



Completing an NPDES or SDS Feedlot Permit Application

These instructions will assist you in preparing a permit application for an animal feedlot or manure storage area which requires either a National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permit. To help ensure a prompt review and issuance of your NPDES or SDS permit, fill out the application form completely and accurately. An incomplete permit application may be returned.

Feedlot Registration Number

If your feedlot has a MPCA feedlot registration number, please list it in the space provided.

Permit Type

Select whether you are applying for a NPDES or SDS permit. Check only one of the boxes. If you need additional information to help you decide which type of permit to apply for refer to the fact sheet titled "[NPDES and SDS Permits for Feedlots.](#)"

Reason for Application

Select the box that best explains why you are submitting a permit application for your feedlot.

Example: If you currently have coverage under the 2011 general NPDES permit and want to continue permit coverage under the 2016 general NPDES permit then you would check the box at the top for "NPDES (Federal Permit) with State requirements included" and the box for "General Permit Coverage Issuance"

Owner's Name(s) And Address(es)

List the names and addresses of all owners of the facility. Minn. R. Ch. 7020 defines "owner" as all persons having possession, control, or title to the feedlot facility (including renters or lessees). The owner may, for example, be listed as an individual person or persons, a corporation, partnership, or cooperative. The addresses and phone numbers of the *owners* should be listed under the headings for mailing addresses and phone numbers. If there are more than two owners of the facility, please attach additional sheets to the application that include the requested information for all of the additional owners. Additionally, for limited liability partnerships (LLP), attach a list of all partners to the application.

Facility Name and Site Address

List the legal name, mailing address, and business phone number for the facility. This will be the primary mailing address and phone number for official correspondence, unless otherwise noted in the permit application.

Owners do not need to complete this section if the legal name is the same as listed in Section II. Also indicate if the facility has been certified through the Minnesota Agricultural Water Quality Certification Program (MAWQCP). Details about the program can be found at: <http://www.mda.state.mn.us/awqcp>.

Contact Person for day-to-day activities

List the person who should be contacted to assist in answering MPCA staff questions pertaining to the permit application and feedlot operation and maintenance.

Billing Address

Check the appropriate boxes to identify the specific addresses for mailing fee invoices.

Facility Location

Indicate the public land survey location of your facility.

Sensitive Features

If any of the existing or proposed animal confinement or manure storage areas are located in any of the sensitive areas listed, answer “yes” to the applicable question. Most of this information is available at your county zoning office or at the MPCA regional office in your area. If your facility has pasture areas, do not consider these areas as part of the facility for these questions.

Environmental Review

Indicate if you, or any of the ownership group/members, have expanded or plan to expand a different facility in the next three years. If yes, indicate the distance between the two facilities. For example, two years ago a facility, in which you are a partner, underwent an expansion. That facility is 3 miles away from the facility that is the subject of this permit application. You would check “Yes” and then indicate the sites are 3 miles apart.

Animal Numbers and Animal Unit Calculation

For each current animal type at the facility, list the maximum number of animals that could be held at any given time in Column 3. For each animal type proposed at the facility after any changes in operation, list the maximum number that will be held at any given time in Column 5. The number in Column 5 should represent the total number of animals after any expansion or changes (ie. final capacity). For example, if an existing site has 300 mature dairy cows over 1,000 pounds and is proposing to expand by 200 cows, the owner would list 300 in the first box of Column 3 and 500 in the first box of Column 5.

Next, for each animal type at the facility, multiply the animal numbers listed in Column 3 by the animal unit factor provided in Column 2. Place the resulting number into Column 4. Multiply the animal numbers listed in Column 5 by the animal unit factor provided in Column 2 and place the resulting number in Column 6. Finally, the current animal unit capacity for your facility is obtained by adding the numbers listed in Column 4 and entering this sum at the bottom of the table. For the final maximum animal unit capacity add the numbers in Column 6 and enter the sum in the Final Animal Unit Total box at the bottom of the table.

