

**The Ohio Department of Agriculture and the National Pollutant Discharge
Elimination System Program – Program Revision under 40 CFR Part 123**

Volume 2
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LIVESTOCK

	<u>FY 2006</u>	<u>FY 2007</u>
FUND: GRF (ALI:700-418)	1,428,496.00	1,428,496.00
DESCRIPTION: LIVESTOCK REG. PROGRAM		
SALARY/FRINGES	1,000,341.00	1,000,341.00
OVERTIME-OBJ 011		
PPS/OTHER 100	30,514.00	30,514.00
TOTAL 100	<u>1,030,855.00</u>	<u>1,030,855.00</u>
OBJ - 20-EDIBLE PRODUCTS & FOOD HANDLING	-	-
OBJ - 21 SUPPLIES, MATERIALS & MINOR EXPEND.	23,325.00	23,325.00
OBJ - 22 MOTOR VEHICLE	10,725.00	10,725.00
OBJ - 23 TRAVEL	23,274.00	23,274.00
OBJ - 24 COMMUNICATIONS & SHIPPING EXPENSES	38,812.00	38,812.00
OBJ - 25 FUELS AND UTILITIES	18,532.00	18,532.00
OBJ - 26 MAINTENANCE & REPAIRS	28,844.00	28,844.00
OBJ - 27 RENTALS	938.00	938.00
OBJ - 28 PRINTING/BINDING/ADVERTISING	2,441.00	2,441.00
OBJ - 29 GENERAL & OTHER EXPENSES	244,925.00	244,925.00
OBJ - 90 REFUNDS	-	-
TOTAL 200	<u>391,816.00</u>	<u>391,816.00</u>
TOTAL 300 EQUIPMENT	5,825.00	5,825.00
TOTAL 500 SUBSIDIES	-	-
TOTAL 900 TRANSFERS	-	-
GRAND TOTAL	<u>1,428,496.00</u>	<u>1,428,496.00</u>
FUND BALANCE	0.00	0.00

LIVESTOCK

FY 2006

FY 2007

FUND: 5L8

ALI: 700-604

DESCRIPTION: LIVESTOCK MANAGEMENT

SALARY/FRINGES

OVERTIME-OBJ 011

0.00

0.00

PPS/OTHER 100

0.00

0.00

TOTAL 100

0.00

0.00

OBJ - 20-EDIBLE PRODUCTS & FOOD HANDLING

0.00

0.00

OBJ - 21 SUPPLIES, MATERIALS & MINOR EXPENDITURES

0.00

0.00

OBJ - 22 MOTOR VEHICLE

0.00

0.00

OBJ - 23 TRAVEL

0.00

0.00

OBJ - 24 COMMUNICATIONS & SHIPPING EXPENSES

0.00

0.00

OBJ - 25 FUELS AND UTILITIES

0.00

0.00

OBJ - 26 MAINTENANCE & REPAIRS

0.00

0.00

OBJ - 27 RENTALS

0.00

0.00

OBJ - 28 PRINTING/BINDING/ADVERTISING

0.00

0.00

OBJ - 29 GENERAL & OTHER EXPENSES

250,000.00

250,000.00

OBJ -50 SUBSIDIES

0.00

0.00

OBJ - 90 REFUNDS

0.00

0.00

TOTAL 200

250,000.00

250,000.00

TOTAL 300 EQUIPMENT

TOTAL 500 SUBSIDIES

0.00

0.00

TOTAL 900 TRANSFERS

0.00

0.00

GRAND TOTAL

250,000.00

250,000.00

ALL UNPLANNED

MONTH END CASH BALANCE

250,000.00

250,000.00

\$ 162,261.15 \$

162,261.15

REVENUE YEAR TO DATE

\$ 12,127.55 \$

12,127.55

PROJECTED REVENUE FY 2006

\$ 30,000.00 \$

30,000.00

VARIANCE

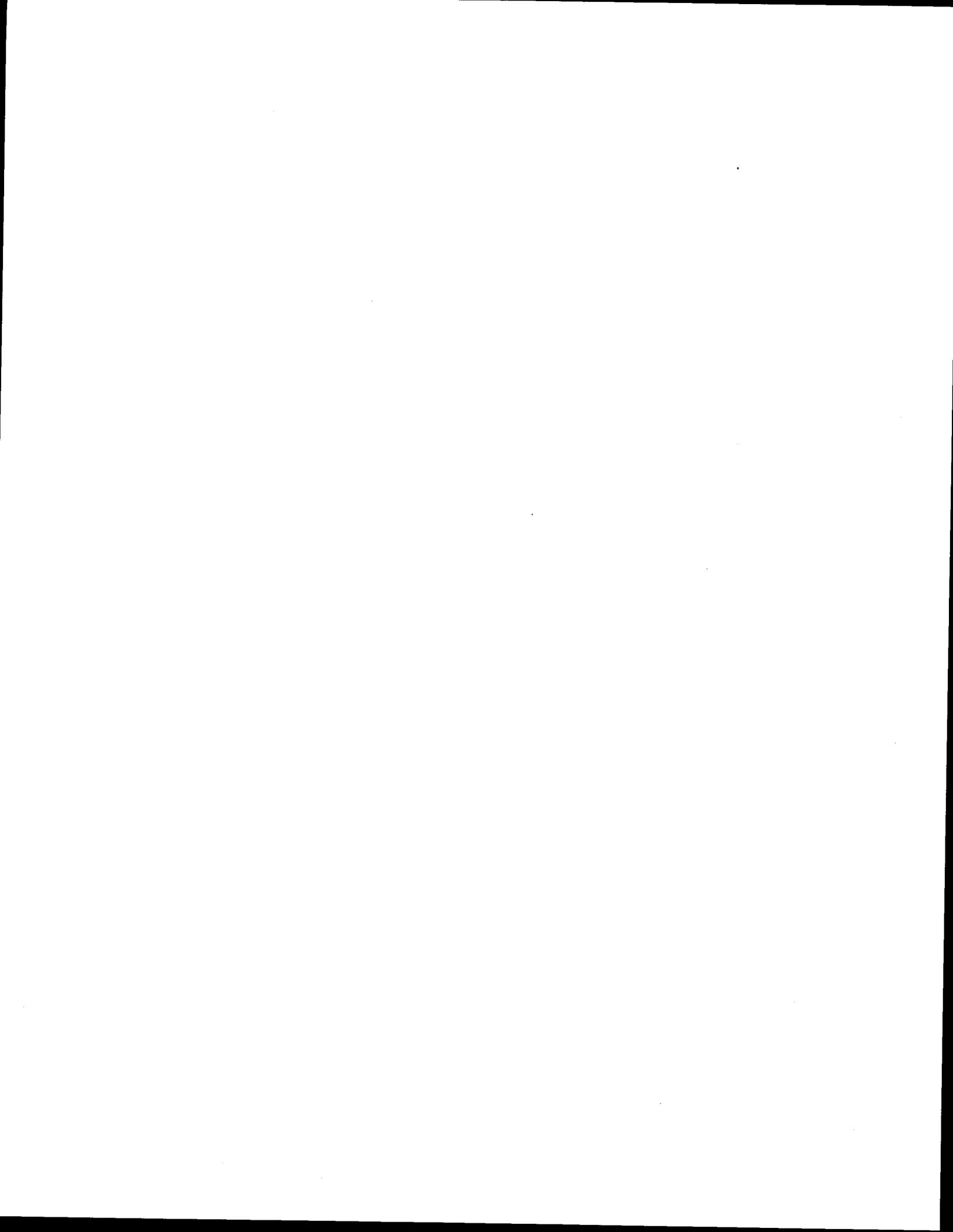
\$ (17,872.45) \$

(17,872.45)

% RECEIVED

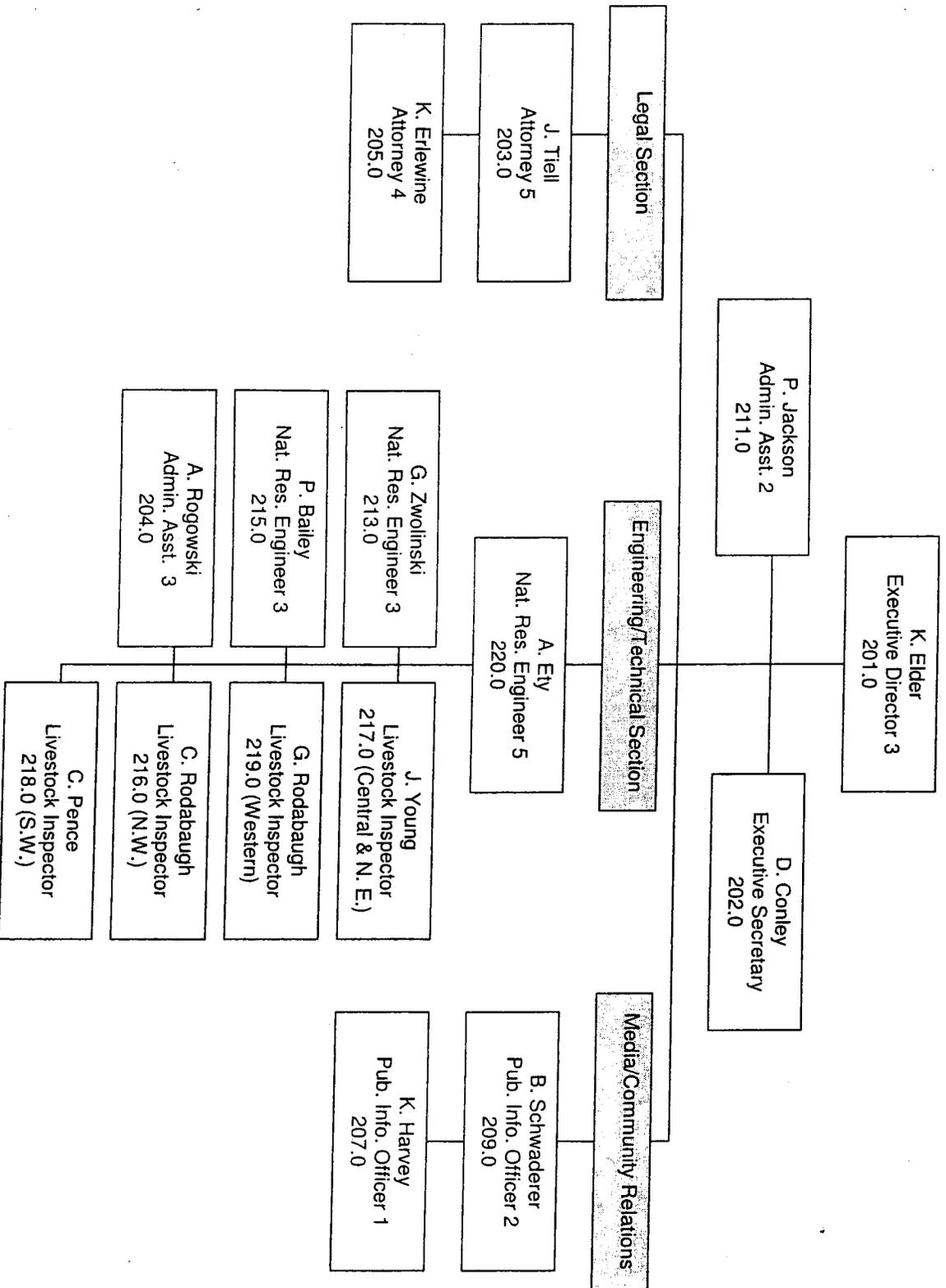
40%

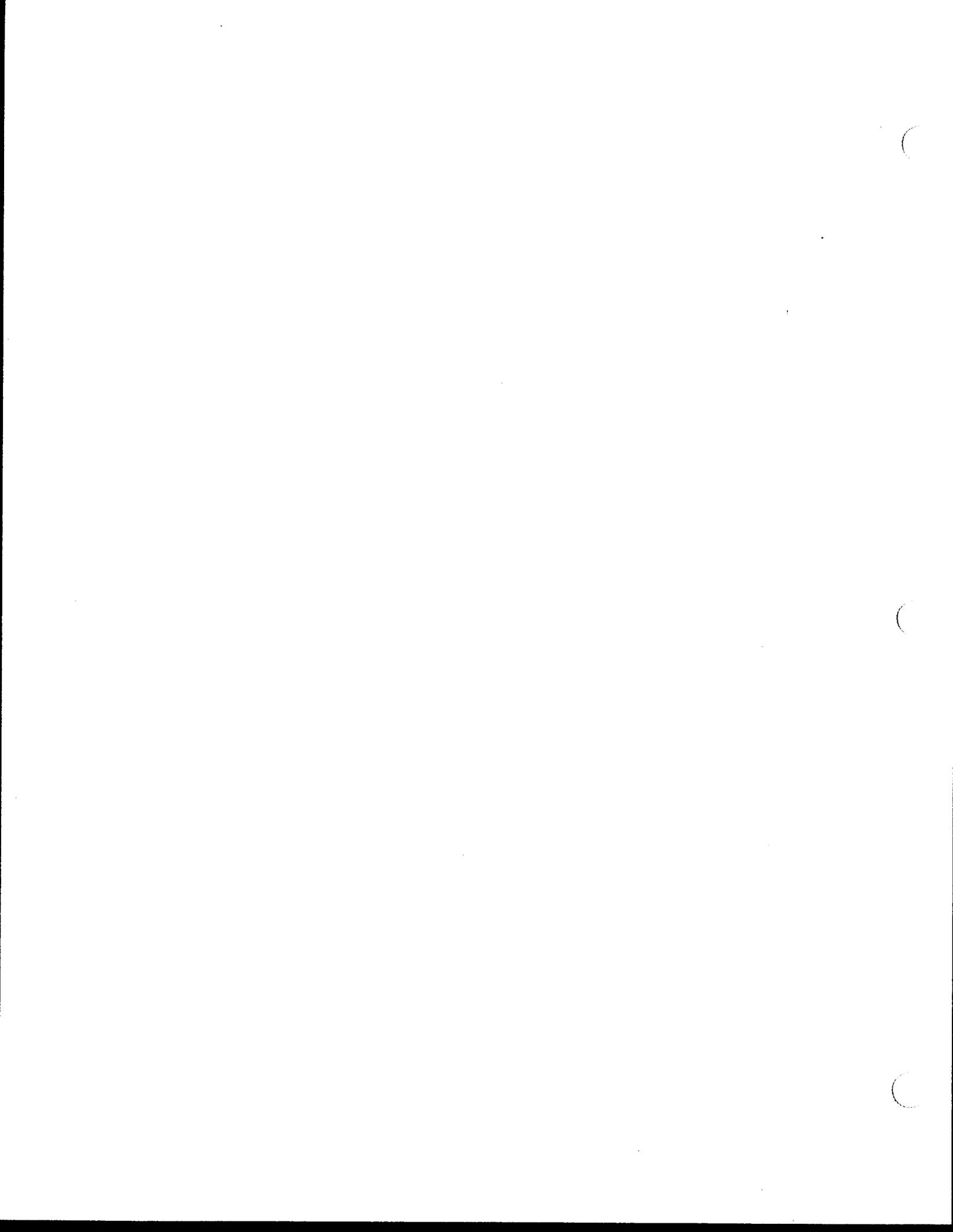
40%



Division of Large Livestock
Livestock Environmental Permitting Program
Ohio Department of Agriculture

09/01/06





Position Descriptions

Position Descriptions

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY
AGRICULTURE
DIVISION OR INSTITUTION
Administration
UNIT OR OFFICE
Livestock Permitting Program

State Agency County Agency New Position Change

COUNTY OF EMPLOYMENT
LICKING

USUAL WORKING TITLE OF POSITION: Executive Director 3
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 1.1 Assistant Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
 FROM: 8:00 AM TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
40%	Serves as Executive Director of the Livestock Permitting Program. Serves as liaison between the Ohio Department of Agriculture and state-wide organizations, federal, state, local levels of government, private businesses, and the non-profit sector.	K-5, 9b, 12, 13b (Agriculture) 14 (Federal and State) 30a, b, c, l, r 31a, b, c, d, e 32a, d, h, j 34b, e, f, l
40%	Exercises initiative and autonomy in directing, planning, coordinating and supervising personnel support operations of the Livestock Permitting Program. Prepares and submits program's entire operational budget. Plans, directs and coordinates development and implementation of the Livestock Permitting Program. Coordinates education efforts and development of information (e.g., brochures, reports) to educate existing organizations, agencies and the public on issues related to the Livestock Permitting Program.	K-5, 9B, 12, 13B (Agriculture) 14 (Federal and State) Knowledge of Federal Clean Water Act, Knowledge of state, local and the administrative rule making process. Extensive Knowledge of livestock and poultry production. Extensive experience working with livestock and/or poultry producers.
20%	Performs liaison duties with other state agencies, legislators, national organizations, public groups, executives, and non-government groups; initiates and/or responds to various correspondence from many diverse sources; speaks before various groups in order to promote activities of the Livestock Permitting Program.	K-5, 9b, 12, 13b (Agriculture) 14 (Federal and State) 30a, b, c, l, r 31a, b, c, d, e 32a, d, h, u 34f, l

FEB 25 2001

POSITION CONTROL NUMBER
201.0 (22) Exempt-Unclassified

CLASS TITLE
Executive Director 3

NUMBER
6.13

List Position Numbers and Class Titles of positions directly supervised.

