Water Division ePermitting System
Nutrient Management Substantial Revision Applications

Notice of Intent for substantial revisions of a Concentrated Animal Feeding Operation (CAFO) Nutrient Management Plan (NMP).

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Below are the steps to complete and submit a NMP substantial revision permit using the ePermitting system. More details, including screen shots are included starting on page 2.

Need Assistance?	Please use the **ASK FOR HELP** link for user support & someone will contact you.
Website Information	• Go to the Water Portal web Page, either type in "Water Permits" in the search bar on the DNR home page, or go to www.dnr.wi.gov/permits/water.

WAMS ID & Logging in to the ePermitting System	• Choose **Register** for a WAMS ID, unless you already have a WAMS ID.
	• Return to the Water Portal webpage, choose **Begin** to log into the ePermitting system.
	• Login using your WAMS ID and password
	• You will be redirected to the "My Permit Applications" webpage. Here you can either start a new permit or edit an existing application.
	  o Start new application: choose **Livestock Operations** from the list of Permit Categories along the left and move on to the Permit Application Section.
	  o Resume editing an existing application: choose the project name under either **Items Awaiting Completion** or **Completed Items Awaiting Signature Confirmation**.

Permit Application	• Select the permit activity '*Post Application-Nutrient Management Plan Substantial Revision*' • Enter a **Project Name** and select the **Facility County** and **Facility Name** from the drop down boxes. The **Facility Number** will automatically populate. • Using the **Edit Forms** and **Upload Plan** buttons, navigate through the application process. These buttons appear on the **Forms and Attachments** page.
Payment Completion	• No payment is required when submitting a nutrient management substantial revision application.
Sign and Submit the Application	• Choose the **Sign and Submit** button. • Read the Terms and Conditions and select the check box next to the signature area. This will fill in a digital signature using your WAMS ID information. • Choose the **Sign and Submit to DNR** button to submit the permit application to DNR. • Receive a second email with a onetime password, copy this password. • Choose the **Click to finalize signature** link. • Either **Sign Document** or **Cancel Signature**, paste onetime password, and select **Continue** to submit the application to DNR.
After Submitting the Application	A confirmation email is sent to the email address provided in the WAMS ID, acknowledging the application has successfully been submitted to the DNR. After the Intake review you may track the status of permit applications at: https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx

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Steps with Descriptions and Screen Image Examples

1. Below are links to the Water Portal Page, program webpages and how to start ePermits for the Water Division programs.

   a. To get to the Water Permit <u>Water Portal Page</u> either:

      i. Go to www.dnr.wi.gov and type in "Water Permit" into the search bar

      ii. Go to www.dnr.wi.gov/permits/water/

   At this page you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing application, **VIEW** public notices of the DNR's intention to authorize activity relating to water permits, including permits issued to the DNR, **TRACK** the status of Wisconsin's water permits, and **WATCH** instructional training videos.

Towards the bottom of the webpage there are tabs with links for the different permitting programs that can be used to navigate to the program webpages to learn more about the requirements for the various permit programs.

2. A WAMS ID is required for applying for permits using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits. The WAMS ID is a secure login for all State of Wisconsin programs. Choose **REGISTER** to get a WAMS ID. Then navigate back to the <u>Water Portal Page</u> to start a new permit application or work on an existing one.

3. Choose **BEGIN** to log into the ePermitting system so that you can either start a new permit application or resume editing an existing one.

4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required) – Apply for WDNR Water Permit Applications** and filling in your WAMS ID and password

5. Then you will be redirected to the **My Permit Applications** webpage. Here you can either start a new application or continue editing an existing application.
   a. To <u>start new application</u>: choose **Livestock Operations** from the list of Permit Categories along the left and move on to Step 6.
   b. The <u>existing permit applications</u> will be listed under 3 categories. These categories are: **Items Awaiting Completion, Completed Items Awaiting Signature Confirmation**, and **Items Submitted to the DNR**.
   c. To open an existing permit application and resume editing it, click the link under the Project Name heading under either **Items Awaiting Completion** or **Completed Items Awaiting Signature Confirmation.**
   d. **Items Submitted to the DNR** is where applications that have been submitted to DNR will appear

6. Select the permit activity '*Post Application-Nutrient Management Plan Substantial Revision*' and enter a **Project Name** and select the **Facility County** and **Facility Name** from the drop down boxes. The **Facility Number** will automatically populate.

