



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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Subject: Request for a WPDES permit application

Dear Operator:

The Department has received your request for a WPDES permit application. As you may be aware, a Wisconsin Pollutant Discharge Elimination System (WPDES) permit is required for all livestock operations that will contain 1,000 animal units or more. As required in Chapter NR 243 of the Wisconsin Administrative Code, your operation must submit a completed initial application to the Department of Natural Resources (the Department) at least 12 months prior to your operation reaching the 1,000 animal unit size. This initial permit application consists of filling out Forms 3400-25 and 3400-25A (attached) which ask for basic information regarding your operation. The Department will use this information to work with you to develop a complete final permit application. A complete final permit application provides much more detailed information regarding your operation and must be submitted at least 6 months prior to your operation reaching the 1,000 animal unit size. Expansions beyond 999 animal units cannot occur until a WPDES permit has been issued.

To determine how many animal units are on your operation, an Animal Units Calculation Worksheet (Form 3400-25A) is provided in this packet. The total number of animal units to be covered under your proposed permit will be based on a mixed calculation which totals all animal units for all livestock located at your operation and an individual calculation that looks at individual animal types. These calculations must also include animal units at any adjacent sites under your ownership/management and any other sites under a common management system (see instructions).

In order to expedite processing your request, please submit complete and accurate information. The Department will not consider your application to be complete or begin processing the application until all of the necessary information has been submitted. As detailed in the instructions contained in this packet, your final application is due six months prior to reaching 1,000 animal units and must contain the following five parts in order for the Department to consider it complete:

Part 1: General operation information including completed Application Forms 3400-25 and 3400-25A

Part 2: A completed Environmental Analysis Questionnaire

Part 3: A final complete Nutrient Management Plan (as required in NR 243.14)

Part 4: Final plans and specifications for any proposed (or modified) manure or process wastewater handling facilities (including waste storage facilities and runoff control systems), groundwater monitoring wells and/or permanent spray irrigation systems

Part 5: Post construction documentation for any existing waste storage facilities and/or runoff control systems.

In order to assist you in compiling the above materials, you will find the following items enclosed in this application packet:

- Instructions for completing a livestock operation permit application
- Form 3400-25: Livestock/Poultry Operation WPDES Permit Application Form
- Form 3400-25A: Animal Units Calculation Worksheet
- Environmental Analysis Questionnaire

A number of Appendices are also attached that provide additional information on the permit process and other related issues. Please note that submitting inaccurate information or failure to submit any of the required information will make your application incomplete and delay issuance of your permit. Submittal of accurate and complete information is vital to moving the permitting process forward.

You can provide us with the necessary information on your own or you can hire a consultant for assistance. Please share this information with your consultant if you chose to hire one. In this packet we have provided a list of consultants for informational purposes. Please understand that the Department neither endorses nor recommends the services of any particular consultant.

The purpose of the WPDES permit program is to prevent degradation to surface and groundwater from manure and process wastewater handled by your operation. Some of the key requirements of the WPDES permit program are listed below:

- Operations must develop and implement a phosphorus-based nutrient management plan.
- Solid manure spreading is prohibited on frozen or snow-covered ground during February and March unless immediately incorporated. Operations can stack solid manure in fields or store it in a designed structure during February and March.
- Liquid manure can not be spread on frozen or snow-covered ground unless it's injected, immediately incorporated into soil or unless it's an emergency outside the operation's control. Operations without six months of liquid manure storage have until January 1, 2010 to comply with this restriction.
- Six months of liquid manure storage is required with some exceptions. Operations currently without six months of liquid storage have until January 1, 2010 to construct additional storage.
- Farms must properly dispose of animal mortality and develop an emergency response plan.

It is important to note that other permits and approvals may be required by the Department or by local town or county ordinances depending on the size and location of a given operation. A partial checklist of common permits has been supplied in this packet as a starting point. However, operators should be sure to directly contact their county zoning administrator, county land conservation department (LCD) and local units of government early in the planning process for detailed information for their counties. Local permits or approvals may include Manure Storage Ordinances, Building Permits, Conditional Use Permits, or a variety of other requirements. Other permits required by the Department of Natural Resources commonly include Construction Site Storm Water Discharge Permits (for construction activities disturbing one or more acres), Chapter 30 permits (if any work is to be done in or near a navigable waterway) or high capacity well permits. Please refer to the enclosed Instructions under "PART 4: Plans and Specifications and Beginning Construction" before beginning any construction to determine if other Department approvals are necessary.

Department regional or central office staff are available to provide assistance throughout this process. In order to discuss the permitting process in more detail and to answer your questions, we encourage you to call your regional representative (see attached map) to set up an appointment for a site visit. This will allow the permit drafter to become familiar with your operation and help you to become familiar with the WPDES permitting process.

For questions on any of the forms or information included, please call the regional contact listed on the attached map. Thank you for your cooperation, and we look forward to working with you.

Sincerely,



Gordon R. Stevenson, P.E.

Chief

Runoff Management Section