If you have animal types that are not specifically listed in Rows A to J in the table (elk, buffalo, emu, ostrich, etc.), list those animal types in Row K. Attach an additional sheet of paper with the appropriate information if you have more than two other animal types. As shown in the table, the animal unit factor for these animal types is the average weight of the animal in pounds divided by 1,000 pounds. For example, for an 800 pound animal, 0.8 would be entered into Column 2 for that animal type.

Animal unit values listed in Column 2 are from Minn. R. 7020.0300, subp. 5. Counties and other local units of government may have different animal unit values that apply to feedlot operations.

Animal Holding Areas

This section requires information about the areas used to confine animals at your facility. The component IDs used in this section of the application should match the required site sketch. Each total confinement barn, partial confinement barn with associated open lot, or open lot is considered a separate component of the facility and the information for each component should be in a separate column. For example, if you have partial confinement barn with an open lot, you should list the barn and the lot in the same column as component #1. Likewise, if you have three total confinement barns these barns should be listed in separate columns as components #1, #2, and #3 even if they are the same size and contain the same number of animals. Information about each component will then be listed below the component within the table. Enough space is provided for six components. If you have more than six, please attach additional sheets as needed. Examples from the permit application form are provided below.

Animal holding area ID

In this section of the table indicate the site sketch ID for each component in the top row. For each component identify the status (proposed, approved, existing, modifying, or eliminating) and the distance it is from the nearest well in the second and third rows.

Animal holding area ID

Facility Site Sketch ID (i.e., #1, A, Barn 1)	#1
Status: (check one box only)	<input checked="" type="checkbox"/> Proposed
Proposed - not permitted previously	<input type="checkbox"/> Approved
Approved - permitted but not yet operational	<input type="checkbox"/> Existing
Existing - current operational component*	<input type="checkbox"/> Modifying
Modifying - change to a permitted component	<input type="checkbox"/> Eliminating
Distance to nearest well (ft.)	200 ft

Below are the applicable definitions for the different status types along with some examples:

- Proposed

A component that the applicant is seeking approval to construct or operate. Example: A new open lot, a new barn, a new manure storage structure.
- Approved

A component that is authorized by the current, non-expired feedlot permit but is not yet operational. Example: A barn that was granted permission to construct in 2012 and not yet built when the applicant applied for a permit in 2016. This would include any component not fully operational at the time of application (ie. in the process of being constructed).
- Existing

Any component this is, or could be, operational at the time of application. Example: A facility with 3 barns and 2 below barn pits and an earthen basin that were constructed in the past. This would include facility components that could be operational but are currently not being used (ie. a barn that is only used occasionally for sick animals).
- Modifying

A change to an approved or existing component, for which a permit is required. Examples: dimension changes (larger), Animal number changes (larger amount), or Animal type changes. Example: Barn goes from tom turkeys to hens, or barn/LMSA has a 50 foot extension added, dimension changes (larger) to VIB's at NPDES/SDS permitted sites. If the applicant requests a reduction to dimensions or animal numbers this would also be considered a modified component.
- Eliminating

An approved or existing component that will be made inoperable. Example: Old barn will be torn down. Old barn would be listed as "to be eliminated".

Type of animal holding areas

In this section of the table indicate the dimensions or area of each component in the appropriate box for each component from the five types of animal holding areas provided. For example, for a partial confinement barn you would list the dimensions of the barn and the open lot in the same column. Additionally, you need to also indicate the type of floor within the animal holding area. In the example both concrete and soil would be checked as the barn floor is concrete and the open lot area is earthen.