Wisconsin DNR ePermitting

ePermitting

Search
   Submitted Applications
   Public Notices
Support
   Ask for Help
   Help Videos
Permit Categories
   Aquatic Plant Management
   Livestock Operations
   Storm Water
   Wastewater
   Waterway and Wetlands
Reporting Categories
   FERC Licensing
   FERC Reports
DNR Permit Processing
DNR Licensing

Agricultural Livestock Operation Permit Application

General Information

Applications are completed in a series of steps. Please complete the fields below and then press **Next**. You will then be able to **Complete** required forms, **Attach** project documentation, **Include** your digital signature, and **Submit** your application to the DNR.

Basic Permit Info

NOTE: Missing or incomplete fields are highlighted on the application and at the bottom of each page. Once all required fields are completed you may navigate away from that page.

Project Name
(Required: Project will be saved to system using this name)
Activity   Select...
Facility County
Facility Name
Facility Number

Next

7. Using the **Edit Forms** and **Upload Plan** buttons, you will be able to navigate through the application process. These buttons appear on the **Forms and Attachments** page as shown below.

Save

Do not close your work until you SAVE. Close

Forms and Attachments

Home	Sign and Submit

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Supplemental Attached Forms

3400-204 Substantial Revision: Edit Form

Completion Status: Has Missing Items

Upload Required Attachments (15 MB per file limit, split into multiple files as necessary)

Nutrient Management Plan :   Upload Plan

Completion Status: Has Missing Items

Other Attachments

(Click insert to add additional attachments. Use your cursor to hover over the file name field. When the drop down arrow appears, select insert or remove item)

📎 Click here to attach a file

🔽 Insert item

Press to Refresh Missing Items

Missing Items:

Form 3400-204 is required, Nutrient Management Plan attachments are required,

8. Once step #7 is complete, choose the **Sign and Submit** button.
9. Read over the **Terms and Conditions** and select the check box next to the signature area. This will fill in an eSignature using your WAMS ID information.

Sign and Submit Permit

Home	Clear Signatures

Terms and Conditions

Certification:
I certify that the CAFO Nutrient Management Plan criteria listed above is:
    1) in compliance with all NR 243.14, Wis. Adm. Code, and applicable NRCS 590 criteria, and
    2) all plan requirements have been reviewed by farm operator/owner

I understand that pursuant to s. 283.91(4), Wis. Stats., any person who knowingly makes any false statement representation or
certification in a document filed with the DNR may be punished by a fine of not more than $10,000 or by imprisonment for not
more than 6 months or both
The preparer and owner certify all of the following:

- I am familiar with the plans and specifications submitted for this project, and I believe all applicable items in this checklist have been addressed. I further believe the proposed project will comply with surface water and groundwater discharge limitations in s. NR 243.13.
- For proposed activities, a post-construction report will be submitted to DNR with a statement that construction conforms with applicable Wis. Adm. Code, NRCS Standards, and approved plans and specifications

Finalize Signature and Submission

- Check the box to accept the terms and conditions.
- Press the "Sign" button (below) to sign the document.
- The system will update the signature information and display the "Submit & Send to DNR" button.
- Press "Submit & Send to DNR" to compete the application.
- You will receive an email (within 5 minutes) with instructions to complete the signature process.
- Follow the instructions in the email.
- A form can be saved as any file name and is viewable in the applicant's working list. After submitting an application to the DNR, a copy of the application becomes renamed with a standard DNR file name. This renamed file is the version available for public viewing once review has been completed by the DNR

NOTE: The signature process is a multi step process requiring additional information prior to your application being considered for review. (See above) For security purposes a confirmation email will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click HERE.

Authorized Signature	
☐ I accept the above terms and conditions.	Sign

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application. Either party may cancel the signature process and make further updates.

10. Choose the **Sign and Submit to DNR** button
11. You will receive an email with a onetime password needed to finish submitting the application to DNR
    a. Here you will be able to print or save a copy of the finished application if desired.

From: "DoNotReply@wisconsin.gov" <DoNotReply@wisconsin.gov>
To: [_____]; DNREPERMIT@wisconsin.gov
Sent: Wednesday, May 6, 2015 8:49 AM
Subject: A permit application has been signed using your credentials

NOTE: If you suspect someone has submitted an application without your consent, please notify the Wisconsin Department of Natural Resources through the issue submission process.
If you recently completed and submitted an application, this is your confirmation message and final step in the signature process. Please review the application and complete the follow the steps within 72 hours to confirm your signature and submit your applicatin to the DNR.

