

INSTRUCTIONS FOR COMPLETING CONCENTRATED ANIMAL FEEDING OPERATION (CAFO) NPDES PERMIT APPLICATION

General Instructions – All items of this application must have an answer or information provided. However, in cases where an item does not apply to the facility, the applicant should answer “Not Applicable or N/A”.

Item 1 – Applicant shall check “proposed” only if the facility is not now in operation or is expanding and will meet the definition of a CAFO in the future.

Items 2 and 3 – Use these items to identify the name and physical location of the applicant’s facility

Items 4 through 6 – Use these items to provide owner/operator information. If the owner and operator are the same, the applicant can answer “Same” for Item 5.

Item 7 – Use this item to provide contact information including an email address, phone number, and fax machine number.

Items 8 through 10 – Applicant shall provide the coordinate data for the entrance to the production area. Applicant shall list the name of all streams that will or could receive drainage from the production area. If the stream is not a named stream on the topographic map, report the stream as an unnamed tributary of the first named stream that it flows into. (Example: Unnamed tributary of Laurel Run). Applicant shall attach to the application, a topographic map or a copy of the portion of a topographic map showing the specific location of the facility.

Item 11 – Applicant shall give the maximum number of each type of animal in open confinement or housed under roof (either partially or totally) which are held at your facility for a total of 45 days or more in any 12 month period. Applicant shall provide the total number of animals confined at the facility.

Item 12 – The applicant shall provide the total amount of manure, litter, and wastewater generated annually by the facility. Identify if manure, litter, and wastewater generated by your facility is to be land applied and the number of acres, under the control of the CAFO operator, suitable for land application. If applicable, applicant shall provide the estimated annual quantity of manure, litter, and wastewater that the applicant plans to transfer off-site.

Item 13 – Applicant shall provide information on the type of containment being used at the facility and the capacity of the containment structure(s). Applicant shall provide the number of acres that are drained and collected in the containment structure(s). Applicant shall identify the type of storage for the manure, litter, and/or wastewater, and shall indicate the capacity of this storage in days and gallons or tons.

Item 14 – Applicant shall attach a copy of the facility’s approved Nutrient Management Plan (NMP). Applicant shall provide information concerning who developed and/or approved the NMP. Applicant shall identify that the NMP is being implemented for their facility. Applicant shall identify when the NMP was last approved and/or revised. Also, if applicant is not land applying, applicant shall describe the alternative uses of the manure, litter, and wastewater (e.g. composting, pelletizing, energy generation, etc.)

Item 15 – Check any of the identified conservation practices that are being implemented at the facility to control runoff and protect water quality.

Item 16 – WV state code provides for severe penalties for submitting false information on this application form. 47CSR10, Section 4.6 of the WV Legislative Rules identifies the person that shall sign permit applications. State code requires certification to be signed as follows:

- A. For a corporation, by a responsible corporate officer (i.e. a president, secretary, treasurer, or vice president of the corporation) in charge of a principle business function, or any other person who perform similar policy or decision making functions for the corporation.
- B. For a partnership or sole proprietorship, by a general partner or the proprietor.

If space for any answer or information is not adequate on the permit application form itself, the applicant may provide any supplemental information they deem necessary to fully explain the circumstances as an attachment to the CAFO permit application.

In order for an application to be considered administratively complete by the Division, the applicant shall provide the Division with the original permit application including three additional copies of the properly-signed permit application, one copy of the topographic map or portion thereof, the approved Nutrient Management Plan, a notarized Statement of Billing form (used for the public notification advertisement), and a fifty dollar (\$50.00) check or money order made payable to the “Department of Environmental Protection” for the CAFO permit application fee.

The application package shall be mailed to:

**Department of Environmental Protection
Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304
Attn: Permitting Program**