
Permit Application Instructions

for

Wisconsin Pollutant Discharge Elimination System (WPDES) Permits

Rev. 5-2007

To apply for a WPDES permit you will need to compile an application package consisting of five parts, as described in the following instructions. The materials you submit must fully describe each of the required areas before processing of your permit application will begin. You must submit an initial application at least twelve months before reaching 1,000 animal units (use Forms 3400-25, "Livestock/Poultry Operation WPDES Permit Application" and 3400-25A, "Animal Units Calculation Worksheet"). 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. To eliminate delays we recommend that you begin working with your regional DNR representative to fill out permit application materials well before you expect to submit it. Remember, state law requires that you obtain a WPDES permit before your operation reaches 1,000 animal units.

NOTE: Throughout this application, when you provide site or operation information (site maps, number of animal units, manure generated, etc.), be sure to include information from satellite (off-site) or contract farms if:

- 1) there is common management of the operations or common ownership of animals or land at the satellite/contract farm, **and either**
- 2a) the main farm and satellite/contract farm(s) are adjacent, **or**
- 2b) the main farm and satellite/contract farm(s) utilize some of the same fields for land application or they have a common manure management or storage system.

For the final complete permit application that must be submitted 6 months prior to reaching 1,000 animal units, you will need to assemble the following five parts required for a complete application:

PART 1: General Operation Items (including enclosed Forms 3400-25 and 3400-25A)

PART 2: Environmental Analysis Questionnaire (enclosed)

PART 3: Nutrient Management Plan

PART 4: Plans and Specifications and Beginning Construction

PART 5: Post Construction Documentation

Early in your application process, your regional DNR representative will make a site visit to further explain the process and answer any questions you may have. When you begin compiling your application materials, contact your regional representative to schedule a site visit (see the map attached to the cover letter for contact information).

PART 1: General Operation Items

Submit the following information concerning the general layout and operation of your livestock operation (if animals are housed at more than one location, provide the following for each site):

1. A completed Form 3400-25 (Livestock/Poultry Operation WPDES Permit Application) and Form 3400-25A (Animal Unit Calculation Worksheet) showing your current and future animal units and the dates you expect to expand.
2. The location of your existing or proposed site on plat maps (or equivalent), aerial photographs, and soil survey maps.
3. A narrative containing background information on your operation as it exists and how it will function after the planned construction/expansion.

4. Scaled drawing(s) clearly delineating the size of the following structures or areas as well as whether the structures or areas are existing or proposed:

- animal housing
- waste storage facilities
- groundwater monitoring wells
- permanent spray irrigation or other landspreading systems
- feed storage structures
- raw material storage
- loafing or outside lot areas
- ancillary service and storage areas
- water supply wells
- treatment systems or structures
- runoff controls
- CAFO outdoor vegetated areas

5. Written descriptions of each of the above structures or areas. For outside lots and CAFO outdoor vegetated areas, descriptions shall include the number of animals that use the area, projected number of days in use and type and percent of vegetative cover that will be maintained over the area.

PART 2: Environmental Analysis Questionnaire

The information you provide in the Environmental Analysis Questionnaire (enclosed) will be used by the Department to complete an Environmental Analysis. The Environmental Analysis will then be used to determine if a more detailed Environmental Impact Statement is needed. Once the Environmental Analysis is drafted, Department staff will prepare a press release or a public notice to obtain comments from the public.

You must fully address each question asked in the Questionnaire. The more complete and accurate the information provided in the questionnaire is, the easier it will be to draft and public notice a thorough Environmental Analysis. It is important that the Environmental Analysis address all the environmental concerns as well as the social and economic impacts the operation will have on the community and the surrounding area. This is an opportunity to address many concerns and questions that the general public may have.

NOTE: The Department may not give final approval for plan and specifications nor issue the WPDES permit until the Environmental Analysis is certified. Therefore, it is to your benefit to supply all information needed for the Environmental Analysis as soon as possible.

PART 3: Nutrient Management Plan

Submit a complete nutrient management plan that meets the requirements of s. NR 243.14, Wis. Adm. Code, as part of the final permit application. The plan shall be based on the volume of manure and process wastewater that will be generated by the operation at the 1,000 animal units size or the number of animal units that are expected to be at the operation by the end of the first year of permit coverage, whichever animal unit count is greater. At the initial site visit, you will receive a standardized six-part folder to use in preparing your Nutrient Management Plan. A complete nutrient management plan must be submitted before processing of your final permit application can begin.

PART 4: Plans and Specifications and Beginning Construction

s. NR 243.15(1), Wis. Adm. Code, requires that you submit three copies of plans and specifications at least 90 days prior to the date you plan to begin constructing new or modifying existing DNR “reviewable” facilities or systems. “Reviewable” facilities or systems include runoff control structures, feed and other raw materials storage, permanent spray irrigation or other land application systems, groundwater monitoring systems, manure storage facilities, manure treatment or transfer systems, or other structures or systems associated with the storage, containment, treatment or handling of manure or process wastewater. These plans and specifications must be submitted under the signature and the seal of a professional engineer registered in Wisconsin.