1. **Your one-time signature code:** PtfFGozCcJr3Ug11KtV3SpEPHfI=
2. **Review your application again:** Printable Signed Application

3. **To complete or cancel the signature process:** Click to finalize signature
NOTE: Choosing "cancel" in step 3 will terminate the signature and submission process. If you cancel the process or have an expired signature code, return to the Welcome Page and follow the instructions.

12. Copy the onetime password that is located in the email and choose **Click to finalize signature** link in the email.
13. This will bring you back to your application where you will select **Sign Document**
    a. If the application was started in error select or you no longer wish to continue with the signature process choose **Cancel Signature**.

DNR Signature Confirmation Process

This is the last step in the signature process. Please select from the drop down below your preference to continue with the signature confirmation or to cancel the process.

If you choose to cancel the process, you may resign and submit your application at any time.

Confirm Action   [Sign Document   ▼]

You have one attempt to submit your signature code. It is recommended that you copy and paste your code as the code is case sensitive.

Enter one time signature code from email here: [_____]

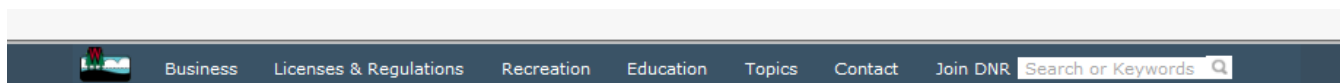Press **Continue** to complete the process.

[Continue] [Cancel]

14. Paste the onetime password and select **Continue** to finish the signature process and submit the application to the DNR for processing.
    a. This second signature process is related to the Wisconsin Pollutant Discharge Elimination System (WPDES) Pollutant Pollutant permit application portion of the application form.
15. After completing the signature process, you will be rerouted to the **My Permit Applications** page so that you can start a new permit application, resume editing an existing application, or bring the payment and signature process for the next application.

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Hints, Tips and Tricks

Using the **Assign Role** feature, you also have the ability to start a permit application and then share it with someone else. This feature is commonly used by consultants to start a permit application and get the attachments added to the permit application packet and then they will send the application to the landowner to review and then complete the payment and signature areas. Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above.

If you are having issues please refer to the **ASK FOR HELP** link along the left hand side. Someone will be in contact with you to help with your issue or answer your question.

VIEW public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR, **TRACK** the status of Wisconsin's water permits, and **WATCH** instructional training videos.

Nutrient Management Plan Substantial Revision Application Checklist

Supplemental Attached Forms: 3400-204 Substantial Revision

- o Section I. Enter Crop Consultant/CCA Name (required as of October 28, 2015).
- o Section II. Select type(s) of Substantial Revision (more than one type can be selected).
- o Section III. Enter field information (Township, range, direction and section required as of October 28, 2015).
- o Section IV. Select all applicable land application information.
- o Section V. Choose Yes or No for each row.

Upload Required Attachments: Nutrient Management Plan

- o Section 1-Not Required
- o Section 2 (Required as of October 28, 2015)
    - Upload revised **NMP Narrative** to reflect proposed modification. Revisions to the narrative include updates to the total land application acres available; acres owned, acres rented or acres in agreements, and revisions to the land owner table for new field(s) and/or revisions to the '*Identification of sites for winter spreading*' section to reflect new winter spreading fields.
- o Section 3
    - Upload 1) **Spring, Summer, Fall spreading restriction map(s)**, 2) **Winter spreading restriction map** (if applicable), AND/OR 3) **tile line map** (if applicable). Please note, the current ePermitting system requires 8 maps for section 3 however, many times the required information has been combined into a single map or a few maps. If this is how you create your maps select the box '*Attached Separately*' located to the right of remainder required maps.
- o Section 4
    - Upload 1) <u>Manure Analysis Records</u> (may include: **Manure Tracking Report**, **Average Manure Concentration spreadsheet**, **recent manure sample results**, OR equivalent report) and 2) <u>Soil Test Results</u> (may include: **most recent soil test results** OR **Soil Test Report**). Please note, if a field has not yet been soil sampled OR if the most recent soil test results are older than 4 years the soil test P should be defaulted to 101 ppm.
- o Section 5
    - Upload 1) **Field Data and 590 Assessment Report**, 2) **Application Restriction Compliance Check Report**, AND 3) **Spreading and Nutrient Management Sorted by Crop Report** (for current crop year only).
- o Section 6-Not Required
- o Section 7
    - Upload **Field Verification Documentation** if the field has been field verified for restrictive features prior to submittal OR sect the box 'Included in Narrative' located to the right if the field has not yet been field verified and the attached narrative describes the farm's procedures for field verification prior to manure applications.
- o Section 8-Not Required