SIGNATURE OF AGENCY
Meredith L. Daily
REPRESENTATIVE

DATE
4-26-01

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY Ohio Department of Agriculture
DIVISION OR INSTITUTION Administration
UNIT OR OFFICE Livestock Permit Program

POSITION CONTROL NUMBER
203-0(22) EXEMPT-UNCLASS

CLASS TITLE
ATTORNEY 5

NUMBER
46

State Agency County Agency New Position Change

COUNTY OF EMPLOYMENT
LICKING

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
201.0 Executive Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
FROM: 8:00 AM TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
60	Plans, directs & coordinates legal program of livestock permit program (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector) &/or supervises legal staff & develops & implements policies relating to legal functions	K-13a,13b (ODA Rules), ORC 14 (ODA Rules & Laws) 23 (Laws as they pertain to livestock program & EPA); 30m;32a,b,c,d,e,f,g,h,i,l,o,p,q,r,s,t,v,w,y;33d,e;34b,c,d,e,f,g,h,i
20	Provides full range of legal advice & services to state &/or county agencies; delegate authority with Ohio EPA; conducts legal research & prepares briefs, contracts, leases, orders & other legal documents; conducts hearings & renders decisions; reviews &/or oversees reviews of complaints for potential legal violations; oversees preparation & review of all division's legal documents; assigns cases & trains staff; drafts &/or interprets legislation &/or rules for the livestock division.	K-13a,13b (ODA & EPA Rules), ORC 14 (ODA Rules & Laws) 30o;32a,b,c,d,e,f,g,h,i,l,o,p,q,r,s,t,v,w,y; 34b,c,d,e,f,g,h,i
20	Answers legal inquires from government officials &/or public; assists staff in resolving complex questions of law; prepares & delivers speeches; represents livestock division in meetings; cooperates with office of Attorney General on legal issues as required.	K-13a,13b (ODA Rules), ORC 14 (ODA Rules & Laws) 30m; 32a,b,c,d,e,f,g,h,i,l,o,p,q,r,s,t,v,w,y; 33d,e; 34b, c,d,e,f,g,h,i

List Position Numbers and Class Titles of positions directly supervised
23 Legal Secretary

SIGNATURE OF AGENCY
Fred J. Karysh
REPRESENTATIVE

DATE
1/2001

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Ohio Department of Agriculture

DIVISION OR INSTITUTION
Large Livestock

UNIT OR OFFICE

State Agency County Agency New Change

County of Employment
Licking

USUAL WORKING TITLE OF POSITION
Attorney

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
201.0 - Executive Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8 a.m. - 5 p.m.

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Under direction of the Executive Director 3, serves as management level employee providing legal advice (i.e. acts as lead attorney for the Ohio Department of Agriculture (ODA) on all matters pertaining to the Livestock Environmental Permitting Program; assumes primary responsibility over other staff attorneys assigned to ODA on advising the Director and the Executive Director 3 on policy development & implementation requiring legal research &/or litigation; participates in development & statewide enforcement of the ODA Livestock Environmental Program by ensuring agency compliance with State & Federal laws (e.g. Senate Bill 141 - 123 rd General Assembly, Ohio Administrative Code - Chapter 901, House Bill 152 - 125 th General Assembly, Ohio Revised Code 3767 & 903) & program requirements for large livestock farms in Ohio).	Knowledge of 5; 13b (ODA Work Rules & Procedures; 14 (OAC, ORC); 15; 17. Ability to 23 (understand law in livestock permitting). Skilled in 30q; 31e; 32x; 34f.
15	Assist in resolution, negotiation, settlement &/or litigation of legal matters (i.e. advocates legislation having impact on livestock production practices, soil & water conservation &/or odor control to include but not limited to the Clean Water Act & the National Pollutant Discharge Elimination System [NPDES], represents ODA at enforcement proceedings, originates, reviews, edits legal documents to aide Executive Director 3 in decision-making &/or in preparation to submit evidence during hearings, represents ODA by making legal arguments as directed); researches & drafts legal opinions, orders, memoranda & other legal documents.	Knowledge of 5; 13b (ODA Work Rules & Procedures; 14 (OAC, ORC); 15; 17. Ability to 23 (understand law in livestock permitting). Skilled in 30q; 31e; 32x; 34f.
15	Conduct legal research of case & statutory law, constitutions, state &/or federal rules, opinions &/or orders (i.e., performs legal research on rules governing new & existing large livestock & poultry farms, finds supporting &/or interprets case law relative to issuance of permits, identification of violations &/or assessment of penalties &/or fines).	Knowledge of 5; 13b (ODA Work Rules & Procedures; 14 (OAC, ORC); 15; 17. Ability to 23 (understand law in livestock permitting). Skilled in 30q; 31e; 32x; 34f.
10	Provides legal advice to & responds to inquiries from state &/or county administrators, general public, legislators &/or government officials (i.e., establishes professional working relationship with the Office of the attorney General, maintains effective verbal &/or written communication with other state & federal government agencies &/or other public & private sector organizations (i.e., Ohio EPA, ODNR, OSU, USDA, Ohio Livestock Coalition), writes legal opinions, prepares orders, memoranda & other legal documents as required by courts &/or as directed).	Knowledge of 5; 13b (ODA Work Rules & Procedures; 14 (OAC, ORC); 15; 17. Ability to 23 (understand law in livestock permitting). Skilled in 30q; 31e; 32x; 34f.

POSITION CONTROL NUMBER
205.0 (22) Extended

CLASS TITLE
Attorney 4

JOB NUMBER
63845

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Fred A. Doney

12/4/06

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY

DEPT OF AGRICULTURE

DIVISION OR INSTITUTION

LIVESTOCK ENVIROMENTAL PERMITTING

UNIT OR OFFICE

X State Agency ___ County Agency New Position Change

COUNTY OF EMPLOYMENT

Licking

USUAL WORKING TITLE OF POSITION

LIVESTOCK ENVIROMENTAL ENGINEER 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

EXECUTIVE DIRECTOR LIVESTOCK ENV. PERMIT PROG.

NORMAL WORKING HOURS (Explain unusual or rotating shift.)

FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
40%	Supervises and schedules all lower level engineers, inspectors and technical staff involved in the planning, design, review, inspection and operation of permitting Concentrated Animal Feeding Facilities (CAFF). Engineering duties will include livestock and manure facility design, hydro-geological, geological and soils designs involving manure holding ponds and manure treatment lagoons. Manure facilities involving fabricated structural designs involving concrete, steel, wood and masonry. Also the design, review, installation and inspection of storm water, sediment and erosion control practices adjacent to these facilities. Additionally develops and reviews plans for utilization, treatment and distribution of manure for reuse as crop nutrient or other processed product.	1,5,7,8a, 9a, 9b, 11a, 12,13b, 14(state and federal engineering laws rules and guidelines), 16, 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD, Arc View), 29 (Dell PC) 30m, 31g, 32q, 34e, 35a
30%	Acts as staff specialist in development and review of permits for CAFF's, writes standards and specifications, develops rules, inspects construction, operation and maintance of facilities and prepares notices of violation. Participates in public process to explain technical aspects of permits to permittee and the public.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC) 30k (engineering- ability to review, prepare & edit specifications, construction plans, permits, and related documents), 31i, 32x, 34a
20%	Develops, supervises and maintains database of plans, design data, inspection reports, technical review documents, and geographical information for each permitted facility. Utilizes the information in that database to prepare the reports to USEPA, ODA, permit applicants and other state agencies as required.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC) 30m, 31g, 32q, 34e, 35a
10%	Trains staff, evaluates performance, listens to grievances, implements departmental policies, and guidelines applicable to the Livestock Environmental Permitting Program's permitting of Concentrated Animal Feeding Facilities.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, ecological), 25b (CAD), 29 (Dell PC)

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mel J. Daily

6/3/05

POSITION CONTROL NUMBER 2200 (22) Exempt-Classified per 4 Natural Resources 03/44

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY
DEPARTMENT OF AGRICULTURE
DIVISION OR INSTITUTION
LIVESTOCK ENVIRONMENTAL PERMITTING
UNIT OR OFFICE

State Agency County Agency New Position Change

COUNTY OF EMPLOYMENT
Licking

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

LIVESTOCK ENVIRONMENTAL ENGINEER 3

LIVESTOCK ENVIRONMENTAL ENGINEER 4

NORMAL WORKING HOURS (Explain unusual or rotating shift.)

FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION CONTROL NUMBER
213.0 (22) Exempt-Classified

CLASS TITLE
Natural Resource Engineer 3

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
50%	Reviews permit to install applications, permit to operate applications, review compliance certificates and NPDES permit applications for Concentrated Animal Feeding Facilities to ensure that they meet technical requirements for issuance. Engineering duties will include livestock and manure facility design, hydro-geological, geological, and soils designs involving manure holding ponds and manure treatment lagoons. Manure facilities involving fabricated structural designs of concrete, steel, wood and masonry. Also the design, review, installation and inspection of storm water, sediment and erosion control practices adjacent to these facilities. Additionally develops and reviews plans for the utilization, treatment, and distribution of manure for reuse as crop nutrient or other processed product.	1,5,7,8a, 9a, 9b, 11a, 12,13b, 14(state and federal engineering laws rules and guidelines), 16, 18 (environmental, civil agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD, Arc View), 29 (Dell PC) 30n 31g, 32q, 34e, 35a
30%	Conducts inspections of facilities, to ensure the proper operation and maintenance. Duties include inspection of structural integrity; proper management of facility, records properly kept of required system maintenance and operation. Complete inspection reports and prepare technical compliance and enforcement documents.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 1 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC 30k (engineering- ability to review, prepare & edit specifications, construction plans, permits, and related documents), 31i, 32x, 34a
10%	Maintains database of information on permits, inspections, reports, compliance and enforcement. Responds to requests for information from the public, permit holders and applicants. Completes required reports and transmit to supervisor.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 1 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC 30m, 31g, 32q, 34e, 35a
10%	Provides training to program staff, consultants, producers, agency staff on technical requirements regarding the Livestock Environmental Permitting Program Rules, technical standards, applications, inspections, operational records and reporting requirements.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 1 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC) 30m, 31g, 32q, 34e, 35a

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

And L. Daily

7/11/02

8571

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY

DEPARTMENT OF AGRICULTURE

DIVISION OR INSTITUTION

LIVESTOCK ENVIRONMENTAL PERMITTING

UNIT OR OFFICE

State Agency County Agency New Position Change

COUNTY OF EMPLOYMENT

Licking

USUAL WORKING TITLE OF POSITION

LIVESTOCK ENVIRONMENTAL ENGINEER 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

LIVESTOCK ENVIRONMENTAL ENGINEER 4

NORMAL WORKING HOURS (Explain unusual or rotating shift.)

FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
50%	Reviews permit to install applications, permit to operate applications, review compliance certificates and NPDES permit applications for Concentrated Animal Feeding Facilities to ensure that they meet technical requirements for issuance. Engineering duties will include livestock and manure facility design, hydro-geological, geological, and soils designs involving manure holding ponds and manure treatment lagoons. Manure facilities involving fabricated structural designs of concrete, steel, wood and masonry. Also the design, review, installation and inspection of storm water, sediment and erosion control practices adjacent to these facilities. Additionally develops and reviews plans for the utilization, treatment, and distribution of manure for reuse as crop nutrient or other processed product.	1,5,7,8a, 9a, 9b, 11a, 12,13b, 14(state and federal engineering laws rules and guidelines), 16, 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD, Arc View), 29 (Dell PC) 30m, 31g, 32q, 34e, 35a
30%	Conducts inspections of facilities, to ensure the proper operation and maintenance. Duties include inspection of structural integrity; proper management of facility, records properly kept of required system maintenance and operation. Complete inspection reports and prepare technical compliance and enforcement documents.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC) 30k (engineering- ability to review, prepare & edit specifications, construction plans, permits, and related documents), 31i, 32x, 34a
10%	Maintains database of information on permits, inspections, reports, compliance and enforcement. Responds to requests for information from the public, permit holders and applicants. Completes required reports and transmit to supervisor.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC) 30m, 31g, 32q, 34e, 35a
10%	Provides training to program staff, consultants, producers, agency staff on technical requirements regarding the Livestock Environmental Permitting Program Rules, technical standards, applications, inspections, operational records and reporting requirements.	5,7,8,9b, 11a, 14(state and federal engineering laws rules and guidelines), 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD), 29 (Dell PC) 30m, 31g, 32q, 34e, 35a

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

And L. Daily

7/11/02

POSITION CONTROL NUMBER 214.0 (22) Exempt-Classified
Natural Resource Engineer 3

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY

DEPARTMENT OF AGRICULTURE

DIVISION OR INSTITUTION

LIVESTOCK ENVIRONMENTAL PERMITTING

UNIT OR OFFICE

X State Agency ___ County Agency X New Position Change

COUNTY OF EMPLOYMENT
Licking

USUAL WORKING TITLE OF POSITION

LIVESTOCK ENVIRONMENTAL ENGINEER 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

LIVESTOCK ENVIRONMENTAL ENGINEER 3

NORMAL WORKING HOURS (Explain unusual or rotating shift.)

FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION CONTROL NUMBER
212.0 (13) Barg Unit

Natural Resource Engineer 2

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
50%	<p>Under direction of supervising engineer, reviews permit to install applications, permit to operate applications, review compliance certificates and NPDES permit applications for Concentrated Animal Feeding Facilities to ensure that they meet technical requirements for issuance. Engineering duties will include livestock and manure facility design, hydro-geological, geological, and soils designs involving manure holding ponds and manure treatment lagoons. Manure facilities involving fabricated structural designs of concrete, steel, wood and masonry. Also the design, review, installation and inspection of storm water, sediment and erosion control practices adjacent to these facilities. Additionally develops and reviews plans for the utilization, treatment, and distribution of manure for reuse as crop nutrient or other processed product.</p>	<p>13b, 14(state and federal engineering laws rules and guidelines), 16, 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD, Arc View), 29 (Dell PC) 30m, 31g, 32x, 34d, 35a</p>
40%	<p>Under direction of supervising engineer, conducts inspections of facilities, to ensure the proper operation and maintenance. Duties include inspection of structural integrity; proper management of facility, records properly kept of required system maintenance and operation. Complete inspection reports and prepare technical compliance and enforcement documents. Completes required reports and transmit to supervisor.</p>	<p>13b, 14(state and federal engineering laws rules and guidelines), 16, 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD, Arc View), 29 (Dell PC) 30m, 31g, 32x, 34d, 35a</p>
10%	<p>Participates in development of personal training plan and works to accomplish goals in that plan and to become registered professional engineer.</p>	<p>13b, 14(state and federal engineering laws rules and guidelines), 16, 18 (environmental, civil, agricultural, hydrologic, hydraulic), 20(environmental, water quality, ecological, agronomy, animal science), 25b (CAD, Arc View), 29 (Dell PC) 30m, 31g, 32x, 34d, 35a</p>

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Paul J. Daily

7/11/02

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY
DEPT OF AGRICULTURE
DIVISION OR INSTITUTION
DIVISION OF LIVESTOCK PERMITTING
UNIT OR OFFICE
ADMINISTRATION

X State Agency ___ County Agency New Position Change

COUNTY OF EMPLOYMENT
Hardin

USUAL WORKING TITLE OF POSITION
LIVESTOCK INSPECTOR

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
215.0 NATURAL RESOURCES ENGINEER 4

NORMAL WORKING HOURS (Explain unusual or rotating shift.)
FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
70	<p>Inspects livestock & poultry locations where they are housed, exhibited, sold &/or slaughtered (e.g. farms, fairs, dealers, poultry & livestock markets, swine garbage feeding operations, farmers, slaughter establishments, concentration points & rendering plants) & animal damage situations for compliance with state livestock laws & administrative rules & USDA APHIS & USFDA rules & regulations (e.g., tests, inspects, appraises & depopulates livestock & poultry, collects health data), issues & releases quarantines, oversees cleaning & disinfecting of areas where animals are housed, oversees shipment of animals & issues permits for movement of animals.</p>	<p>11b. Human Resources, 20. Natural Sciences (biological sciences -zoology, botany) agronomy: animal science, environmental science; 30i; 31e; 32r; 34i.</p>
30	<p>Examines & audits records of livestock dealers & livestock markets (e.g., dollar volume for bonding, headage for licensing, compliance with animal health or animal identification requirements & epidemiological records to trace animals for compliance with state federal laws & regulations); prepares reports on inspections, testing &/or violation notices, attends meetings, training sessions & Working conferences; operates personal computer to generate written materials (e.g., correspondence; reports; memorandums) &/or to enter, edit, verify or retrieve data.</p>	<p>11b. Human Resources, 20. Natural Sciences (biological sciences -zoology, botany) agronomy: animal science, environmental science; 30i; 31e; 32r; 34i</p>

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

Ined L Daily

DATE

7/11/03

CLASS TITLE Livestock Inspector
 POSITION CONTROL NUMBER 216.0
 21111

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY
DEPT OF AGRICULTURE
DIVISION OR INSTITUTION
DIVISION OF LIVESTOCK PERMITTING
UNIT OR OFFICE
ADMINISTRATION

X State Agency ___ County Agency New Position Change

COUNTY OF EMPLOYMENT
Champaign

USUAL WORKING TITLE OF POSITION
LIVESTOCK INSPECTOR

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
215.0 NATURAL RESOURCES ENGINEER 4

NORMAL WORKING HOURS (Explain unusual or rotating shift.)
FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

FA 111102
 POSITION CONTROL NUMBER 218.0
 CLASS TITLE Livestock Inspector
 21111

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
70	<p>Inspects livestock & poultry locations where they are housed, exhibited, sold &/or slaughtered (e.g. farms, fairs, dealers, poultry & livestock markets, swine garbage feeding operations, farmers, slaughter establishments, concentration points & rendering plants) & animal damage situations for compliance with state livestock laws & administrative rules & USDA APHIS & USFDA rules & regulations (e.g., tests, inspects, appraises & depopulates livestock & poultry, collects health data), issues & releases quarantines, oversees cleaning & disinfecting of areas where animals are housed, oversees shipment of animals & issues permits for movement of animals.</p>	<p>11b. Human Resources, 20. Natural Sciences (biological sciences -zoology, botany) agronomy: animal science, environmental science; 30l; 31e; 32r; 34i.</p>
30	<p>Examines & audits records of livestock dealers & livestock markets (e.g., dollar volume for bonding, headage for licensing, compliance with animal health or animal identification requirements & epidemiological records to trace animals for compliance with state federal laws & regulations); prepares reports on inspections, testing &/or violation notices, attends meetings, training sessions & Working conferences; operates personal computer to generate written materials (e.g., correspondence; reports; memorandums) &/or to enter, edit, verify or retrieve data.</p>	<p>11b. Human Resources, 20. Natural Sciences (biological sciences -zoology, botany) agronomy: animal science, environmental science; 30l; 31e; 32r; 34i</p>

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ired J Daily

7/1/02

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY

DEPT OF AGRICULTURE

DIVISION OR INSTITUTION

DIVISION OF LIVESTOCK PERMITTING

UNIT OR OFFICE

ADMINISTRATION

X State Agency ___ County Agency New Position Change

COUNTY OF EMPLOYMENT
Champaign

USUAL WORKING TITLE OF POSITION

LIVESTOCK INSPECTOR

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

215.0 NATURAL RESOURCES ENGINEER 4

NORMAL WORKING HOURS (Explain unusual or rotating shift.)

FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION CONTROL NUMBER 219.0
 CLASS TITLE Livestock Inspector
 21111

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
70	<p>Inspects livestock & poultry locations where they are housed, exhibited, sold &/or slaughtered (e.g. farms, fairs, dealers, poultry & livestock markets, swine garbage feeding operations, farmers, slaughter establishments, concentration points & rendering plants) & animal damage situations for compliance with state livestock laws & administrative rules & USDA APHIS & USFDA rules & regulations (e.g., tests, inspects, appraises & depopulates livestock & poultry, collects health data), issues & releases quarantines, oversees cleaning & disinfecting of areas where animals are housed, oversees shipment of animals & issues permits for movement of animals.</p>	<p>11b. Human Resources, 20. Natural Sciences (biological sciences -zoology, botany) agronomy: animal science, environmental science; 30i; 31e; 32r; 34i.</p>
30	<p>Examines & audits records of livestock dealers & livestock markets (e.g., dollar volume for bonding, headage for licensing, compliance with animal health or animal identification requirements & epidemiological records to trace animals for compliance with state federal laws & regulations); prepares reports on inspections, testing &/or violation notices, attends meetings, training sessions & Working conferences; operates personal computer to generate written materials (e.g., correspondence; reports; memorandums) &/or to enter, edit, verify or retrieve data.</p>	<p>11b. Human Resources, 20. Natural Sciences (biological sciences -zoology, botany) agronomy: animal science, environmental science; 30i; 31e; 32r; 34i</p>

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

Ined J Daily

DATE

7/11/03

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY: Agriculture
AGRICULTURE
DIVISION: INFORMATION
UNIT OR OFFICE: Large Livestock

State Agency County Agency New Position Change

COUNTY OF EMPLOYMENT
Licking

USUAL WORKING TITLE OF POSITION
Public Information Officer 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
201.0 Executive Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)

FROM: 8:00 am

TO: 5:00 pm

(may be required to work weeknights &/or weekends, possible overnight travel)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
70	<p>Advises, consults with and assists Program Chief, Agency Communications Director, Agency Director, and other key staff regarding public relations issues and strategies; plans and directs program's public information policies and procedures, including coordinating with other agencies and organizations, monitoring media and public inquiries, and assisting with public information and media relations activities as directed; responds verbally or in writing or consults with other appropriate parties within the department for response to public and media inquiries received by telephone, internet, mail, fax, or in-person visit about the program's services, facilities, or sensitive policy issues; researches, writes, types, proofs, and distributes informational materials about program's goals and activities, including announcements, news releases, feature articles, speeches, and other communications such as program's reports, weekly activity reports, and daily inquiry summaries.</p>	<p>K: 11a, b, 13b, 14 S: 25a, 25b, 29 (Macintosh or PC) A: 30k (agriculture), 30o (journalism), 30r 31a, b, c, d, 32a, b, c, d, e, f, g, h i, j, k, l, m, n, o, p, q, r, s, t, u, v, y 33 a, b, c, d, e 34 a, b, c, d, e, f, i</p>
30	<p>Plans and carries out special events including press conferences; assists Program Chief and other program staff in planning, publicizing, and carrying out public information meetings such as public hearings; serves as a resource person for information on positive public presentation of program's activities; responds to written and/or telephone requests for speeches and/or presentations; delivers speeches and gives presentations; and other duties as assigned; supervises assigned personnel (e.g. administrative assistant 3 and executive secretary.)</p>	<p>K: 11a, b, 13b, 14 S: 25a, 25b, 29 A: 30k (agriculture), 30o (journalism), 30r 31a, b, c, d, 32a, b, c, d, e, f, g, h i, j, k, l, m, n, o, p, q, r, s, t, u, v, y 33 a, b, c, d, e 34 a, b, c, d, e, f, i</p>

List Position Numbers and Class Titles of positions directly supervised.

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

And J. Dancy 5/8/2001

POSITION CONTROL NUMBER
209.022 Exempt-Unclassified

CLASS TITLE
Public Information Officer

64422

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY
Agriculture
DIVISION OR INSTITUTION
Livestock Environmental Permitting Program
UNIT OR OFFICE

700-000 updated

POSITION CONTROL NUMBER 207.0 (22) Exempt-Unclassified
CLASS TITLE Administrative Assistant 3

X State Agency ___ County Agency New Position Change

COUNTY OF EMPLOYMENT
Licking

USUAL WORKING TITLE OF POSITION: Administrative Assistant 3
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: Public Information Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift.)
FROM: 8:00 AM TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
30	Acts for the administrator by planning, developing and implementing public involvement strategies and activities for Livestock Environmental Permitting Program, including community relations plans, public information sessions, public meetings and informal meetings with citizens. Serves as a liaison between the administrator and the public by acting as the initial contact and spokesperson with various publics. Serves as a liaison between the administrator and the staff by preparing them for public meetings. Represents the administrator at public meetings and public education events, and arranges for participation by appropriate technical staff at them.	Knowledge of 1, 8, 11a, 11b, 13b, 14, 19 (communications, speech, or related field), 21 (social sciences). Skill in 25b, 29 (motor vehicle, personal computer). Ability to 30a, b, c, d, e, f, h, I, j, k, l, n, r, 32a, c, d, e, f, g, h, I, j, k, o, r, s, u, v, 34a, b, c, d, f, i
30	Analyzes and evaluate public involvement and public education programs and policies by tracking commitments made at meetings and to the Department, including responses to questions and requests submitted by elected officials and/or citizens, as a part of the permitting process. Provides technical advice to staff on public education.	Knowledge of 1, 8, 11a, 11b, 13b, 14, 19, 21. Skill in 25b, 29. Ability to 30a, b, c, d, e, f, h, I, j, k, l, n, r, 32a, c, d, e, f, g, h, I, j, k, o, r, s, u, v, 34a, b, c, d, f, i
30	Develops and coordinates public meetings. Furnishes information and explains program to the public, other agency personnel, and the legislature. Responds to complaints and inquiries by letter or phone from the public. Prepares letters and reports for own signature, or signature by agency management or governor. Gives speeches/presentations on issues to general audiences and organizations (i.e. trade associations, civic groups). Assists public information officer 2 with media as required.	Knowledge of 1, 8, 11a, 11b, 13b, 14, 19, 21. Skill in 25b, 29. Ability to 30a, b, c, d, e, f, h, I, j, k, l, n, r, 32a, c, d, e, f, g, h, I, j, k, o, r, s, u, v, 34a, b, c, d, f, i
10	Plans and executes displays and special events (i.e. workshops, conferences) by arranging facility location and rental. Develops informational materials and publications (brochures, scripts, etc.) and writes articles for agency publications. Develops public education sessions to train producers and agency personnel.	Knowledge of 1, 8, 11a, 11b, 13b, 14, 19, 21. Skill in 25b, 29. Ability to 30a, b, c, d, e, f, h, I, j, k, l, n, r, 32a, c, d, e, f, g, h, I, j, k, o, r, s, u, v, 34a, b, c, d, f, i

List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE: *Fred L. Daily*

DATE: 2/14/03

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY Agriculture
DIVISION OR INSTITUTION Administration
UNIT OR OFFICE Livestock Permitting Program

State Agency County Agency New Position Change

COUNTY OF EMPLOYMENT Licking

USUAL WORKING TITLE OF POSITION
Executive Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
201.0 Executive Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift.)
FROM: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

Job Duties in order of Importance

Minimum Acceptable Characteristics

50% Performs non-routine administrative tasks (i.e., independently formulates decisions &/or judgements involving non-legal interpretation of policies as they would apply to given situations to resolve problems, prepare correspondence &/or reports or to carry out other assignments); (e.g., prepares program summaries and reports, responds to correspondence; reviews and summarizes fiscal, &/or operational and/or personnel reports; represents Executive Director at meetings and conferences with other agencies; researches and prepares data for budget inclusion; assists in writing budget justification) coordinates the acquisition and maintenance of office machines such as telephones, copiers, computers and/or typing equipment.

K-3,4,11a,11b,12,13a
S-25, 29 (Word Perfect, electronic typewriter, copier, fax, calculator)

A-30a,c,e,f,h,j,l,n
31a,b,c,d,e
32a,b,c,d,e,f,g,h,i,j
k,l,m,n,o,q,r,s,t,v
33a,b,c,d,e
34b,c,d,f,i
35a,b

30% Performs secretarial tasks (e.g., prepares confidential correspondence &/or reports at the request of the Executive Director) maintains confidential files (e.g., personnel evaluation forms, personnel leave forms) maintains calendar &/or makes travel arrangements for staff; takes &/or transcribes dictation &/or minutes of advisory board or other meetings; prepares payroll reports and/or timesheets; handles sensitive telephone calls; channels calls to appropriate staff.

K-3,4,11a,11b,12,13a
S-25, 29 (Word Perfect, electronic typewriter, copier, fax, calculator)

A-30a,c,e,f,h,j,l,n
31a,b,c,d,e
32a,b,c,d,e,f,g,h,i,j
k,l,m,n,o,q,r,s,t,v
33a,b,c,d,f,i
34b,c,d,f,i
35a,b

20% Performs clerical tasks (e.g., receives, opens, logs, distributes incoming mail; answers phone and screens calls; greets and directs visitors; maintains inventory of general office supplies and orders as needed; maintains files and retrieves information); prepares routine forms; prepares records retention and disposal schedules and arranges record transfers.

List Position Numbers and Class Titles of positions directly supervised.

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ined L Parley 4/26/01

POSITION CONTROL NUMBER 202.0 (22) Exempt-Inclassified

CLASS TITLE Executive Secretary I

M 4107 (5/81)

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY
DEPT OF AGRICULTURE
DIVISION OR INSTITUTION
DIVISION OF LIVESTOCK PERMITTING
UNIT OR OFFICE
ADMINISTRATION

POSITION CONTROL NUMBER 211.0 (as) External
CLASS TITLE Administrative Assistant 2
63122

X State Agency ___ County Agency New Position Change

COUNTY OF EMPLOYMENT
Licking

USUAL WORKING TITLE OF POSITION: Administrative Assistant
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 201.0 Executive Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift.)
FROM: 8:00 AM TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20%	Acts for the Administrator of the Livestock Permitting Program (e.g., independently answers complex &/or confidential correspondence; conducts staff meeting to discuss rules & operating procedures relating to assigned area; monitors manpower needs & insures sufficient personnel to complete special assignments/projects), serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, formulates & implements program policy & assumes responsibility authority in the administrators absence, or does all of the proceeding and supervises staff (i.e. assigned clerical, maintenance, security &/or lower level administrative employees).	K-1,2,3,4,5,9a,11a,11b,12,13a, S-25, 29(Word, electronic typewriter, copier, fax, calculator A-30a,c,d,e,h,j,l,n 31a,b,c,d,e 32a,b,c,d,e,f,h,i,j,k,l,m,n,o,q,r,s,t,u,v, 33a,b,c,d,e 34b,c,d,e,f,I 35a,b,
15%	Researches & analyzes programs, procedures & policies of the Livestock Environmental Permitting Program; develops project proposals & program plans; provides technical advice to aid administrators in decision making.	K-1,2,3,4,5,9a,11a,11b,12,13a, S-25, 29(Word, electronic typewriter, copier, fax, calculator A-30a,c,d,e,h,j,l,n
25%	Manages business functions of administrator's office; prepares & administers budgets; oversees maintenance of fiscal controls, authorizes expenditures & purchases; administers special programs & projects; coordinates specific auxiliary functions falling under the authority of supervisor.	31a,b,c,d,e 32a,b,c,d,e,f,h,i,j,k,l,m,n,o,q,r,s,t,u,v, 33a,b,c,d,e 34b,c,d,e,f,I 35a,b,
20%	Maintains and communicates with interested parties lists in regards to rule making and public notice of permitted facilities as part of the public participation requirements. Prepares notices and communications with media to comply with legal notice requirements.	K-1,2,3,4,5,9a,11a,11b,12,13a, S-25, 29(Word, electronic typewriter, copier, fax, calculator A-30a,c,d,e,h,j,l,n
20%	Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains Livestock Environmental Permitting programs to the public; writes speeches & gives lectures; prepares news releases.	31a,b,c,d,e 32a,b,c,d,e,f,h,i,j,k,l,m,n,o,q,r,s,t,u,v, 33a,b,c,d,e 34b,c,d,e,f,I 35a,b,