For reviewable facilities or systems, you must receive Department approval of plans and specifications prior to the beginning of construction. Design requirements for reviewable facilities are contained in s. NR 243.15, Wis. Adm. Code. Many of the design requirements reference construction specifications found in the USDA Natural Resources Conservation Service (NRCS) Field Office Technical Guide (FOTG) Section IV. For non-reviewable structures (i.e.

housing facilities, milking systems, other buildings), you may proceed with construction before receiving approval for your reviewable structures, but you do so at your own risk. Because operators often find that they wish to make changes to these structures based on the permitting process, the Department strongly recommends refraining from beginning any construction until we have completed an Environmental Analysis and issued an approval of plans and specifications for reviewable structures. Operators should also be aware that manure and process wastewater transfer systems that are associated with housing facilities are subject to Department review and approval.

NOTE: Your submittal of final plans and specifications and their subsequent approval is not equivalent to a Department decision to issue a WPDES permit--it's only one part of the process. In addition, approval received under local or county ordinances cannot be substituted for an official Department approval. For all Department approvals of plans and specifications for new construction, you will be required to submit post construction documentation within 60 days of completion.

Proposed Waste Storage Facilities: The following information (at a minimum) shall be included in the plans and specifications for proposed manure storage structure(s):

1. The adequacy of the structure(s) linings to prevent exfiltration of manure contaminants to groundwater.
2. The proximity of bedrock and the water table to the floors of the structure(s) verified through on-site soil test pits or borings.
3. Scaled drawings showing the locations of: the storage facility(s), any surface water, wetlands, water supply wells or other direct conduits to groundwater, property boundaries, and other pertinent information.
4. The proposed storage facility(s) ability to meet the intent of the performance criteria and specifications outlined in USDA Natural Resources Conservation Service (NRCS) Standard No. 313, Waste Storage Facility (December 2005).
5. A written management analysis, operation and maintenance plan and relevant calculations for the overall system as proposed.
6. For facilities that are either covered, buried or otherwise concealed in a manner that does not allow visual inspection of the volume of wastes contained in the facility, designs shall include a monitoring or alarm system to prevent overflows.
7. Submitted plans shall contain an assessment of the need for a leakage collection or monitoring system or secondary containment system to prevent discharges to waters of the state.
8. All Department permitted operations shall have 180-days worth of liquid manure storage by January 1, 2010. You may be required to have 180 days of liquid manure storage prior to this date. Check with your regional Department representative to determine applicable liquid manure storage requirements.

Proposed Runoff Control System(s): Include the following information (at a minimum) in the plans and specifications for your proposed runoff control system(s):

1. The adequacy of the proposed system(s) to control manure runoff generated by certain storm event for your operation's location (e.g., the 25-year, 24-hour storm event for most existing operations).
2. Scaled drawings showing the locations of: the proposed runoff control system, any surface water, wetland, water supply wells or other direct conduits to groundwater, property boundaries, and other pertinent information.
3. The proximity of bedrock and the water table to the system(s), verified through on-site soil test pits or borings.
4. A full description of the system's components, including any reference to practices specified in the USDA Natural Resources Conservation Service (NRCS), Field Office Technical Guide (FOTG), Section IV.
5. A written management analysis, operation and maintenance plan and relevant calculations for any proposed system

PART 5: Post Construction Documentation

Post construction documentation or an engineering evaluation must be submitted for all existing waste storage facilities and runoff controls that were constructed prior to the date of permit application. At a minimum, include the following information in applicable written reports:

Existing Waste Storage Facilities:

1. The adequacy of the structure(s) linings to prevent exfiltration of manure contaminants to groundwater.
2. The proximity of bedrock and the water table to the floors of the structure(s).
3. Scaled drawings showing the locations of: the storage facility(s), any surface water, wetland, water supply wells or other direct conduits to groundwater, property boundaries, and other pertinent information.
4. Any post construction documentation available, including the date and materials of construction.
5. Existing storage facility(s) ability to meet the intent of the performance criteria and specifications outlined in USDA Natural Resources Conservation Service (NRCS) Standard No. 313, Waste Storage Facility (December 2005) contained in Section IV of the Field Office Technical Guide (FOTG).

Existing Runoff Control System(s):

1. The adequacy of the system(s) to control manure runoff generated by certain storm events for your operation's location (e.g., the 25-year, 24-hour storm event for most existing operations).
2. Scaled drawings showing the locations of: the runoff control system, any surface water, wetland, water supply wells or other direct conduits to groundwater, property boundaries, and other pertinent information.
3. Any post construction documentation available, including the date and materials of construction.
4. A full description of the system's components, including any reference to practices specified in the USDA Natural Resources Conservation Service (NRCS), Field Office Technical Guide (FOTG), Section IV.

NOTE: All Department approvals of plans and specifications for new construction will require you to submit post construction documentation within 60 days of completion.
