002, the feedlot owner has fulfilled the requirement to register for the 2002–2006, four-year registration interval. The feedlot owner met the 2002 deadline when a registration form was submitted December 31, 2001. The feedlot owner then met the 2006 deadline by submitting a permit application March 1, 2002. To meet the 2010 deadline, the feedlot owner has to update the 2006 registration only once during the 2006–2010, four-year registration interval. According to the feedlot rule, the owner could wait until January 1, 2010, to register for the 2006–2010, four-year registration interval, if no changes are made at the facility.

II. Owners of new facilities, not in operation prior to January 2002

Owners of new facilities, not in operation prior to January 2002, must register prior to or upon the commencement of operation. Owners can register in one of three ways.

1. Complete and submit a *Minnesota Pollution Control Agency Registration Form for Feedlots and Manure Storage Areas* or an MPCA approved county registration form (*Registration Form*) to a delegated county.
2. Submit a permit application to a delegated county or the MPCA, depending on the size of the facility.
3. Have a CFO or other entity contracted by a county conduct a Level II or Level III inventory prior to or upon commencement of operation. An inventory must be conducted according to the Feedlot Inventory Guidebook and Minnesota's feedlot rule. **IMPORTANT:** Refer to the Section VI of this document for specifics on this option.

III. Owners of existing facilities, in operation prior to January 2002, who did not register

According to Minnesota's feedlot rule, county staff are required to locate owners of facilities that were in operation prior to January 2002, that did not register by the deadline. Unregistered owners located by county staff can register in one of three ways.

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Regional Offices:

Brainerd: 218-828-2492
 Detroit Lakes 218-847-1519
 Duluth: 218-723-4660
 Mankato 507-389-5235
 Marshall 507-537-7146
 Rochester 507-285-7343
 Willmar 320-214-3786



1. Submit a complete *Registration Form* to a delegated county.
2. Submit a complete permit application to a delegated county or the MPCA, depending on the size of the facility.
3. Have a CFO or other entity contracted by a county conduct a Level II or Level III inventory. An inventory must be conducted according to the Feedlot Inventory Guidebook and Minnesota's feedlot rule. **IMPORTANT:** Refer to the Section VI of this document for specifics on this option.

Consequences for not registering by the deadline are county specific. Refer to county policy for further information.

IV. Owners of facilities who registered by January 2002, who do not update their registration 90 days prior to January 1, 2006

According to Minnesota's feedlot rule, delegated counties are required to notify owners about the requirement to update their registration at least 90 days prior to the scheduled registration deadline.

There may be several feedlot owners who do not update their registrations between January 2002 and January 2006. These owners will need to be notified of the requirement to update their 2002 registration. Delegated counties are responsible for devising a method for notifying feedlot owners of this requirement.

All registrations collected during this 90-day period shall be submitted to the MPCA with the 2006 *Annual County Feedlot Officer Report*. Refer to Section V of this document for details on how to submit updated registrations to the MPCA.

All feedlot owners must have their registration information updated once every four-year registration update interval regardless if changes at the facility are made. Refer to Section I of this document for additional information on how often feedlot owners are required to register.

V. Submitting new or updated registrations to the MPCA after January 2002

According to the Minnesota's feedlot rule, delegated counties are required to submit newly acquired and updated registration information to the MPCA at a minimum of once per year with the *Annual County Feedlot Officer Report*. The MPCA will accept new or updated registrations on a quarterly basis from any delegated county that wishes to make more frequent submittals. The following specifies the process for annual or quarterly submittal of new or updated registrations.

1. Throughout the year, acquire new or updated registrations. Updated registrations are defined as follows:
 - a. The receipt of a complete *Registration Form* for a feedlot that was previously registered.
 - b. The receipt of a complete permit application for a feedlot that was previously registered.
 - c. A Level II or Level III inventory conducted according to the Feedlot Inventory Guidebook and Minnesota's feedlot rule for a feedlot that was previously registered. **IMPORTANT:** Refer to Section VI of this document for specifics on this option.
2. Keep accurate records of new or updated registrations and inventory dates. Date stamp all *Registration Forms* and permit applications received. Enter all new and updated registrations in a database or spreadsheet dedicated for feedlot program management.
3. Each year, submit new or updated registrations with the *Annual County Feedlot Officer Report*. The MPCA will accept new or updated registrations on a quarterly basis from any delegated county that wishes to make more frequent submittals. New or updated registrations must be submitted according to the guidelines established in the publication, * *Electronic Submittal Guidance for County Feedlot Officer*.



- * The publication, *Electronic Submittal Guidance for County Feedlot Officer*, is very specific regarding the type of format that must be used for submitting registration data to the MPCA.
- 4. New or updated registrations must be submitted to the MPCA staff person assigned to oversee the county program. MPCA staff are responsible for review and approval of new or updated registrations. If all required registration data is not included with new or updated registration submittals, MPCA staff will return the registrations to the county feedlot officer.

Please Note: The MPCA accepted all forms of electronic databases or spreadsheets for the January 2002 registration deadline. This acceptance was a one-time exception. All subsequent registration submittals made to the MPCA must be in accordance with this guidance document and the publication, *Electronic Submittal Guidance for County Feedlot Officer*.

VI. Requirements for Level II or Level III inventories used for registration

According to Minnesota's feedlot rule, a Level II or Level III inventory may be used for registration. This allowance was written into rule to eliminate duplication of work at the county level. However, inventories and registration serve different purposes. Inventories are used for local feedlot program management and the allocation of Natural Resource Block Grant dollars. Registration is used for high level statewide planning. Therefore, inventories conducted by delegated counties must be managed to meet local needs as well as statewide needs.