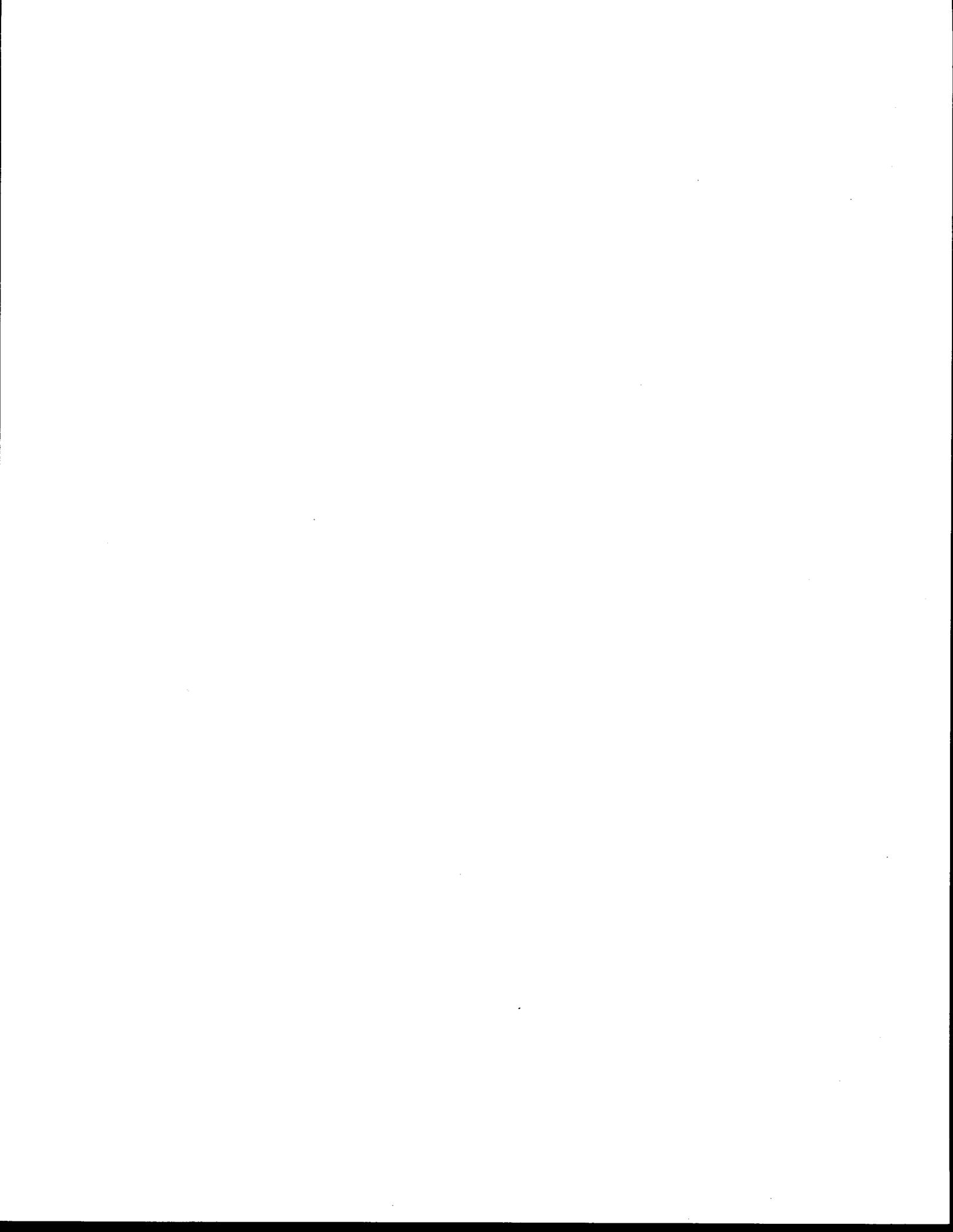
List Position Numbers and Class Titles of positions directly supervised

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Med J Dorey

4/13/2001





GENERAL INFORMATION

Part A GENERAL INFORMATION

The following general information is required for all permits.

1. Owner's/Operator's Name and Address and Signature

Note: If there is more than one owner/operator or if this is a Corporation or Limited Liability Partnership (LLP) all owner/operators, officers, directors, partners or others that have a right to control the facility must be listed below. If there are more than two names, add the names, addresses and phone numbers of all additional individuals on a separate piece of paper. At least one owner/operator must **sign and certify** the permit application. Rule 901:10-2-01) Any change in owner/operator before a final decision is made on any permit requires signature and certification by the new owner/operator.

Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
E-mail: _____	E-mail: _____

Signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information is, to the best of my knowledge and belief, true and accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations." 901:10-1-02(A)(8)

Signature: _____

Printed Name: _____

Date: _____

Check one or both of the following:

- Name of Owner or
- Name of Operator

Print name here: _____



2. Facility Name and Address

Note: Please provide address and phone information only if different from above.
Rule 901:10-2-01(C)(1) and (5)

Name of Facility: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
County: _____ Township: _____ Section: _____
Phone: _____ Fax: _____

3. Watershed: Rule 901:10-2-02

Name: _____
Address (8 digit code): _____

You may find the name of your watershed on the U.S. Environmental Protection Agency Watershed Information Network website: www.epa.gov/win. For assistance please contact the Ohio Department of Agriculture, Livestock Environmental Permitting Program at (614) 387-0470 or through the ODA website at: www.state.oh.us/agr/

4. Permit Application Prepared By

Rules 901:10-2-01 and 901:10-1-02(A)(8)

Name: _____ Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Permit Preparation by Professional Engineer

Rules 901:10-2-03, 901:10-2-05, 901:10-2-06

Name: _____ Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____



5. Reason for Application (Note: Check all that apply)

A. Permit to Install Rules 901:10-2-01 to 901:10-2-06

- Proposed construction of a new manure storage or treatment facility
 - Proposed expansion of an existing manure storage or treatment facility (by 10% or more) as a "modification" defined in Rule 901:10-1-01
 - Proposed expansion of animal numbers at an existing animal feeding facility (AFF) to the size of a concentrated animal feeding facility (CAFF)
 - Other (Please list and describe in detail):
-

B. Permit to Operate Rules 901:10-2-07 to 901:10-2-20

- Proposed operation of a new CAFF
 - Proposed expansion of animal numbers at an existing AFF to the size of a CAFF
 - Renewal of an expiring PTO
 - Other (Please list and describe in detail):
-

C. National Pollutant Discharge Elimination System (NPDES) Rules 901:10-2-07 to 901:10-2-20 and rules 901:10-3-01 to 901:10-3-11

- Designated as a concentrated animal feeding operation (CAFO)
 - Proposed new discharge
 - Other (Please list and describe in detail):
-

General National Pollution Discharge Elimination System (NPDES) Chapter 901:10-4 of the Ohio Administrative Code.

Individual National Pollution Discharge Elimination System (NPDES) Rules 901:10-2-07 to 901:10-2-20 and rules 901:10-3-01 to 901:10-3-11.

D. Fees:

- Permit to Install \$1,250.00
- Permit to Operate \$750.00
- Permit Modification \$200.00

E. Construction Stormwater NPDES Permit Rules 901:10-2-04(E) and 901:10-3-11

During the construction described in your permit application, will 1 acre or more be disturbed?

- Yes - You **WILL** need to apply for a Construction Stormwater NPDES Permit
- No - You **WILL NOT** need to apply for a Construction Stormwater Permit.

1. Other permits, licenses, certifications, etc.

The issuance of this permit does not constitute express or implied approval or agreement that if constructed and operated in accordance with the



application and the plans included in the application, that this facility will operate in compliance with all applicable state and federal laws and regulations. Before the start of operations authorized in a permit(s) issued by ODA, the owner/operator is advised to have all other necessary permits or any other regulatory documents current and on file. List the status of any permits, licenses, etc. and the origin or source or issuing department of the permits, that are required for the operation of this facility. The source means the issuing government agency for most of these permits, which include the Ohio Department of Health, local health department, Ohio EPA, or the Ohio Department of Natural Resources. The following steps shall be followed on answering these items:

1. Answer "Yes" if the Permit is issued and provide permit number.
2. Answer "No" if the permit is required but not yet issued at the date of submittal of this application and provide the status of the permit application (i.e.: Submitted, Not Submitted, etc.).
3. If the permit is not applicable to this facility, marked "N/A" in the "Yes" blank.

Flood Plain Permit:

Yes Permit I.D. _____
 No Status of Permit _____ Source: _____

Septic system:

Yes Permit I.D. _____
 No Status of Permit _____ Source: _____

Dairy milk license:

Yes Permit I.D. _____
 No Status of Permit _____ Source: _____

Dam safety permit (Ohio DNR/Division of Water):

Yes Permit I.D. _____
 No Status of Permit _____ Source: _____

Public Drinking Water (25 or more employees):

Yes Permit I.D. _____
 No Status of Permit _____ Source: _____

Mortality Composting Certification:

Yes Certification I.D.: _____
 No Status of Certification: _____ Source: _____

Composting Permit if selling or giving compost away for application on land of others:

Yes Certification I.D.: _____



No Status of Certification: _____ Source: _____

401/404 Certificate (Ohio EPA/Army Corps of Engineers):

Yes Permit I.D. _____

No Status of Permit _____ Source: _____

Other permits or licenses (*Please list and describe in detail*):

Please contact the Ohio Department of Agriculture, Livestock Environmental Permitting Program at (614) 387-0470 or the ODA website at www.state.oh.us/agr/ for assistance or information.

For NPDES purposes, please note: Agricultural activities which are subject to this permit are generally reported under one or more of the following North American Industry Classifications (NAIC) [formerly referred to as SIC codes]: NAIC 112112 (beef), NAIC 112210 (Swine), NAIC 112410 (Sheep/goats), NAIC 112120 (dairy), NAIC 112320 (Broiler), NAIC 112310 (Eggs, layers, starter pullets), NAIC 112330 (Turkey), NAIC 112340 (Pullets, hatchery), NAIC 112390, or NAIC 112920 (Horses) (2002 NAIC Manual).

7. **Confidential Information.** Rule 901:10-1-05 of the Ohio Administrative Code allows an applicant to submit a claim of "trade secret" or "confidential business information" as Ohio law defines these terms. **It is the applicant's responsibility to provide detailed information and supporting reasons for making such a claim before the application is submitted.** It is the applicant's responsibility to mark the information on the pages or to otherwise describe in detail those parts of the application and supporting documents and enclosures for which the claim of confidentiality is sought. If the Director agrees with the reasons provided with the claim then the information will be managed by ODA as "confidential," but with certain exceptions that are also set forth in the Rule on "trade secrets." The Director's decision with respect to a claim of confidentiality may be subject to legal challenge in Ohio under Ohio's public records laws.

8. **Certified Livestock Manager** Rule 901:10-1-06
Do you propose to establish a new facility or expand an existing facility to 10 times the number necessary to be permitted as a CAFF or more?

Yes No

If yes, you are required to employ a Certified Livestock Manager. Please complete the enclosed Form- **Certified Livestock Manager**.



9. Local Notification

- A. If you propose to establish a new CAFF or expand an existing AFF to a CAFF, you must provide proof that the board of county commissioners of the county and the board of trustees of the township where the facility is or will be located has been informed of your intent with your application.

- B. If you propose to establish a new MCAFF or expand an existing AFF or CAFF to an MCAFF, you are required to complete the enclosed written notification and send it to the board of county commissioners of the county and the board of trustees of the township where the facility is or will be located and come to an agreement on improvements necessary to accommodate the facility. Proof of the agreement will need to be provided to this office before approval of this permit.
Rule 901:10-1-02(A)(6)-(7)

Enclosed is a **Local Notification** form for your use. You **must** use it to notify the board of county commissioners of the county and the board of trustees by certified mail, return receipt requested in order to document notice and to initiate any other communication about the facility.

10. Compliance Information

- Have you owned or operated a CAFF in Ohio for at least two of the five years immediately preceding the submission of this permit application?

Yes No

If YES, please provide the following information:

Permit Type: _____
Agency or department issuing the permit: _____
Permit number: _____
Permit issuance date: _____
Name and location/address and county of the facility: _____
Name of the owner or operator: _____

If NO, please complete the Form – **Compliance Information** – and enclose with this permit application



11. Types of Animal Confinement Buildings

Instructions: Please complete the following two charts for 1 Types of Animal Confinement Buildings and 2. Animal Capacity. If these forms do not provide enough space for the required information, then please make copies/duplicates of the forms and complete your application. Rule 901:10-2-01(C)(2)

The information to be provided here for Animal Capacity is for regulatory purposes only. This information is to be used to assess how the facility "fits" into the regulatory program described in Chapter 903 of the Ohio Revised Code for large livestock facilities. These forms are NOT to be used to calculate manure production.

Please provide the total design capacity of each building					
Building Number	#1	#2	#3	#4	#5
Existing or proposed					
Total Confinement (Enclosed Bldg)					
Partial Confinement (Open and Enclosed Bldg)					
Open Lot					
Other (describe)					

If the application is for a new facility, then omit item 11 for Existing population and proceed directly to item 12. If the application is for a "modification" of the facility be sure to check the definition of a "modification" in Rule 901:10-1-01 and then submit all required information below.



12. Animal Capacity

Animal Type	Minimum Population CAFF/MCAFF	1 Existing Population (leave blank if new)	2 Maximum Design Capacity
Cattle			
Slaughter and feeder cattle	1,000 / 10,000		
Mature cow (milked or dry)	700 / 7,000		
Veal	1,000 / 10,000		
Swine			
Over 55 pounds	2,500 / 25,000		
Less than 55 pounds	10,000 / 100,000		
Horse			
Horses	500 / 5,000		
Sheep			
Sheep or lamb	10,000 / 100,000		
Turkeys			
Turkey	55,000 / 550,000		
Chickens			
Laying hen or broiler	82,000 / 820,000		
Pullets	125,000 / 1,250,000		
Ducks			
Ducks	35,000 / 350,000		
Other			
TOTAL ANIMAL CAPACITY Add all numbers in column 1 for existing total Add all numbers in column 2 for design total		<u>Existing Total</u>	<u>Final Total</u>

*NOTE: Maximum Design Capacity means the total number of stalls or total numbers of animal confinement capacity. Maximum Design Capacity refers to buildings. Maximum Design Capacity does NOT refer to the Total Storage Volume of manure.

PAYMENT REQUIRED:

Remittance of the applicable fee is enclosed payable to the Ohio Department of Agriculture.
Payment by check or money order only:

Payment Method: Check # _____ Money Order

Amount: \$, .



Ohio Department of Agriculture
Certified Livestock Manager

Instructions: In order to be a Certified Livestock Manager in the State of Ohio, through the Ohio Department of Agriculture, this form must be completed. A Certified Livestock Manager is required for any of the following:

- (1) For a major concentrated animal feeding facility with 10,000 or more cattle; 7,000 or more mature dairy cattle; 10,000 or more veal calves; 25,000 swine over 55 lbs. or 100,000 swine under 55 lbs., 550,000 or more turkeys, or 820,000 laying hens with other than a liquid manure system. Other requirements for a Certified Livestock Manager are set forth in Section 903.07 of the Revised Code and Rule 901:10-1-06.
- (2) For a person who is a livestock manure broker who buys, sells, or land applies annually more than 4,500 dry tons per year, or 25 million gallons of liquid manure or its equivalent.
- (3) For a person who land applies and transports annually more than 4,500 dry tons per year, or 25 million gallons of liquid manure or its equivalent

The space provided in this form may not be sufficient to allow for a thorough response to all questions. Please supplement this form with any additional pages of information.

Please be sure to include a \$30.00 fee along with this application.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Business Name or Livestock Facility representing: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Please add electronic mailing address and or FAX numbers if available.