Type of animal holding areas

(indicate dimensions and floor type)

Total confinement barn (slatted floor)	
Total confinement barn (solid floor)	
Partial confinement barn	40' x 100'
Open lot with runoff controls	100' x 100'
Open lot without runoff controls	
Animal Holding Area Floor Type (check all that apply)	<input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> Soil <input type="checkbox"/> Asphalt <input type="checkbox"/> Other

Animal numbers

The number of animals that could be housed by each component should be entered in the appropriate box for the animal type(s) in the third portion of the table. The number of animals should reflect the capacity of the component. When totaled, the numbers within this table should be the same total as listed in Column 5 (Maximum Number of Animals) on page two of the permit application. For example, for the three total confinement barns listed in the example above, each barn would house a maximum of 1,000 head of swine between 55 and 300 pounds. The number 1,000 would be entered in each of the Columns #1, #2, and #3 of the table and the maximum animal numbers listed on page 3 of the application would be 3,000.

Animal numbers	
Mature Dairy cows (over 1,000 lbs.)	
Mature Dairy cows (under 1,000 lbs.)	
Dairy Heifers	100
Dairy Calves	

Air emissions plan for animal holding areas

The last two rows of the table are used to identify the odor control strategy(s) that you will use for each of the feedlot components. List the letter(s) that correspond to the list at the bottom of the page of strategies that are currently in use and those that could potentially be implemented to control odors from each structure should complaints persist. You must choose at least one letter for each box. In the example at the right the facility currently employs odor control strategies A and D and would propose to employ strategy J in the event of persistent odor complaints.

Air emissions plan for animal holding areas*	
Odor control strategies currently employed	A, D
Possible additional odor control strategies** (must indicate at least one practice)	J

Manure Handling, Feed Storage, and Dead Animal Areas

This section requires information about the areas used to handle or store manure, including either solid or liquid manure, process wastewater, or manure-contaminated runoff, feed/silage storage, and dead animal management areas at the facility. The component IDs used in this section of the application should match the required site sketch. List one component in each column of the table. If the liquid storage area is not described properly by dimensions in length x width x depth in feet, a circular tank for instance, enter the diameter and depth and note that it is a circular tank. Similarly, if the storage area is odd-shaped, or can be better described in another way, enter that description in the "other" box. Don't forget to list under-barn liquid storage areas.

Manure, feed, or dead animal areas

In this section of the table indicate the site sketch ID for each component in the top row. For each component identify the status (proposed, approved, existing, modifying, or eliminating) and the distance it is from the nearest well in the second and third rows. For definitions of the status choices see the animal holding area ID instructions above.

Manure, feed, or dead animal areas	
Facility Site Sketch ID (i.e., #1, A, Basin 1)	A
Status: (check one box only) Proposed - not permitted previously Approved - permitted but not yet operational Existing - current operational component* Modifying - change to a permitted component	<input checked="" type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating
Distance to nearest well (ft.)	300 ft

Type of liquid manure or process wastewater storage/treatment areas

In this section of the table indicate the dimensions or area of each liquid manure storage area in the appropriate box for each type of liner within the liquid manure storage area from the types provided.

Type of liquid manure or process wastewater storage/treatment areas (indicate dimensions)	
Earthen or GCL lined basin	80' x 120' x 8'
Below barn concrete tank	
In-ground concrete tank/basin (outdoor)	

Type of solid manure, feed storage, and dead animal areas

In this section of the table enter the size of any permanent stockpile, dead animal management area, or silage storage areas in the column that corresponds to the component ID listed in row #1. If dead animals are taken to an off-site area, indicate as such or make a note on a separate sheet of paper and attach it to the application form. Also, indicate the floor or liner type of the stockpile, feed storage area, or mortality handling area.

Type of solid manure, feed storage, and dead animal areas (indicate dimensions and floor type)		
Permanent Stockpile	50' x 25'	
Dead Animal Management Area		10' x 10'
Covered Feed Storage Area		
Uncovered Feed Storage Area		
Sweet Corn Silage Storage Storage Pad Area		
Tonnage on site at any one time		
Other (describe):		
Stockpile, Feed Storage, or Mortality Area Floor/Liner Type (check all that apply)	<input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Soil <input type="checkbox"/> Asphalt <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input checked="" type="checkbox"/> Soil <input type="checkbox"/> Asphalt <input type="checkbox"/> Other

For sites that utilize sweet corn silage for a feed stock, indicate the size of the feed pad area where the sweet corn silage is stored and also the tonnage of sweet corn silage on site at any one time. In the example below 1,500 tons of sweet corn silage is stored on a 100 foot by 200 foot section of the feed storage area and the other feedstocks are stored on a 200 foot by 200 foot section of the same feed storage area indicated on the site sketch. In other words, the overall footprint of the feed storage area is 300 feet by 200 feet with a portion used for sweet corn silage while the other portion stores other feedstocks.

