

On-line feedlot annual report overview

Annual reports for National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) permitted sites must be submitted to the Minnesota Pollution Control Agency (MPCA) on-line. Below is an overview of the on-line annual report submittal process.

Step by step guide available at: <https://www.pca.state.mn.us/business-with-us/npdes-and-sds-feedlot-permits>

Where to find the annual report service



Log in to your online services account at: <https://webapp.pca.state.mn.us/services/login/> (the same account that you used for feedlot permitting and nutrient management tool)

Your online services homepage should include the “Feedlot Annual Report” service

- If not, click the “Add online service” button to add it to your homepage

Clicking the launch button will open the online annual reporting service

Who can work on and submit the report



Feedlot Signatory access level – legally authorized to sign the submittal (i.e. owner)

- Required for every facility, even if a consultant completes the submittal
- Only those with this access level can submit the annual report

Feedlot Preparer access level – a person helping complete the submittal (i.e. consultant)

- Those with this access level can prepare the annual report but cannot submit it

Updating nutrient management records



Land application records are required for the crop year covered by the annual report

- These records must be kept within the on-line Nutrient Management Tool (NMT)*
- The required information will automatically be attached from the data within NMT

Before beginning the annual report process ensure the data in NMT is up to date

- This includes data entry for manure applications when manure is transferred to others

Completing the annual report



Complete all necessary steps in the online service including:

- Attaching land application records from NMT
- Record the maximum number of animals at the facility
- List any changes or modifications to the facility
- Report any discharges from the facility

Supporting documents may also be scanned and attached

Submitting the annual report



Electronically sign and certify (feedlot signatory access level required)

- Answer your “challenge question” to validate signature

You **must** click the submit button to send the annual report to the MPCA

- Submittal only allowed if all required information is included
- A copy of the information submitted is sent via email to the feedlot signatory (owner)

* Nutrient Management Tool is accessed via the *My Online Services* section of your online services homepage.