

Applying for a feedlot permit

The Minnesota Pollution Control Agency (MPCA) has completed development of an online permit application service and will no longer be accepting paper applications. Applications for the following feedlot permits must be submitted to the MPCA via the online service available at: <https://webapp.pca.state.mn.us/services/login/>.

- National Pollutant Discharge Elimination System (NPDES)
- State Disposal System (SDS)
- Construction Short Form (CSF) and Interim permits for:
 - Feedlots not located in a delegated county
(Map of delegated counties: <https://www.pca.state.mn.us/sites/default/files/wq-f1-12.pdf>)
 - Feedlots located in a delegated county that meet or exceed a federal large Concentrated Animal Feeding Operation (CAFO) threshold (https://www3.epa.gov/npdes/pubs/sector_table.pdf)

Setting up an online services account

Initially you will need to setup an online services account. If you already have an account for the feedlot registration service you can use that account to apply for a feedlot permit. For owners with multiple feedlot sites, only one online services account is required.

Important: Every feedlot will need an owner to setup an online services account. Even if a consultant is used, a feedlot owner is required to have an account in order to sign the application through the online service.

1. Create an MPCA Online Services account at: <https://webapp.pca.state.mn.us/services/login/>
2. Click the *Register* link.
3. Complete all required fields and click *Register*
 - An account verification link will be sent to your email
 - Click the email link to verify your account.
4. Log back into the service using your now verified account info.
5. Click *Profile* on the home screen.
6. Click the *Set Up My Challenge Questions* link.
7. Select five challenge questions and five unique answers.
8. Click *Set Up My Challenge Questions*.
9. Click *Cancel* to return to the MPCA Online Services home page.

Your online services homepage

Each time you log into the online service you will initially start at your homepage. This screen is used to manage your access to all the online services the MPCA has to offer. To apply for a feedlot permit you will need to add the Feedlot Permitting service.

1. From your online services homepage, click *Add Online Service*.
2. Select *Feedlot Permitting* from the application drop-down list
3. Click *Submit*.

Each time you log in you will now see the Feedlot Permitting Service as an available activity choice. This will be the starting point for the permit application submittal process.

Getting access to apply for a permit

For each facility you own, or work with, you will need to request access to that facility in order to complete a permit application.

1. From your online services homepage, click *Launch* to open the Feedlot Permitting online service
2. On the Select a Facility page, click *Add a Facility*
3. Identify your facility by
 - Locating it on a map,
 - Searching for the facility via address, registration number, or existing permit number, or
 - Clicking *New Feedlot* to establish a new feedlot site location on a map.
4. Click *Request Access* and select the level of access you desire.
 - Feedlot Signatory: A person with the legal authority to sign the permit application (i.e. owner or managing partner).
 - Feedlot Preparer: A person who can complete one or more components of the application, but is not legally authorized to sign the application (i.e. consultant).
 - Feedlot signatory access must be obtained prior to a person requesting preparer access.
5. Complete the data entry associated with the level of access requested and click *Submit Form*.
 - Once access is approved, you will receive a confirmation email.


Important: Getting access to a facility is not an immediate process. MPCA staff must review the request before access can be granted. This process may take up to 3 business days to complete.

Starting a permit application

After gaining access to the facility you can now start the feedlot permit application process.

1. From your online services homepage, click *Launch* to open the Feedlot Permitting online service
2. Click on the facility name to start the application process
3. Answer the questions on the Permit Application Selection screen.
 - Your answers help determine the appropriate permit type.
 - A pop-up window will display confirming the permit type.
4. Click *Continue* to proceed with the application.

Data entry

Data entry into the Feedlot Permitting Service is a step by step approach and has built in error checking before you are able to advance to the next step of the process. There is also informational text available within the service by simply hovering your mouse over these icons .

The service is designed to gather all information necessary for a complete application before allowing submittal to the MPCA. This includes manure management plans, plans for new manure storage structures, emergency response plans, environmental review documents, or any other components required as part of the application.

The service will pre-populate any data that is already within the MPCA database if the site has had a permit issued by the MPCA previously. Information from County issued permits will not pre-populate in the service. Any pre-populated information should be verified and changes made if necessary. The first time you use the service, you may need to input additional information for existing structures, such as the common name of the structure and volume of liquid manure storage areas.

Prior to starting an application within the Feedlot Permitting Service, the MPCA recommends gathering the following information to provide a better user experience for the permit applicant.

Contact information

- Name, mailing address, email, and phone for:
 - All owners
 - Billing contact
 - Site manager

Animal holding area information

All barns, lots, calf huts, milk parlors/holding areas, working/sorting/hospital areas

- Common name for structure – you will also need to identify location of the structure on a map
- Dimensions (ft or sq ft for irregular shapes)
- Type and number of animals
- Underfloor pit information (including shallow pits)
 - Dimensions (ft)
 - Maximum Depth (ft)
 - Volume (gallons)
- Shortest distance to a well from any animal holding area (unless more than 1,000 ft)

Manure storage or treatment area information

All basins, pits, tanks, permanent stockpiles, stacking slabs, settling basins, infiltration basins

- Common name for structure – you will also need to identify location of the structure on a map
- Overall shape and top dimensions (ft)
 - Rectangular – Length, Width, Maximum Depth
 - Circular – Diameter, Maximum Depth
 - Irregular – Largest Length, Largest Width, Maximum Depth
- Volume (gallons)
- Shortest distance to a well from any manure storage area (unless more than 1,000 ft)
- Upload of plans and specifications for **all new/modified** structures required (pdf format only)