Type of solid manure, feed storage, and dead animal areas (indicate dimensions and floor type)	
Permanent Stockpile	
Dead Animal Management Area	
Covered Feed Storage Area	200' x 200'
Uncovered Feed Storage Area	
Sweet Corn Silage Storage Storage Pad Area	100' x 200'
Tonnage on site at any one time	1,500
Other (describe):	
Stockpile, Feed Storage, or Mortality Area Floor/Liner Type (check all that apply)	<input type="checkbox"/> Concrete <input type="checkbox"/> Soil <input checked="" type="checkbox"/> Asphalt <input type="checkbox"/> Other

Air emissions plan for liquid and solid manure storage areas

The last two rows of the table are used to identify the odor control strategy(s) that you will use for each manure storage area. List the letter(s) that correspond to the list at the bottom of the page of strategies that are currently in use and those that could potentially be implemented to control odors from each manure storage area should complaints persist. You must choose at least one letter for each box for each manure storage area. This is not required for dead animal areas, feed storage areas, or vegetative infiltration areas. In the example at the right the facility currently employs odor control strategies A and K and would propose to employ strategy B in the event of persistent odor complaints about the manure storage areas.

Air emissions plan for liquid and solid manure storage areas*	
Odor control strategies currently employed	A, K
Possible additional odor control strategies** (must indicate at least one practice)	B

Changes to Groundwater Monitoring Plan

This section applies only to those feedlots that are required by the MPCA to monitor groundwater and are requesting a modification to their groundwater monitoring plan. If applicable, indicate the type of change that is being requested and also attach documentation that justifies the request.

Notifications and Public meetings

Item A

This item only applies to feedlots where the owner is increasing the capacity of an existing site to 500 or more animal units or is proposing to construct a new site of 500 or more animal units. If this is applicable, the surrounding residents and landowners must be notified, as indicated on the form. The MPCA must verify, before permit issuance, that this notification was completed. It is recommended that the proof of the completion of the notification be included with the application form; however, the application will be considered complete if you include a copy of the content of the notice and indicate on the form the anticipated date that the notice will occur. Be aware that the MPCA cannot issue a permit until 20 business days have passed from the completion of the required notice.

Item B

This item only applies if your feedlot has or will have 300 or more animal units and is located in a county that has not accepted delegation of the MPCA feedlot program (you can find a list of delegated counties on the MPCA Feedlot homepage). If this is applicable, indicate the date the meeting was or will be held. The MPCA must verify via meeting minutes that the meeting was held. It is recommended that the meeting minutes be included with the application; however, the application will be considered complete without their inclusion. Be aware that permit issuance cannot happen until the minutes have been received.

Certification and Signature

In signing this permit application the applicant agrees to the following:

- perform required notifications to local officials,
- perform the operation and maintenance plan activities indicated,
- implement the air emission plan activities indicated (when required) and
- comply with the construction stormwater permit requirements (as needed).

Failure to do the above actions may result in an enforcement action. The application must be signed and dated by the appropriate official, as indicated on the form, or the application will be returned.

Required Enclosures

This section of the permit application identifies the items that must be enclosed with the permit application. If these required items are not enclosed, the permit application is incomplete and it will not be processed or will be returned.

Permit Application Submittal to MPCA

Now that you have completed the permit application, please review each section to see that all questions have been answered and all required enclosures are included. Mail the submittal, along with the application fee to the MPCA office indicated according to the county where the facility is located.

For more information

For more information, please visit the MPCA website at www.pca.state.mn.us/feedlots.