Certified Livestock Manager

1. Are you a certified crop advisor as determined by the American Society of Agronomy? Yes ___ No ___ If yes, please specify date of certification and/or date of successful completion of the program. Rule 901:10-1-06(D)(4)(a).

2. Are you a certified planner in accordance with the United States Department of Agriculture Natural Resource Conservation Service and thus certified to prepare comprehensive nutrient management plans? Yes ___ No ___ If yes, please specify date of certification and/or date of successful completion of the program.

3. Are you trained and certified by another State? Yes ___ No ___ If yes, please specify the State and, if applicable, your certification number. Please provide the name of the testing organization, the name of a responsible person to contact and that person telephone number and address. Unless the Ohio Department of Agriculture has entered into a cooperative agreement with any official agency of the federal government or other academic or private institution or unless the Department has recognized other training and examination programs, the Department reserves the right to assess the training and certification conducted and to verify that the training and certification meets the requirements of this program, its laws and rules.

4. List of Certified Livestock Manager Core and Elective Courses taken: (See description of program and alternative qualifying training on last page)

	Date of Course	Where
Core: Environmental Rules and Regulations	_____	_____
Manure Storage and Handling	_____	_____
On-Farm Nutrient Balance	_____	_____
Electives:		
Role of Animal Agriculture	_____	_____
Environmental Awareness	_____	_____
Odor Awareness and Control	_____	_____
Mortality Management	_____	_____
Emergency Action Plans	_____	_____
Insect and Rodent Control	_____	_____
Human Health Risks Associated with Animal Agriculture	_____	_____
Biosecurity	_____	_____
Manure Management Issues, Challenges and Solutions Winter Application, Preferential Flow & Water Quality	_____	_____
Other Courses not listed	_____	_____
Description _____	_____	_____



Certified Livestock Manager

5. Please describe in detail your knowledge of calculating nutrient values in manure. Rule 901:10-1-06(D)(1)

6. Please describe in detail how to (a) develop and (b) implement a plan for land applying manure. Rule 901:10-1-06(D)(1)

7. Describe in detail best practices to remove manure held in manure storage or held in manure treatment. Rule 901:10-1-06(D)(1)

8. Describe in detail best management practices for dead animal disposal or mortality management. Rule 901:10-1-06(D)(1)

9. Describe in detail best management practices for manure management, including practices that control odor and practices that protect the environment. In describing environmental practices, discuss those best management practices that protect both surface water and ground water. Rule 901:10-1-06(D)(1)



Certified Livestock Manager

10. Please describe in detail how to (a) develop and (b) implement a plan for manure management. Rule 901:10-1-06(D)(1)

11. Ohio requires an Insect and Rodent Control Plan for concentrated animal feeding facilities and major concentrated animal feeding facilities. Section 903.06 of the Revised Code and rule 901 requires plans:10-2-19. Please describe in detail how to (a) develop and (b) implement an Insect and Rodent Control Plan. Rule 901:10-1-06(D)(1)

12. All of the work described in 1 to 7 involves calculations, plan development, plan implementation, and implementation of best management practices. Please describe in detail your work experience in performing the work described in each item 1 to 7. Rule 901:10-1-06(D)(1)

Give places employment and dates of employment where you performed this work. Identify a person at the place of employment that the Ohio Department of Agriculture may contact to verify the information submitted by you.

a. Calculating nutrient values in manure.

b. (a) Developing manure land application plan.

(b) Implementing a manure land application plan.



Certified Livestock Manager

c. Experience in manure removal from storage, treatment lagoons, tanks

d. Experience in using best management practices for mortality management

e. Experience in manure management

f.

i. Experience and techniques used for odor controls

ii. Environmental protection, including especially experience in protecting water quality for both surface water and ground waters.

g. (a) Experience in developing a manure management plan.

(b) Experience in implementing a manure management plan.



Certified Livestock Manager

- h. Experience in controlling and eliminating insects and rodents at a facility with 1,000 or more animal units.

- 13. Resume. Please include a detailed record of your work history, including references (if available)

Please sign here (1) to authorize the soil and water conservation district having authority over any operation or facilities that I own or control or with whom I have contracted as a livestock manure broker or livestock manure applicator to disclose to the Ohio Department of Agriculture any and all information that may be on file with the local soil and water district and the of the Division of Soil and Water within the Ohio Department of Natural Resources. I understand that I may claim confidentiality for any information in the local or Division files if that information is trade secret, confidential business information, or confidential financial information.

(2) "I acknowledge that the following records must be kept by me and made available to ODA:

1. Record or list or describe acres for land application of manure and note if land is owned or leased by owner of the manure.
2. If applying liquid manure on land with subsurface drains, record periodic observations of any drain outlets during and after application.
3. If applying liquid manure on land with subsurface drains, record use of drain outlet plugs or other such devices.
4. Record date, rate, quantity and method of application of the nutrient, the form and source of manure or commercial fertilizer or other organic by-products.
5. Record the total amount of nitrogen and phosphorus actually applied to each field and document the calculations for the total amount applied.
6. Record the condition of soil at the time of application including, but not limited to, available water capacity and evidence of soil cracks and related information on soil conditions.
7. Record temperature, including general weather conditions at the time of application and for 24 hours prior to and following application."

(3) "I certify under penalty of law that this document and any attachments were prepared under my direction. To the best of my knowledge and belief, the information is true, accurate, and complete. I am aware there are significant penalties for submitting false information."



Certified Livestock Manager

Please sign and date below

Signature: _____

Print name here: _____

Date: _____

PAYMENT REQUIRED:

Remittance of the \$30.00 fee is enclosed payable to the Ohio Department of Agriculture.
Payment by check or money order only:

Payment Method: Check # _____ Money Order
Amount: \$30.00

Ohio Livestock Managers Certification Program

FOR CERTIFICATION EACH APPLICANT MUST COMPLETE THE FOLLOWING THREE CORE REQUIREMENTS OR EQUIVILANT:

1. Environmental Rules and Regulations (5 hr)
2. On-Farm Nutrient Balance (LPES 2, 10, 11, 12, 13, 34)⁵, (LEAP II)⁴
 - Manure Composition (feed, management, species, storage changes, etc.)¹
 - Commercial fertilizer^{1,2}
 - Soil and plant nutrients^{1,2}
 - Nutrient export (intentional and non-intentional)¹
 - Nutrient balance calculations¹
3. Manure storage and handling¹ (LPES 20, 21, 22, 23, 24, 25, 30, 31, 32, 33, 35, 36)⁵
 - (LEAP II, 12 hr)⁴
 - Within the animal facility
 - Manure transport within and outside the permitted operation
 - Land application of manure
 - Equipment maintenance and calibration

FOR CERTIFICATIONS EACH APPLICANT MUST ALSO COMPLETE THREE OF THE FOLLOWING ELECTIVES:

4. Role of Animal Agriculture (LEAP I)⁴
5. Environmental Awareness (LEAP I)⁴, (LPES 1)⁵
6. Odor awareness and control (LPES 40, 41, 42, 43, 44)⁵
 - Odor dispersion models



Certified Livestock Manager

- Odor reduction technology
- 7. Mortality composting³ (LPES 51)⁵
- 8. Emergency Action Plans (primarily related to nutrient storage and handling) (LPES 50)⁵, (LEAP II)⁴
- 9. Insect and Rodent control measures (material in revised Bulletin 604)
- 10. Human Health Risks Associated with Animal Agriculture (farmers and citizens)(material in revised Bulletin 604)
- 11. Good Neighbor Relations (LEAP I and II)⁴
- 12. Bio-security
- 13. Manure Management Issues, Challenges and Solutions
Winter Application, Fracture Flow and Water Quality

¹Optional if individual has completed Comprehensive Nutrient Management Plan (CNMP) training program

²Optional if individual has completed the Certified Crop Advisor (CCA) training program

³Optional if individual is currently certified for mortality composting

⁴Optional if individual has completed Livestock Environmental Assurance Program (LEAP), Level I and/or Level II

⁵Optional if individual has completed Livestock and Poultry Environmental Stewardship Curriculum (LPES) published by Midwest Planning Service

Example: If you are a Certified Crop Advisor and you have participated in the Livestock Environmental Assurance Program Levels I and II, you will have met all the minimum training requirements and only need to submit an application form (included as an attachment) and \$30.00 application fee to become a Certified Livestock Manager.

There is a requirement to maintain the certification 10 hours of additional training is required every three years.

ODA-LEPP will have certification courses available periodically in cooperation with OSU Extension, ODNR-Division of Soil and Water Conservation, the Livestock Coalition and other organizations.

We have attempted to allow credits for other training that you may have received. If you have questions please contact the Livestock Environmental Permitting Program at 614/387-0470 or by E-mail at LEPP@mail.agri.state.oh.us



Ohio Department of Agriculture Compliance Information

Purpose: This attachment is to fulfill the requirements of Section 903.05 of the Ohio Revised Code (ORC). See Rules 901:10-1-02 and 901:10-03 of the Ohio Administrative Code (OAC). This form shall accompany the permit application to identify the owner and operator. This form shall also be used by any person seeking to acquire ownership or for permit transfers. See Rule 901:10-1-08 of the OAC.

Background: Rules 901:10-1-02 and 901:10-1-03 of the OAC and Section 903.05 of the ORC require that all applicants seeking to own or operate a concentrated animal feeding facility (CAFF) fill out a Compliance Information Form ("Background Check") if they have not operated a CAFF in the state of Ohio for two of the last five years immediately preceding the permit application. If the applicant seeks to purchase or acquire a CAFF the applicant must comply with Section 903.05 of the ORC by completing the Compliance Form before the CAFF permit can transfer to the applicant. If the applicant has operated an animal feeding facility (AFF) and plans to expand or otherwise change to facility to a CAFF, the applicant must complete a Compliance Form.

To obtain a permit or transfer a permit, the person or persons who seek a permit must also demonstrate that they (and persons associated with the applicant in the operation of a CAFF) have a positive or favorable record with respect to farming and the environment. This means a record or reputation of competence, reliability, and expertise.

Form: This form asks the applicant to provide information stating if the applicant has owned and operated a facility in the state of Ohio, elsewhere in the United States, or outside of the United States. Owner means the person who has the right to control or in fact controls management of the CAFF or the selection of officers, directors, or managers of the operation. The form requires the applicant to provide specific information, and copies of supporting documentation. This includes documentation about the nature of the ownership interest, whether a sole proprietorship, partnership, or corporation. Information is required to identify corporate officers, if the nature of a business concern is a corporation, whether the corporation is public or private, as well as information on all partners, for a partnership.

Information must be provided as to whether the applicant, owner, or operator has been required to pay a fine or penalty or to perform a service because of actions that caused water pollution. For example, do documents exist that verify that complaints from neighbors? Has the applicant been sued by a government agency or fined by a government office?

The applicant may submit additional information explaining the applicant's record of compliance. The Department is interested in information that demonstrates competence, reliability, and expertise.



The Department will evaluate the information. Staff will verify the information submitted by checking any information on file with other Divisions within the Department of Agriculture as appropriate, e.g., with the Dairy Division or Division of Animal Industry. In addition, the Director will verify the information with the Ohio Environmental Protection Agency, the local Soil and Water Conservation Districts, in Ohio, with other states' regulatory agencies, local health departments, and other appropriate government agencies in other countries. To expedite the Director's review and verification, the owner, operator, or applicant must submit copies of any documents pertaining to enforcement actions—whether administrative, civil, or criminal—and related compliance information.

Denying a Permit: A permit to install or permit to operate or an application to transfer a permit can be denied because of the applicant's compliance history. Even if the applicant has operated a concentrated animal feeding facility in Ohio for two of the past five years immediately preceding the application, the Director can deny the permit in accordance with Section 903.05(B) of the ORC. If information is submitted to the Director or if the Director obtains other information that the applicant and persons associated with the applicant have a history of significant noncompliance, the Director may deny the permits. The Director shall deny the permits if the permit contains false or misleading information.

A copy of the final report on Compliance Information will become part of the Permit.

1. Owner's Name and Address

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

Is the owner a corporation, partnership, sole proprietorship, or other form of commercial organization, such as an association, firm, or trust?

For example:

- A. "Sole proprietorship" means a form of business concern, other than a partnership or corporation, in which one person owns all the assets and is solely liable for all the debts of the business. Sole proprietor includes any individual or entity in which an individual is an applicant or permittee or prospective owner.
- B. "Partner" means a business concern where any person holding a position as, or similar to, a general partner, as defined in division (E) of section 1782.01 of the Revised Code, or a limited partner, as defined in division (F) of section 1782.01 of the Revised Code, or persons who share profits and liability and have management powers of a partnership, as partnership is defined in section 1775.05 of the Revised Code.



- C. "Publicly traded corporation" means a business concern that is a corporation:
- (i) Whose shares are listed on a national securities exchange; or
 - (ii) Whose shares are regularly quoted in an over-the-counter market by one or more members of a national or affiliated securities association; or
 - (iii) With fifty or more shareholders.

If the owner is a publicly traded corporation, identify those who own, hold, or control, either directly or through a holding company or subsidiary, at least twenty-five per cent of the equity of the corporation.

If the facility is any other business concern, (i.e., other than a publicly traded corporation, identify those who own, hold, or control, either directly or through a holding company or subsidiary, at least fifty per cent of the equity of the business concern.

"Equity" means any ownership interest in a business concern, including sole proprietorship, the shares of a partner, and stock in a corporation.

IMPORTANT: Do not insert dollar amounts or attach copies of any financial documents to this Compliance Report. The purpose of these questions on equity and debt liability is to identify individuals who may be required to provide information pertaining to a history of environmental compliance.

2. Operator's Name and Address

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____



If the operator of the CAFF is a person who is not the owner, identify the operator.

For example, the following questions describe the nature of an operator:

Is this person employed or to be employed to be responsible for the direct control or overall operations of the CAFF? _____

Will this person's duties or responsibilities involve, in whole or part, the management of the facility and the exercise of independent or discretionary judgment? _____

Will this person have the right to control or in fact control management of the facility and or the selection of officers, directors, or managers of the CAFF? _____

Is this person employed (or to be employed) in a supervisory capacity for the subject facility? _____

"Right to control or in fact controls management of the applicant or of the owner" means an individual who has authority which:

- (1) Is delegated in the interest of the employer;
- (2) Involves the exercise of that individual's independent judgment;
- (3) Is not merely authority to perform a routine or clerical task; and
- (4) Has authority to perform or effectively to recommend any one or more of the following actions: hiring, firing, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, disciplining, directing, or adjusting grievances of, employees whose duties or responsibilities involve, in whole or part, the management of (including but not limited to the evaluation of, identification of, (the effects of), handling of, transportation of, storage of, or treatment of, application of manure.

"Right to control or in fact controls management of the applicant or of the owner" includes any individual who has an agreement that grants authority to operate the CAFF as set forth in a contract with the applicant or permittee or the prospective owner.

- (1) Is there a contract?
- (2) Are there employees of the contractor who are employed in a supervisory capacity for the subject facility; or
- (3) Are employees of the contractor empowered to exercise independent judgment for the subject facility.



3. **Other Animal Feeding Facilities. This information shall be completed by both the owner and the operator, where the operator is not the owner. Please specify who is the "owner" and who is the "operator."**
4. **Please list the name(s) of AFFs or CAFFs that the applicant for the current permit has operated (during the five-year period immediately preceding the submission of the current permit application) or is operating in Ohio. Please include the location and/or address(es) and the name of the county. Please provide any and all permit identification numbers.**
- *
*
5. **Please list the name(s) of AFFs or CAFFs that the applicant has operated (during the five-year period immediately preceding the submission of the current permit application) or is operating elsewhere in the United States and that are regulated under the Federal Water Pollution Control Act. Please include the location and/or address(es) and the name of the county. Please provide any and all permit identification numbers.**
- *
*
*
6. **Please list the name(s) of AFFs or CAFFs that the applicant has operated (during the five-year period immediately preceding the submission of the current permit application) or is operating outside the United States. Please include the location and/or address(es) and the name of the county. Please provide any and all permit identification numbers. Please provide the addresses of the regulating entities.**
- *
*
*



7. Compliance Record

Please list all **administrative enforcement actions** issued to the applicant, all **civil actions** in which the applicant was determined by the trier of fact to be liable in damages or was the subject of injunctive relief or another type of civil relief, and all **criminal actions** in which the applicant pleaded guilty or was convicted during the five years immediately preceding the submission of this permit application in connection with any violation of the Clean Water Act, the Safe Drinking Water Act or any other applicable state laws pertaining to environmental protection that was alleged to have occurred or to be occurring at any AFF that the applicant has operated or is operating in the United States or with any violation of the environmental laws of another country that was alleged to have occurred or to be occurring at any AFF that the applicant has operated or is operating outside the United States.

