

A Wisconsin Pollutant Discharge Elimination System (WPDES) permit is required for all livestock/poultry operations that will contain 1,000 or more animal units. Form 3400-025, is a required component of the “**preliminary**” permit application for receiving a WPDES permit. When applying for a new permit, this form and the required attachments are to be submitted to the Department of Natural Resources (the Department or DNR) by the owner or primary operator of the animal feeding operation **at least 12 months prior to your operation reaching the 1,000 animal unit size.**

Note: The “preliminary” permit application may need to be updated and revised at a later date (e.g. during the complete “final” permit application) based on conclusions and decisions made during a scheduled site visit with regional DNR staff.

There are two sections to Form 3400-025, the Contact Information (Section I) and the Site Information (Section II). The purpose of Form 3400-025 is to provide owner contact information (Section I) and detailed site information (Section II). The contact information refers to the operations primary site and contacts and is filled out only once. **A separate Site Information section must be filled out for the “main” site and each other site your farm owns or manages, where animals are kept, and that share feed storage, manure storage, or acreage for land application of manure.** Each Site Information section must include an Animal Units Calculation Worksheet Form 3400-025A (if applicable) and a site map. Instructions for filling out the AU Calculation Worksheet Form 3400-025A are provided. Site maps can be created at the DNR Surface Water Data Viewer. Each map must clearly delineate all of the following **existing** and **proposed** structures and systems (as described in the Site Information section of Form 3400-025).

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|-------------------------|--------------------------------------|---------------------------|
| - animal housing | - treatment facilities | - outdoor vegetated areas |
| - manure storage | - feed storage areas | - water supply wells |
| - composting facilities | - outside animal lots | - runoff controls |
| - wastewater storage | - other site features/facility types | - confinement areas |

Specific instructions for filling out Form 3400-025 are described below. See the separate instructions for Form 3400-025A Animal Units Calculation Worksheet when calculating animal units.

All permit application materials must be submitted online through the Department’s ePermitting System. Form 3400-025 will be provided as part of the online application process:

Water Permit Water Portal Page:
<http://dnr.wi.gov/permits/water/>

Instructions for Contact Information (Section I)

NOTE: At the top of the Contact Information page, check the application period this form is being submitted (i.e. preliminary, final, or reissuance) and check the item(s) that best describes your type of operation and type of expansion plans. Remember to fill in the Contact Information page (Section I) for the “main” site only.

LEGAL NAME FOR PERMIT ISSUANCE & OPERATOR CONTACT INFORMATION

1. Enter the legal name under which the permit is to be issued. This should be the legal name of the parent company if the operation is owned by a corporation or partnership (use the name of the entity registered with the Department of Financial Institutions). Otherwise it should be the legal name of the animal feeding operation. [**Note:** If your animal feeding operation does not have a legal name, the permit will be issued in the name of the person legally responsible for the operation of the facility. In such a case, enter the name of the person legally responsible for the operation.]
2. This entry refers only to the on-site contact knowledgeable about the daily operation of the site. For a single family farm, the farm owner’s name should be entered here. For a partnership or a corporation, enter the name of the person on site who is responsible for the management of this operation.
- 3 and 4. List the mailing address of the operation “main” site along with the telephone number, cellular phone, fax number, and email address of the on-site operator or manager.

PARENT COMPANY/OWNER INFORMATION (if applicable)

1. Fill out this section only if the operation is owned by a corporation or partnership. If so, enter the name of the parent company or owner here.
2. This question refers to off-site parent company contacts. List the name and title of the appropriate contact person from the parent company.
- 3 and 4. List the mailing address of the parent company, along with the other relevant contact information requested.

CROP CONSULTANT

1. Enter the name and company/title of your primary crop consultant. The Department requires you work with a Certified Crop Consultant when developing the Nutrient Management Plan.
- 2 and 3. List the mailing address of your primary crop consultant, along with the other relevant contact information requested.

DESIGN ENGINEER

1. Enter the name and company/title of your primary design engineer. The Department requires you work with a Professional Engineer when developing plans and specifications of proposed structures and systems and evaluations of previously constructed facilities.
- 2 and 3. List the mailing address of your design engineer, along with the other relevant contact information requested.

SIGNATURE

The application must be signed and dated by the owner of the operation, by a partner if it's a partnership or by a corporate officer if the operation is incorporated. **It is not acceptable for the operation manager to sign the application if he is only an employee of the operation and does not participate in ownership.**

Instructions for Site Information (Section II)

NOTE: At the top of the Site Information page, check the item(s) that best describes the use of this site and make sure all required attachments are included with this section. A separate Site Information section (Section II) must be filled out for the "main" site and any other site(s) which are owned or operated by your farm for the purpose of housing animals, storing manure or feed associated with the operation. Each Site Information section must include an Animal Units Calculation Worksheet Form 3400-025A (if applicable) and a site map. **Copies of the Site Information pages must be made if your operation consists of multiple sites so that all sites can be identified.** Include the Animal Units Calculation Worksheet Form 3400-025A (if applicable) and a site map with each corresponding Site Information section. All existing and proposed manure storage, animal lots, feed storage, and runoff controls as well as animal housing and water supply wells should be labeled on each map.