The remainder of this document will explain how delegated counties who conduct inventories (and wish to use the inventory for registration) must submit registration data to the MPCA.

If a delegated county wants to use data collected for a Level II or Level III inventory for registration, the inventory must meet the following criteria:

1. The inventory must contain all of the data required by the feedlot rule (Minn. R. 7020.0350, subp. 1(A-J)).
2. The inventory must be a Level II or Level III inventory as described in the *Feedlot Inventory Guidebook*.

Registration data taken from inventories and submitted to the MPCA must be updated within the applicable four-year registration interval. Any feedlot, for which all of its data has not been updated within the four-year registration interval, may not be submitted as an updated registration.

According to Minnesota's feedlot rule, Level II or Level III inventories alone do not meet registration requirements. A Level II or Level II inventory used for registration must include all of the items listed in Minn. R. 7020.0305, subp. 1(A-J).

Delegated counties are required to maintain all data collected for a Level II or Level III inventory, along with the additional registration data required by the feedlot rule. The only data MPCA wants submitted from a Level II and or Level III inventory used for registration are the items listed in Minn. R. 7020.0350, subp. 1(A-J). This information must be submitted to the MPCA in the format described in the publication, *Electronic Submittal Guidance for County Feedlot Officer*.

Delegated counties use a number of databases and spreadsheets for managing feedlot data. The MPCA will not require that all delegated counties use the same database or spreadsheet. However, the MPCA will require that all data submitted for registration is submitted in a standardized format. The standardized format that all delegated counties shall use is described in the publication, *Electronic Submittal Guidance for County Feedlot Officer*.

Please Note: The MPCA accepted Level II or Level III inventories that met only the Feedlot Inventory Guidebook requirements for the January 2002 deadline. This acceptance was a one-time exception. All subsequent registration submittals made to the MPCA must be in accordance with both Minnesota's feedlot rule, this guidance document and the publication, *Electronic Submittal Guidance for County Feedlot Officer*. Some of the registration data that were submitted with Level II or Level II inventories for the 2002 deadline are erroneous because of data transfer issues and the rule change. Between 2002 and 2006, delegated counties must update all registrations submitted for the 2002 deadline. Any feedlot for which its registration information is not updated, will not be considered registered and therefore not in compliance with Minn. R. 7020.0305.



The following excerpts are taken directly from Minn. R. 7020.0350, subp. 1(A-J) and the Feedlot Inventory Guidebook.

Minn. R. 7020.0350, subp. 1(A-J)

- A. Date the registration form was completed;
- B. Name and address of all owners of the animal feedlot, manure storage area, or pasture;
- C. Facility location according to township, county, section, and quarter section;
- D. Permit or certificate number for owners that have been issued an agency or delegated county feedlot permit or certificate of compliance;
- E. Types of animal holding areas including pastures, confinement barns, and open lots;
- F. Number and types of animals in the areas listed in item E;
- G. Identity of surface waters within 1,000 feet of the facility;
- H. Presence and type of manure storage areas;
- I. Shortest distance from an animal holding area or manure storage area to a well;
- J. Name of the person who completed the form.

Level I

- 1. Are the livestock on pasture at this site? Yes/No
- 2. Are there livestock confined to barns or open concrete or dirt lots? Yes/No

Level II

- 3. Please list the range of numbers of animals present at the site during the year.
- 4. Are there any surface waters present within 1,000 feet of the livestock? Yes/No
- 5. Are there any open lots for animal confinement? Yes/No
- 6. Are there any below ground manure storage pits? Yes/No
- 7. What is the shortest distance from any livestock confinement facility or manure storage area to a well?

() Was a site visit conducted? Yes/No

Level III

- 8. The number of animal units present at the site.
- 9. What is the approximate area of open lots used for livestock confinement (don't include pastures)?
- 10. If open lots are less than 1,000 feet from a surface water, approximately how far are the lots from those surface waters (streams, road ditches, tile inlets, wetlands, lakes, drainage ditches, etc.)? List runoff control measures.
- 11. Do these lots drain toward these surface waters? Yes/No. What type of surface water? Name of surface water.
- 12. Are there any runoff control measures present at these open lots (berms, runoff storage basins, clean or dirty water diversions, etc.)? Yes/No. Please list runoff control measures present.
- 13. What proportion of the time are animals in the open lots compared to inside buildings?
- 14. How many below ground manure storage pits are present at the facility (concrete, clay-lined basins, earth-lined basins, other, type of lining material), along with storage time.
- 15. Does the manure flow by gravity or is it pumped to the storage area?
- 16. Above ground storage: concrete stacking slab, earthen manure stockpile area, liquid manure tanks (slurry-store type).
- 17. If this is a dairy facility, how is milkhouse waste disposed?
- 18. If pollution prevention measures are in use, were they designed by the Soil Conservation Service or the Soil and Water Conservation District? Yes/No
- 19. Is a formal manure management plan in use for the facility? Yes/No
- 20. How many acres are used for spreading of manure?
- 21. Does the facility operator own all acres used for spreading manure? Yes/No
- 22. What method is used for applying manure (surface spreading, surface spreading with immediate incorporation, injection, irrigation)?
- 23. Crop rotation type?
- 24. Include a sketch of the site if possible, showing buildings, manure storage structures, open lots, surface waters, direction of runoff, etc.