Administrative Enforcement Actions means include administrative orders, notices of violation letters, and letters that serve as notices of deficiencies that result in noncompliance:

- None:
- Pending:
- Resolved:
- Dismissed:

Civil Actions:

- None:
- Pending:
- Resolved:
- Dismissed:

Criminal Actions:

- None:
- Pending:
- Resolved:
- Dismissed:



- 8. Please sign here to authorize** the soil and water conservation district having authority over any operation or facilities identified above to disclose to the Ohio Department of Agriculture any and all information that may be on file with the local soil and water district and the of the Division of Soil and Water within the Ohio Department of Natural Resources. The applicant may claim confidentiality for any information in the local or Division files if that information is trade secret, confidential business information, or confidential financial information.

Signature: _____

Note: The applicant may submit any explanation pertaining to the above actions for consideration by the Director. This may include discussion of notices of violation letters or related government correspondence; fines or penalties paid; or work or services performed in place of fines or penalties.

- Additional information is enclosed.

9. Applicants with Operations in Countries Other Than the United States

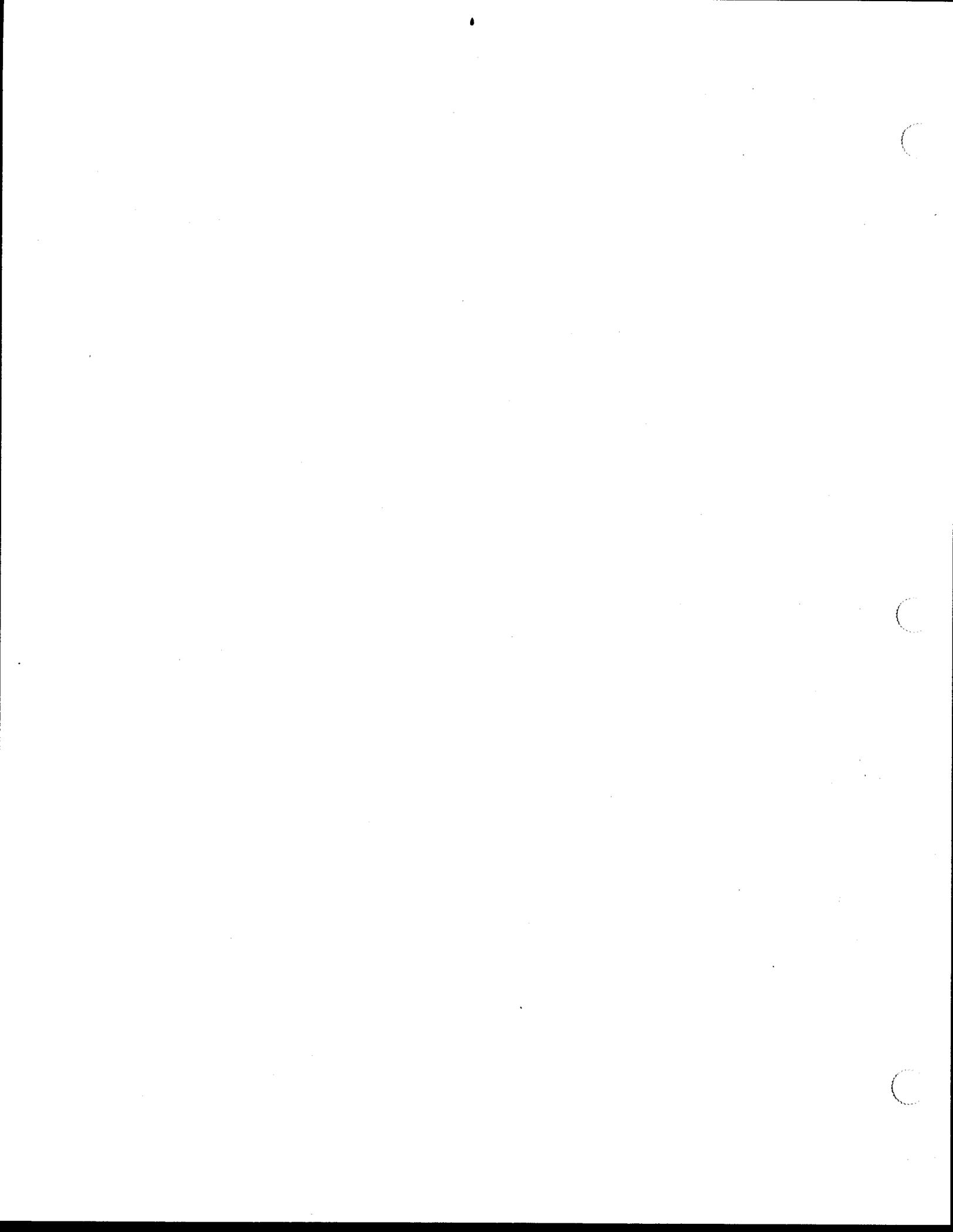
If the applicant listed in item 2 (above) an AFF or CAFF that the applicant has operated (during the five year period immediately preceding the submission of the current permit application) or is operating **outside the United States**, please include the following information:

Name of the province or state where the farm(s) was located:

Applicant's date of birth:

Name and address of agency that regulated the farm.





Ohio Department of Agriculture
Local Notification
For
Major Concentrated Animal Feeding
Facilities (MCAFF)

Purpose: This form is to be used to meet the requirements of the **Permit**

Application– Notification to Counties and Townships. It serves to document written notification of both the county commissioners and the township trustees where a proposed major concentrated animal feeding facility (MCAFF or major CAFF) is to be located, along with procedures for any infrastructure changes, if requested. See Rule 901:10-1-02(A)(6) of the Ohio Administrative Code.

You are required to obtain formal certification from the boards of county commissioners and the township trustees that final recommendations, if any, regarding improvements and cost of improvements on local government infrastructure have been made by the local boards if you propose a major concentrated animal feeding facility that is defined as an animal feeding facility that stables or confines at least the number of animals specified in any of the following categories:

- (1) Seven thousand mature dairy cattle whether milked or dry;
- (2) Ten thousand veal calves;
- (3) Ten thousand cattle other than mature dairy cattle or veal calves;
- (4) Twenty five thousand swine that each weigh fifty-five pounds or more;
- (5) One hundred thousand swine that each weigh less than fifty-five pounds;
- (6) Five thousand horses;
- (7) One hundred thousand sheep or lambs;
- (8) Five hundred and fifty thousand turkeys;
- (9) Three hundred thousand laying hens or broilers if the animal feeding facility uses a liquid manure handling system;
- (10) One million two hundred fifty thousand chickens, other than laying hens, if the animal feeding facility uses a manure handling system that is not a liquid manure handling system;
- (11) Eighty hundred and twenty thousand laying hens if the animal feeding facility uses a manure handling system that is not a liquid manure handling system;
- (12) Three hundred thousand ducks if the animal feeding facility uses a manure handling system that is not a liquid manure handling system;
- (13) Five hundred thousand ducks if the animal feeding facility uses a liquid manure handling system.

Copies of signed and dated correspondence must be included with your Permit Application.



Part A County Commissioners _____ County

Dear County Commissioners:

This notification sent by certified mail, shall serve as meeting the requirement as created by Senate Bill 141 (12/2000) and stated in Ohio Revised Code 307.204. This law requires any proposed Major Concentrated Animal Feeding Facility*(Major CAFF) to notify county and township officials of potential impacts to road infrastructure. This letter will allow uniform notification of this requirement.

Actions to be taken by the Board of County Commissioners and the Facility Owner and/or Operator are outlined on page 4 of this notification.

At the request of the Board of County Commissioners, the County Engineer may review this notification and advise the Board on both of the following:

- Improvements and maintenance of improvements that are reasonably needed in order to accommodate the impact on the county infrastructure that is anticipated as a result of the facility, including increased travel or the types of vehicles on county roads.
- The projected costs of the improvements and maintenance.

The law requires the Facility Owner and/or Operator to construct modify and maintain or finance the construction, modification and maintenance of improvements as provided in the Board of County Commissioners' final recommendations and with the approval and oversight of the County Engineer. If you decline to do so, the Board may initiate mediation to resolve differences between the Board and you, as an applicant.

In the County of your jurisdiction, I intend to:

- Establish a new **Major CAFF**
- Increase the number of animals in the design capacity of an existing **Major CAFF** by ten percent or more in excess of the design capacity set forth in the current permit (_____ permit number).
- Increase the number of animals in the design capacity of an existing CAFF by ten percent or more in excess of the design capacity set forth in the current permit (_____ permit number) and to a design capacity of more than that defined for a Major CAFF.

The name of this facility is: _____



The contact person is: _____

Phone number: _____

E-mail address _____

Fax number: _____

Mailing address: _____

The physical location of this facility, including anticipated travel routes is: (attach map or sketch)

The following are the anticipated travel routes of motor vehicles traveling to and from the facility:

The following are the anticipated number and weights of motor vehicles traveling to and from the facility:

Signature of Owner and/or Operator of Major Concentrated Animal Feeding Facility

Name: _____ Date: _____

Name: _____
(Printed/Typed)

THIS PAGE IS TO BE COMPLETED BY THE COUNTY COMMISSIONERS



Date received by Board of County Commissioners: _____

Date referred to County Engineer (optional) _____

Date of request for additional information: _____
(Commissioners must request additional information not later than 10 days after receiving written notification)
(Applicant must provide such information not later than 10 days after request is made.)

Date Board responded with recommendations: _____
(Not later than 30 days after Board receives the initial written notification.)

Date applicant responds to recommendations: _____
(Not later than 15 days after receipt of the Boards recommendations)

Response of applicant to recommendations:

Agrees with recommendations and will implement them.
Date recommendations become final: _____

Submits alternative recommendations. _____
Date, if alternate recommendations are submitted Board selects final
recommendations _____
(Not later than 30 days after receipt of alternative recommendations)

We hereby certify that in accordance with Section 307.204 of the Ohio Revised Code that
_____ (name of owner and/or operator) of
_____ (name of the Major Concentrated
Animal Feeding Facility) to be located in _____ (name of county) has
provided the Board with the required written notification and final recommendations
regarding improvements, if any, to county infrastructure were agreed upon.

Signature of County Commissioners

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Cc: Township Trustees



ADDITIONAL LEGAL REQUIREMENTS TO BE CONSIDERED

In the event that the facility Owner and/or Operator fails to implement the Board of County Commissioners' final recommendation, ORC 307.204 (G) requires the Board to notify the person by certified mail that the Board intends to initiate mediation with the person if the person remains out of compliance with the final recommendations.

The Board shall allow sufficient time for the person to apply for and proceed to obtain, for the purpose of financing the construction, modification, or maintenance of the improvements, exemptions from taxation under sections 5709.63, 5709.632, 5709.73, and 5709.78 of the revised code or state or federal grants that may be available.

If the person remains out of compliance with the final recommendations, the Board may initiate mediation with the person in order to resolve differences with them. If mediation fails to resolve the differences, the person first shall attempt to resolve the differences through any legal remedies before seeking redress through the court of common pleas.

Also according to 307.204 (H), if the person subsequently submits an application under section 903.02 of the Revised Code for a permit to modify the facility, or if the routes of travel to or from the facility change for any reason other than road construction conducted by the county, the board or the person may request that additional information be provided in writing and shall proceed as provided in section 307.204(H) for the notification and recommendation proceedings.



Part B **Township Trustees** _____ **Township**

Dear Township Trustees:

This notification sent by certified mail, shall serve as meeting the requirement as created by Senate Bill 141 (12/2000) and stated in Ohio Revised Code 505.266. The law requires any proposed Major Concentrated Animal Feeding Facility* to notify county and township officials of potential impacts to road infrastructure. This letter will allow uniform notification of this requirement.

Actions to be taken by the Board of Township Trustees and the Facility Owner and/or Operator are outlined on page 4 of this notification.

At the request of the Board of Township Trustees, the County Engineer may review this notification and advise the Board on both of the following:

- Improvements and maintenance of improvements that are reasonably needed in order to accommodate the impact on the county infrastructure that is anticipated as a result of the facility, including increased travel or the types of vehicles on county roads.
- The projected costs of the improvements and maintenance.

The law requires the Facility Owner and/or Operator to construct modify and maintain or finance the construction, modification and maintenance of improvements as provided in the Board of Township Trustees' final recommendations and with the approval and oversight of the County Engineer. If you decline to do so, the Board may initiate mediation to resolve differences between you, as applicant, and the Board.

In the township of your jurisdiction, I intend to:

- Establish a new **Major CAFF**
- Increase the number of animals in the design capacity of an existing **Major CAFF** by ten percent or more in excess of the design capacity set forth in the current permit (_____ permit number).
- Increase the number of animals in the design capacity of an existing CAFF by ten percent or more in excess of the design capacity set forth in the current permit (_____ permit number) and to a design capacity of a Major CAFF.

The name of this facility is: _____



The contact person is:

Phone number:

E-mail address

Fax number:

Mailing address:

The physical location of the facility, including anticipated travel routes, is: (attach map or sketch)

The following are the anticipated travel routes of motor vehicles traveling to and from the facility:

The following are the anticipated number and weights of motor vehicles traveling to and from the facility:

Signature of Owner and/or Operator of Major Concentrated Animal Feeding Facility

Name: _____

Date: _____

Name: _____

(Printed/Typed)



THIS PAGE IS TO BE COMPLETED BY THE TOWNSHIP TRUSTEES

Date received by Board of Township Trustees: _____

Date referred to County Engineer (optional) _____

Date of request for additional information: _____
(Trustees must request additional information not later than 10 days after receiving written notification)
(Applicant must provide such information not later than 10 days after request is made)

Date Board responded with recommendations: _____
(Not later than 30 days after Board receives initial written notification.)

Date applicant responds to recommendations: _____
(Not later than 15 days after receipt of the Boards recommendations)

Response of applicant to recommendations:

- Agrees with recommendations and will implement them.
Date recommendations become final: _____
- Submits alternative recommendations
Date, if alternate recommendations are submitted, Board selects
final recommendations _____
(Not later than 30 days after receipt of alternative recommendations)

We hereby certify that in accordance with Section 505.266 of the Ohio Revised Code that _____ (name of owner and/or operator) of _____ (name of the Major Concentrated Animal Feeding Facility) to be located in _____ (name of township) has provided the Board with the required written notification and final recommendations regarding improvements, if any, to township infrastructure were agreed upon.