NAME & PHYSICAL LOCATION OF OPERATION

1. Enter the name of the site, which you plan to identify in the Site Information section. This section of Form 3400-025 should be filled out separately for the "main" site and all other site(s) owned or operated by your farm for the purpose of housing animals, storing manure or storing feed associated with the operation.
2. Enter the address of the physical location of the operation named above.
3. Enter the county; city, town or village; town number; range number; section; quarter and quarter/quarter. **This section must be filled in.** If the legal description (Town, Range, Section, Quarter, Quarter/Quarter) is not known, this information can be found in a county platbook. For example, a legal description might be: Eaton Township; Town 26 North; Range 2 West; Section 36; SE ¼ of the SE ¼.

CURRENT AND/OR PROJECTED ANIMAL UNITS & EXPANSION DATES

1. Follow the instructions provided with the Current Animal Units Calculation Worksheet (Form 3400-025A) to calculate the total number of animal units presently held in confinement or feeding facilities for more than 45 days in a 12 month period at the site. Current animal units must be calculated separately for each site. Make copies of the worksheet prior to filling it in as necessary. **The name of the site must be identified within the space provided at the top of the worksheet and include with the corresponding Site Information section.** Check the box if there are no animals housed at this site.

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2. Follow the instructions provided with the Projected Animal Units Calculation Worksheet (Form 3400-025A) to calculate the proposed number of animal units expected to be housed at this site within the next five years. Projected animal units must be calculated separately for each site. It must also be filled out separately for each proposed expansion within the next 5 years. Enter the proposed expansion date at the bottom of the page. Make copies of the worksheet prior to filling it in as necessary. **The name of the site must be identified within the space provided at the top of the worksheet and include with the corresponding Site Information section.** Check the box if there are no proposed increase in animal numbers at the site.
3. Enter the expected dates of all proposed expansions within the next five years. Check the box if no expansion is planned at this site. Check the box if your expansion(s) will disturb one (1) acre or more of soil.

TYPES OF MANURE STORAGE/COMPOSTING FACILITIES/WASTEWATER STORAGE/TRATMENT FACILITIES

List all **existing** and **proposed** manure storage, composting facilities, process wastewater storage, and treatment facilities located at this site. These may include earthen, earthen with a concrete floor, synthetically lined, concrete, steel above ground tank, below ground storage tank, anaerobic lagoon, roofed storage shed, underfloor storage, stacking slab (clay or concrete), unconfined manure stack, etc. Identify the type of waste(s) (e.g. solid manure, liquid manure, feed storage runoff or lot runoff, process wastewater, septic waste, digestion, etc.) that is stored and the date the storage was built or the proposed date of construction. Specify the type of design documentation such as plans and specifications, post construction documentation, and/or an engineering evaluation you may have of the structure. If no documentation exists, indicate none in the space provided. All the existing and proposed structures must be identified on the site map. The site map along with the Animal Unit Calculation Worksheet(s) must be included with the corresponding Site Information section.

TYPES OF OUTSIDE ANIMAL LOTS/CONFINMENT AREAS

List all **existing** and **proposed** outside animal lots/confinement areas located at this site. These may include outdoor barn yard or feedlot, housed under roof or partially housed under roof, or outdoor vegetated area. This does not need to include total confinement barns. Identify the number, type and size of animals (e.g. 50/heifers/800lbs) and whether or not there is a runoff control system associated with the lot. Types of runoff control systems may include vegetated treatment area, collection tank, roof, etc. Specify the type of design documentation such as plans and specifications, post construction documentation, and/or an engineering evaluation you may have of the area. If no documentation exists, indicate none in the space provided. All the existing and proposed outside animal lots and confinement areas must be identified on the site map. The site map along with the Animal Unit Calculation Worksheet(s) must be included with the corresponding Site Information section.

TYPES OF FEED STORAGE AREAS

List all **existing** and **proposed** feed storage areas located at this site. Identify the type and amount of feed stored (e.g. corn silage/100 tons). These may include upright silos, earthen/concrete bunkers, etc. Specify the type of design documentation such as plans and specifications, post construction documentation, and/or an engineering evaluation you may have of the area. If no documentation exists, indicate none in the space provided. All the existing and proposed feed storage areas must be identified on the site map. The site map along with the Animal Unit Calculation Worksheet(s) must be included with the corresponding Site Information section. Check the box if bags are used for feed storage.

TYPES OF RUNOFF CONTROL SYSTEMS

List all **existing** and **proposed** runoff control systems located at this site. These may include vegetated treatment area, collection tank, roof, etc. Identify the associated outdoor lot, confinement area, or feed storage. Specify the type of design documentation such as plans and specifications, post construction documentation, and/or an engineering evaluation you may have of the system. If no documentation exists, indicate none in the space provided. All the existing and proposed runoff control systems must be identified on a site map. The site map along with the Animal Unit Calculation Worksheet(s) must be included with the corresponding Site Description section.