Feed storage area information

Only outdoor piles or bunkers (even if covered with plastic)

Not commodity sheds, vertical silos, or totally enclosed bins

- Common name for pile or bunker – you will also need to identify location on a map
- Overall shape and dimensions (ft or sq ft for irregular shapes)

Animal mortality management area information

Only those that use manure/litter as part of the compost – Not dead boxes/sheds, burial sites, or incinerators

- Common name for mortality compost area – you will also need to identify location on a map
- Dimensions (ft or sq ft for irregular shapes)

Sensitive areas information

- Any part of the facility within:
 - 1,000 ft of surface waters or tile intake
 - 300 ft of a river/stream
 - 1,000 ft of a community or public water supply well
 - Floodplain (100 yr)
 - Shoreland
 - 300 ft of a sinkhole
- Are 4 or more sinkholes within 1,000 ft of any part of the facility

Water monitoring information (not common)

If required to perform ground or surface water monitoring:

- Identification of monitoring points on a map
- Analytes and sampling frequency at each monitoring point
- Upload of approved monitoring plan required

Manure Management Plan (MMP)

How much manure is transferred?

- All – Completed transfer plan^a using MPCA form
- Some – Completed MMP using MPCA spreadsheet^b and transfer plan^a using MPCA form
 - Upload of data file from MPCA spreadsheet required
 - Upload of field maps required
 - Upload of transfer plan using MPCA form required
- None – Completed MMP using MPCA spreadsheet^b
 - Upload of data file from MPCA spreadsheet required
 - Upload of field maps required

a Transfer plan form is available at: <https://www.pca.state.mn.us/sites/default/files/wq-f8-12.docx>

b MPCA MMP spreadsheet is available at: <https://www.pca.state.mn.us/sites/default/files/wq-f6-12.xlsm>

Other documents that may be required


All required documents must be uploaded to the service before an application can be submitted.

- [Emergency response plan](#)
 - Required for all NPDES and SDS permits
- Good Neighbor Notice verification
 - If construction or expansion of 500+ AU site
- Non-delegated county meeting minutes
 - If construction or expansion of 300+ AU site in a non-delegated county
- Environmental review documents (EAW)
 - If 1,000+ AU construction/expansion (500+ AU in a sensitive area)
 - At one time, or within a 3-year period, in same geographic area
- Stormwater Pollution Prevention Plan (SWPPP)
 - If construction disturbs 50+ acres of land
- Ag water quality certification certificate
 - If enrolled in the program

Saving your work

As you progress within the feedlot permit application service, your work is automatically saved for you each time you click the *Next* button at the bottom of each data entry screen. You can also save your work by clicking the *Save* button at the bottom of each data entry screen as well.

The Feedlot Permitting Service also allows you to start an application and save your work as you progress so that you can start entering data for an application and, if need be, finish at a later date. Access to saved work is available within the “Work in Progress” page of the service.

1. From your online services homepage, click *Work in Progress*
2. Click the *Edit Service* icon that looks like this: 
 - The in progress application will open at the point you last entered data.

Signing the application

If you are the individual authorized to sign the application, meaning that you have obtained “Feedlot Signatory” facility access, you can electronically sign the application after completion of data entry by simply typing your name where indicated and answering a challenge question that you have previously established.

If you only have “Feedlot Preparer” access to a facility (i.e., consultant) you will need to share the application with the individual that has authority to sign the permit application.

1. After completing data entry, from the Certification screen, click *Notify Signatory*.
2. Select the signatory you would like to notify, click *Notify*.
 - An email will be sent to the signatory with instructions on how to sign the application.
 - The preparer will also receive a copy of the email.

Application fees

Non-refundable application fees are collected by the service via an e-check or credit card transaction.

- General NPDES or SDS permit
 - Issuance – \$620
 - Major modification – \$620
- Individual NPDES or SDS permit
 - Issuance – \$1,860
 - Major modification – \$1,860
- CSF or Interim permit
 - No application fee
- Minor modification – \$620
- MMP modification – \$620
- Minor modification – \$1,860
- MMP modification – \$1,860
- Reissuance – \$620

If an environmental assessment worksheet (EAW) is required, an additional \$4,650 is required for all types of permits, including CSF and interim permits.

You will receive a payment confirmation email. Payments take one business day for processing.

Submittal to MPCA

After you have completed data entry, signed the application, and paid any applicable fee, the application can be submitted to the MPCA. Until the application is submitted the MPCA cannot view the information within the Feedlot Permitting Service.

After submittal you will get an email with a copy of the information you submitted. The MPCA will then begin processing your application. After completion of the application review and any public notice process you will receive your permit via email.

Getting help or more information

A video tutorial and other resources are also available to help guide you through the online permit service. They are available on either of the following MPCA webpages:

- Help for NPDES or SDS permits: <https://www.pca.state.mn.us/water/npdes-and-sds-permits>
- Help for CSF or Interim permits: <https://www.pca.state.mn.us/water/construction-and-interim-permits>

MPCA feedlot staff can answer basic questions about the permit application process or specific questions about data entry into the service. Contact information for MPCA feedlot staff can be found at:

<https://www.pca.state.mn.us/water/mpca-feedlot-staff-contacts>.

For technical questions about setting up an account, navigating the online service, or to report errors, please contact MPCA e-Services at: 651-757-2728, 844-828-0942, or onlineservices.pca@state.mn.us.