Signature of Township Trustees

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Cc: County Commissioners



ADDITIONAL LEGAL REQUIREMENTS TO BE CONSIDERED

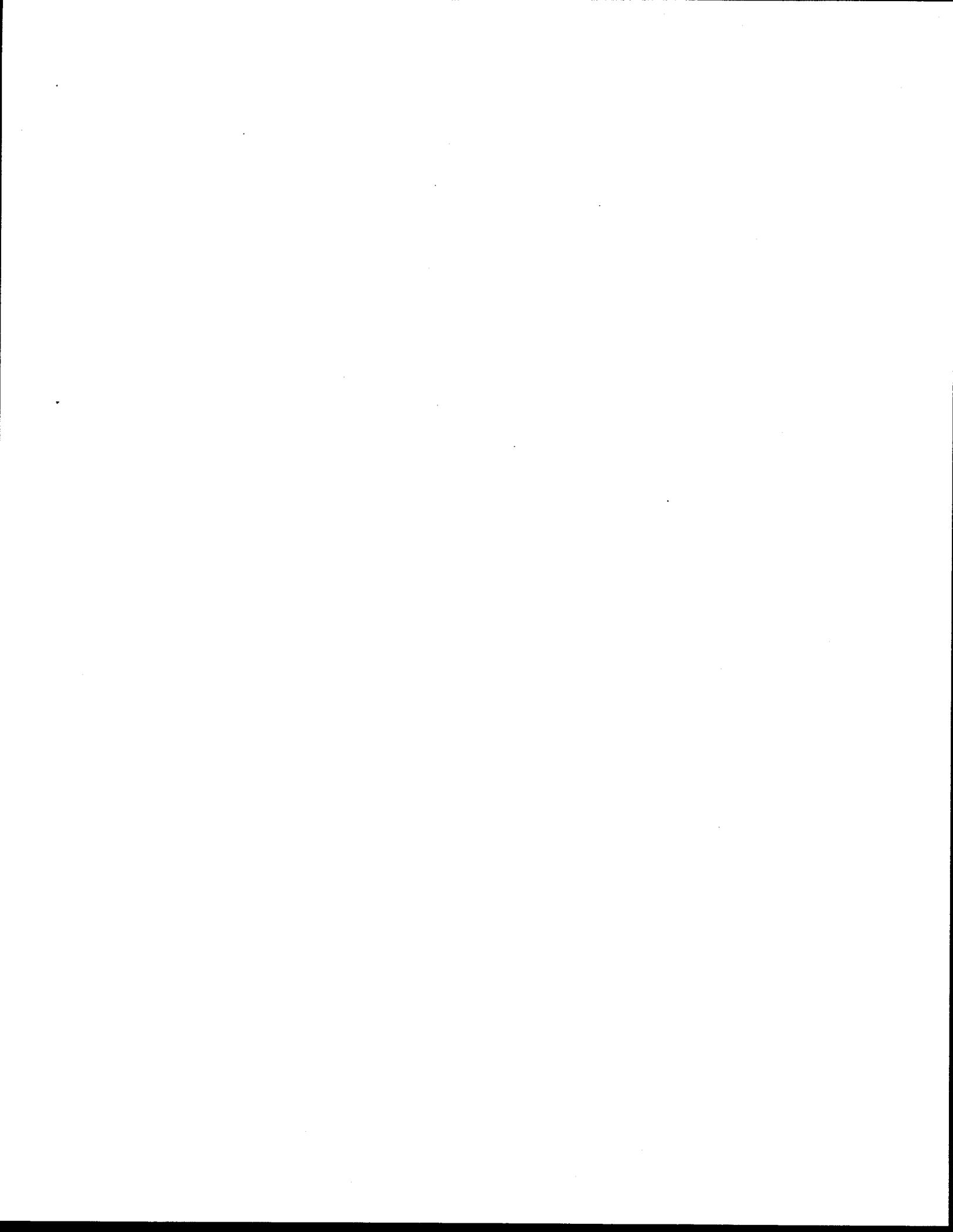
In the event that the facility Owner and/or Operator fails to implement the Board of Township Trustees' final recommendation, ORC 505.266 (G) requires the Board to notify the person by certified mail that the Board intends to initiate mediation with the person if the person remains out of compliance with the final recommendations.

The Board shall allow sufficient time for the person to apply for and proceed to obtain, for the purpose of financing the construction, modification, or maintenance of the improvements, exemptions from taxation under sections 5709.63, 5709.632, 5709.73, and 5709.78 of the revised code or state or federal grants that may be available.

If the person remains out of compliance with the final recommendations, the Board may initiate mediation with the person in order to resolve differences with them. If mediation fails to resolve the differences, the person first shall attempt to resolve the differences through any legal remedies before seeking redress through the court of common pleas.

Also according to 505.266 (H), if the person subsequently submits an application under section 903.02 of the Revised Code for a permit to modify the facility, or if the routes of travel to or from the facility change for any reason other than road construction conducted by the county, the board or the person may request that additional information be provided in writing and shall proceed as provided in section 505.266(H) for the notification and recommendation proceedings.





Ohio Department of Agriculture Local Notification For Large Concentrated Animal Feeding Facilities (CAFF)

Purpose: This form is to be used to meet the requirements of the Permit Application- Notification to Counties and Townships.

For large concentrated animal feeding facilities you are required to document that you have consulted with the boards of county commissioners and the township trustees if you plan to apply to install, build, or expand a large concentrated animal feeding operation. You do not need formal certification from representatives of local government, but we urge you to adapt these form letters for your use to assist you in demonstrating that you have notified local officials and offered to talk to or meet with or that you will communicate with the county commissioners and township trustees about your plans. Send mail as "certified mail return receipt requested" and insert the original receipts of notice here with this page in the permit application. See Rule 901:10-2-02(A)(7).

In addition you must include copies of signed and dated correspondence to the local officials with your Permit Application.

"Large concentrated animal feeding operation" means an animal feeding facility that stables or confines at least the number of animals specified in any of the following categories:

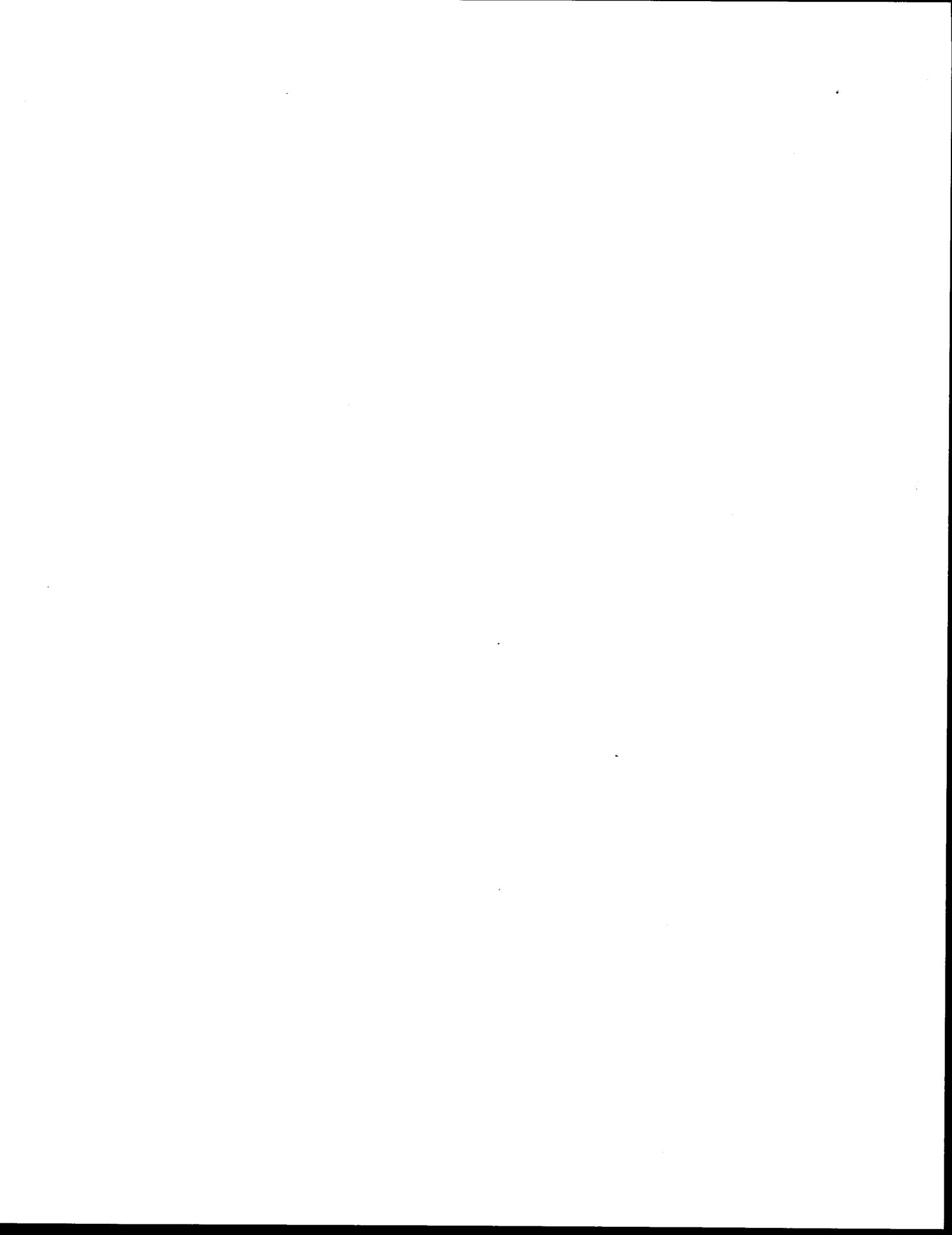
- (1) Seven hundred mature dairy cattle whether milked or dry;
- (2) One thousand veal calves;
- (3) One thousand cattle other than mature dairy cattle or veal calves;
- (4) Two thousand five hundred swine that each weigh fifty-five pounds or more;
- (5) Ten thousand swine that each weigh less than fifty-five pounds;
- (6) Five hundred horses;
- (7) Ten thousand sheep or lambs;
- (8) Fifty-five thousand turkeys;
- (9) Thirty thousand laying hens or broilers if the animal feeding facility uses a liquid manure handling system;
- (10) One hundred twenty-five thousand chickens, other than laying hens, if the animal feeding facility uses a manure handling system that is not a liquid manure handling system;
- (11) Eighty-two thousand laying hens if the animal feeding facility uses a manure handling system that is not a liquid manure handling system;
- (12) Thirty thousand ducks if the animal feeding facility uses a manure handling system that is not a liquid manure handling system;
- (13) Five thousand ducks if the animal feeding facility uses a liquid manure handling system.



C

C

C



4. Provide brief description of structure (i.e.: Deep Pit – Liquid, Deep Pit – Solid, Outside Tank – Covered, Outside Tank – Uncovered, Concrete Slab, Dry Stack, Earthen Pond, Earthen Lagoon, etc.)
5. Provide in gallons for liquid systems and cubic feet for solid systems. This volume shall be to the maximum operating level, which is the total depth minus the required freeboard.
6. Only for Manure Treatment Lagoons – Provide in gallons.
7. Provide overall dimensions of structure. For ponds/lagoons, provide dimensions at maximum operating level.
8. Days of storage provided for the number of animals that contribute to that structure.
9. Freeboard required shall be 1-foot for ponds/lagoons and 6-inches for fabricated structures containing liquid manure or solid manure, if exposed to rainfall/runoff; plus the direct precipitation and runoff received by the respective structure from the 25-year, 24-hour rainfall event or the 100-year, 24-hour rainfall event, which ever applies.

***Provide a detailed calculation sheet that shows annual manure produced, total manure storage volume, days of storage provided and calculation for freeboard required (if necessary) for each manure storage or treatment facility listed in the above chart.**

2. Water Quantity Rule 901:10-2-01(C)(3)

a. How much water will the facility utilize on an:

Average daily basis: _____
 Average annual basis: _____

b. Please include with this application a detailed description of the basis for the above calculations.

c. Please describe the source(s) of the water:

3. Ground Water Quality Rules 901:10-2-01(C)(6) and 901:10-2-03(A) and 901:10-2-03(B)

Ground water sampling for Total Coliform Bacteria and Nitrates:

a. Date conducted: _____

b. Coliform Results (positive/negative): _____
 Nitrates Results (mg/l): _____

c. Please illustrate the location of all well(s) on the **Site Map**. Rule 901:10-2-01(C)(5). Also, if multiply wells exist, mark the well that was used for the sampling provided above.



4. **Construction and Operation Dates Rule 901:10-2-01(C)(7)**

For the construction described in your permit application:

a. List the anticipated:

Beginning date of construction: _____

Proposed ending date of construction: _____

b. List the anticipated beginning date of operation for a new facility:

5. **Siting Criteria for a Manure Storage or Treatment Facility 901:10-2-02**

Note: ODA can assist the owner/operator with these determinations

a. **Is a fabricated structure, manure storage pond or manure treatment lagoon located wholly or partially in any of the following areas: 901:10-2-05**

Note: Answering "Yes" to any of the following will require additional design criteria to be satisfied in rule Rule 901:10-2-02 to obtain a PTI. CHECK ANSWER "Yes" or "No."

	Yes	No
i. An area of potential subsidence due to an underground mine(s)	<input type="checkbox"/>	<input type="checkbox"/>
ii. A karst area	<input type="checkbox"/>	<input type="checkbox"/>

b. **A fabricated structure (structure), manure storage pond (storage pond) or manure treatment lagoon (treatment lagoon) is prohibited in the following areas: Rule 901:10-2-02**

- i. The one-year time-of-travel contour from a well for which the Ohio EPA has delineated or endorsed a ground water source protection area and which serves a **community** water system. If no delineation or endorsement, then no closer than 1000 feet from the well.
- ii. The one-year time-of-travel contour from a well for which the Ohio EPA has delineated or endorsed a ground water source protection area and which serves a **non-community** water system not owned or operated by the owner or operator of the facility. If no delineation or endorsement, then no closer than 300 feet from the well.
- iii. If a well is identified as **highly susceptible** by Ohio EPA, then installation is prohibited between the one-year time-of-travel contour and five-year time-of-travel contour unless additional ground water monitoring, or additional engineered controls or both are added, installed, and implemented as approved by the Director.
- iv. A regulatory floodway as designated by FEMA



c. Will a fabricated structure be located within any of the following?

Note: Answering "Yes" to any of the following violates the siting criteria listed in Rule 901:10-2-02 or may require additional monitoring or design criteria. CHECK ANSWER "Yes" or "No" or "N/A."

	Yes	No	NA
i. 300 feet of a well serving a public water system that is owned or operated by the owner or operator of the facility			
ii. 3 ft (including liner) of bedrock without an aquifer			
iii. 100 ft of a property line or public road			
iv. For a fabricated structure, 50 ft. of a water well or class V well			
v. 1,500 ft of a surface water intake			
vi. 120 ft from a stream – if a CAFF			
vii. 300 ft from a stream - if a MCAFF			
viii. Between the one-year and five-year time-of-travel contours for a well for which the Ohio EPA has delineated or endorsed a ground water source protection area and is identified as highly susceptible			
ix. 300 ft. from Cold Water Habitat and Seasonal Salmonid Stream			

d. A fabricated structure shall have fifteen vertical feet of low permeable material between the bottom of the structure and the uppermost aquifer, unless additional design criteria are added, installed, and implemented as approved by the Director.

- i. Depth to uppermost aquifer: _____ ft.
- ii. Source of information for determining the depth to aquifer including documents referred to, computations, and a description of field work:

- iii. Feet of low permeable material between the bottom of structure and uppermost aquifer: _____ ft.
- iv. Are provisions for ground water monitoring required and included as part of the Permit to Install? Yes No

e. Is a manure storage pond or manure treatment lagoon located within:

Note: CHECK yes, no, or NA for the following questions. Note: Answering "Yes" to any of the following violates the siting criteria listed in Rule 901:10-2-02 or may require additional monitoring or design criteria:



	Yes	No	NA
i. 300 feet of a well serving a public water system that is owned or operated by the owner or operator of the facility			
ii. 3 ft (including liner) of bedrock without an aquifer			
iii. 100 ft of a property line or public road			
iv. 300 ft of a water well, class 5 well, or a sinkhole			
v. 1,500 ft of a surface water intake			
vi. 300 ft from a stream – if a CAFF			
vii. 600 ft from a stream - if a MCAFF			
viii. Between the one-year and five-year time-of-travel contours for a well for which the Ohio EPA has delineated or endorsed a ground water source protection area and is identified as highly susceptible.			
ix. 600 ft. from Cold Water Habitat and Seasonal Salmonid Stream			
x. A sole source aquifer as designated by US EPA			
xi. A 100-year floodplain			

f. A manure storage pond or manure treatment lagoon shall have fifteen vertical feet of low permeable material between the bottom of the structure and the uppermost aquifer, unless additional design criteria or ground water monitoring are added, installed and implemented as approved by the director.

- i. Depth to uppermost aquifer: _____ ft.
- ii. Source of information for determining the depth to aquifer including documents referred to, computations, and a description of field work:

iii. Feet of low permeable material between the bottom of structure and uppermost aquifer: _____ ft.

iv. Are provisions for ground water monitoring required and included as part of the Permit to Install:

Yes No N/A

g. Will a fabricated structure, manure storage pond or manure treatment lagoon that will contain solid manure be located closer than: Rule 901:10-2-02

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| i. 500 ft of a neighboring residence – if a CAFF | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. 1,000 ft of a neighboring residence – if a MCAFF | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



h. Will a fabricated structure, manure storage pond or manure treatment lagoon that will contain liquid manure be located closer than: Rule 901:10-2-02

	Yes	No	N/A
i. 1,000 ft of a neighboring residence – if CAFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. 2,000 ft of a neighboring residence – if MCAFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the fabricated structures, manure storage ponds or manure treatment lagoons for new or expanded facilities do not meet the restrictions set forth in paragraphs c(iii), e(iii), g. and h., above, then the applicant may provide additional documentation as described in the Appendix to Rule 901:10-2-02.

6. Site Map 901:10-2-01(C)(5)

Map

- a. For a concentrated animal feeding facility (CAFF), provide a site map of the location of the manure storage and treatment facilities that demonstrates a 1,000 foot radius surrounding this location.
- b. For a major concentrated animal feeding facility (MCAFF), provide a site map of the location of the manure storage and treatment facilities that demonstrates a 2,000 foot radius of surrounding this location.
- c. For both a. and b., above, include any landmarks such as residence or barns or machine storage that serve as points of reference for boundaries and for locations of manure storage and treatment facilities.
- d. For a. and b., above, provide overall dimensions of the manure storage or treatment facilities.
- e. For a. and b., above, insure that the map shows location and compliance with the siting criteria for manure storage and treatment facilities.
- f. For a. and b., above, show approximate location of known subsurface drainage tiles within 100 feet of the proposed manure storage or treatment facilities.
- g. For a. and b., above, show the location of well(s) to be used for groundwater sampling.

7. Geological Exploration Report

Please enclose a Subsurface Geological Exploration Report of the soils, hydrology, subsurface geology, and topography of the land area used for the manure storage or treatment facility and describe how the site meets Rule 901:10-2-03. See Rule 901:10-2-03 for additional detail required.



Provide the name, address, telephone number (including FAX number), and e-mail address of the Professional Engineer or Engineering Geologist who prepared the Geological Exploration Report (required by Rule 901:10-2-03)

Name: _____

Address: _____

Telephone: _____ Fax: _____

8. Precipitation Runoff and Stormwater Grading Plans

Refer to the requirements in Rules 901:10-2-04 (F) and 901:10-3-11. This can be included as part of Item 11, Engineering Drawings.

9. Detail engineering drawings, designs, and plans for construction

Engineering Drawings

Please include design plans and detailed engineering drawings for the construction of the manure storage or treatment facilities. Rules 901:10-2-01(C)(7), 901:10-2-03, and 901:10-2-04 to 901:10-2-06

10. Signature

Signature

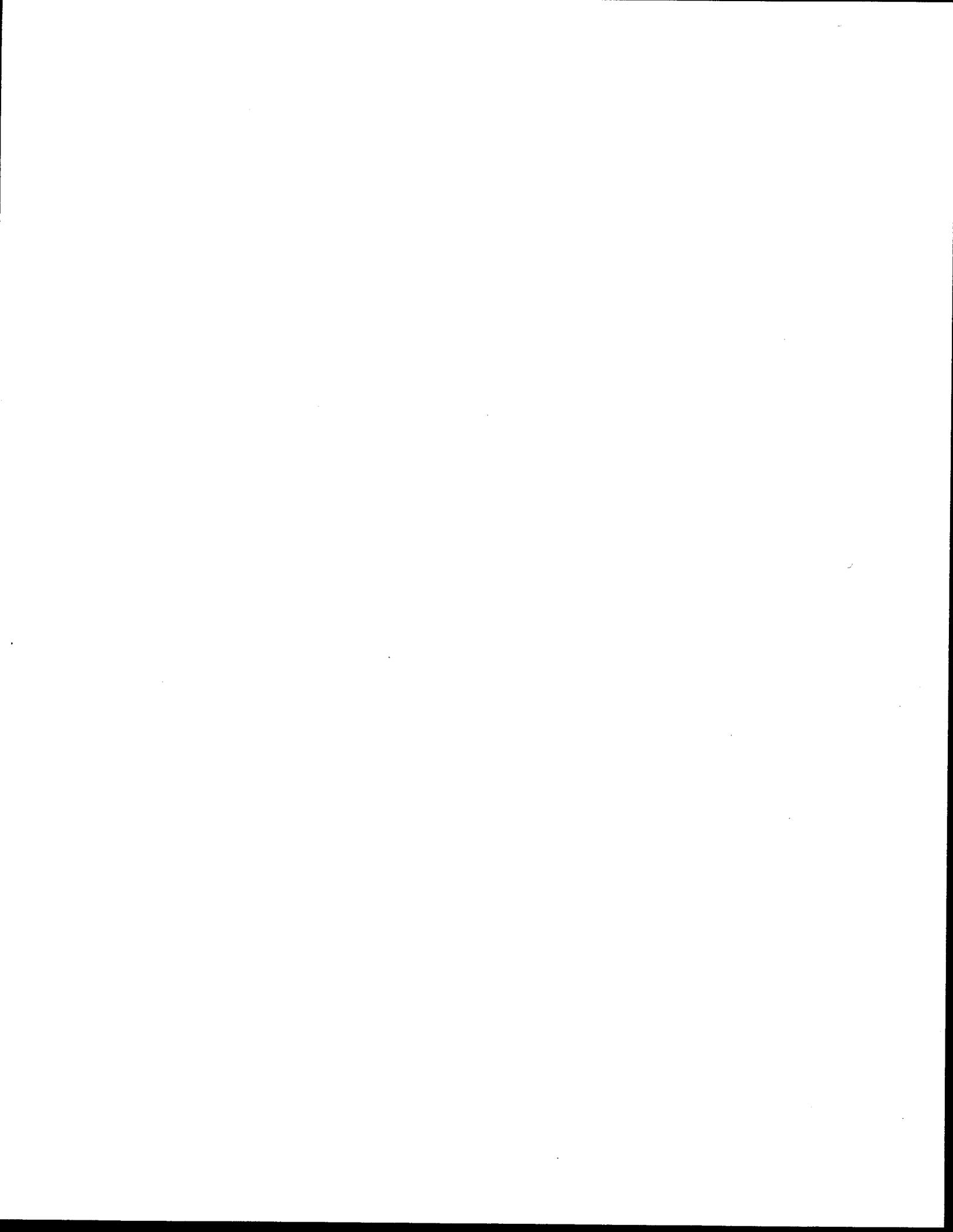
"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information the information is, to the best of my knowledge and belief, true and accurate and complete. I am aware there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations." Rule 901:10-1-02(A)(8) of the Ohio Administrative Code."

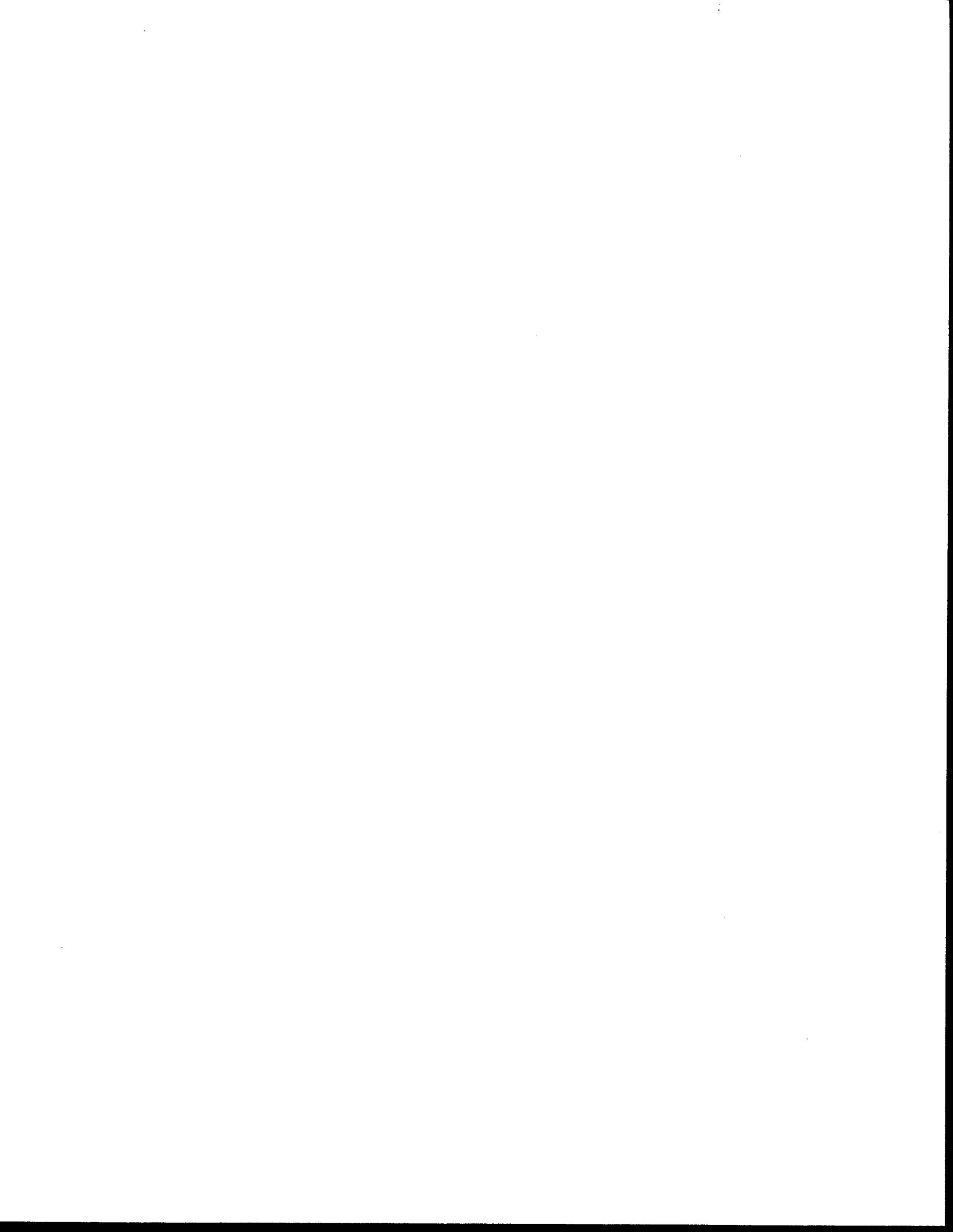
- Name of Owner or
- Name of Operator (check one or both)

Print name: _____

Signature _____ Date: _____









PERMIT TO OPERATE

Part C INFORMATION REQUIRED FOR A PERMIT TO OPERATE

This application is to be used for a Permit to Operate. Please enclose with this application the following plans. Forms are attached that may be used to compile the information required for each plan. A "Comments" section is given below for your use to explain or clarify any of the information submitted by you.

- Manure Management Plan – Rules 901:10-2-08 to 901:10-2-11, 901:10-2-13 to 901:10-2-18, 901:10-2-20, 901:10-3-01 and 901:10-3-02; 901:10-3-03 to 901:10-3-06, as appropriate, and 901:10-3-10 and 901:10-3-11.
- Insect and Rodent Control Plan –Rule 901:10-2-19
- Mortality Management Plan – Rule 901:10-2-15
- Emergency Response Plan –Rule 901:10-2-17

Important: If this application for a Permit to Operate is **not** submitted with an application for a Permit to Install, then you shall also submit the following to satisfy NPDES requirements for a NPDES permit:

- The latitude and longitude of the entrance to the production area of the operation-Rule 901:10-3-01
- A topographic map of the geographic map of the area in which the operation is located showing the specific location of the production area-Rule 901:10-3-01
- A listing of other relevant environmental permits, including any state permits and construction approvals.
- Signature:** "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information is, to the best of my knowledge and belief, true and accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."
901:10-1-02(A)(8)

Signature _____

Date: _____

- Name of Owner Name of Operator (check one or both)

 Print name here



Ohio Department of Agriculture Manure Management Plan

Purpose: A Manure Management Plan is designed to minimize water pollution and protect waters of the state and is required as part of the Permit to Operate. Rules 901:10-2-08 to 901:10-2-11, 901:10-2-13 to 901:10-2-18, 901:10-2-20, 901:10-3-01 and 901:10-3-02; 901:10-3-03 to 901:10-3-06, as appropriate, and 901:10-3-10 and 901:10-3-11 of the Administrative Code describe the requirements of a Manure Management Plan or "MMP". In order to complete this form, you should read ODA's **Operating Record**. Upon approval of the MMP, you are required to maintain an **Operating Record** at your operation that documents your actions to comply with the Permit to Operate, including this MMP. Referring to the ODA **Operating Record** may assist you in providing the information required here. You may use some or all of ODA's forms in the **Operating Record** or use other forms, provided those forms are approved by ODA.

There may be no discharge of manure into waters of the state except as provided below:

NPDES Effluent Limitations Applicable to the Production Area

Whenever precipitation causes an overflow of manure, then manure in the overflow may be discharged into waters of the state provided:

- a. The production area is properly designed, constructed, operated and maintained to contain all manure and the runoff and direct precipitation from the 25-year, 24-hour storm event for the location of the facility. The design storage volume must reflect all wastes accumulated during the storage period; normal precipitation less evaporation during the storage period; normal runoff during the storage period; the direct precipitation from a 25-year, 24-hour storm event; the runoff from the 25-year, 24-hour storm event from the production area; residual solids after liquid has been removed; necessary freeboard to maintain structural integrity; and in the case of manure treatment lagoons, a minimum treatment volume. Note, however, that design standard for new sources is a 100-year, 24-hour storm event, as provided in Chapter 901:10-3 of the Administrative Code.
- b. The production area is operated in accordance with applicable rules for the Operating Record.
- c. In the event of any overflow or other discharge of manure from a manure storage or treatment facility, whether authorized by this permit, the following actions shall be taken:
 - 1) Record an estimate of the volume of the release and the date and time.
 - 2) The discharge must be analyzed by methods in 40 CFR Part 136.
 - 3) If conditions are not safe for sampling, the owner or operator must provide documentation of why samples could not be collected and analyzed. For example, due to dangerous weather conditions. But once these conditions have passed, samples shall be collected.
 - 4) Refer to **Form 1 in the Operating Record**, which may be used as part of your required Annual Report to be submitted to the Director. This form shows the information that is required for an annual report of any discharges.



- 5) **As required by State law and NPDES requirements, spills and discharges must be reported within 24 hours of discovery as required by the Emergency Response Plan, which is a part of the Permit to Operate. Refer to the attached ODA Form for Emergency Response Reports or use your own approved form. This Form shows the information that is required and this information shall be submitted for each emergency report. It is not part of the Operating Record.**

Land Application of Manure

There may be no discharge of manure into waters of the state from the land application area except for where it is an agricultural stormwater discharge generated by means of runoff generated by precipitation that drains over terrain used for agriculture, provided that the manure has been applied in accordance with site specific nutrient management practices that ensure appropriate agricultural utilization of nutrients in manure in compliance with the best management practices set forth in Chapter 901:10-2 of the Administrative Code.

Upon approval by the Director, any information provided shall become the Manure Management Plan of the Permit to Operate, legally effective and enforceable.

General Information

Owner's/Operator's Name and Facility Name

This information should be the same as the information contained in the associated permit application.

Name of Owner/Operator:

Name of Facility:

Manure Management Plan Prepared By:

Name: _____

Address: _____

Telephone: _____

Email: _____

Fax: _____



1. Equipment Maintenance, Repair and Calibration

Please refer to **Form 2** in the Operating Record for the type of information required in your records or you may use your own approved form, which is part of the Permit to Operate. List all equipment owned or operated by the facility to be used as part of managing manure at the manure storage or treatment facility.

Equipment Type	Capacity/Size	Number Available	Major Maintenance Frequency	Calibration Frequency
Solid Spreader				
Liquid Spreader (Inject/Incorp.)				
Liquid Spreader (Surface)				
Drag Hose (Inject/Incorp.)				
Drag Hose (Surface)				
Traveling Gun				
Center Pivot				
Pumps				
Other (Describe)				

2. Manure Storage Ponds, Manure Treatment Lagoons, and Fabricated Structures

Please refer to the forms included as the Operating Record Forms 3A or 3B for the type of information required for your records. You may use your own approved forms. For each manure storage pond, each manure treatment lagoon, and/or each fabricated structure, complete the following information:



SCHEDULES

- A. List all manure storage or treatment facilities that are located on the facility. In column A., provide the "Structural ID" that is, or will be, utilized in identifying this structure. Examples would be: Deep Pit-Barn 1, North Manure Storage Pond, Concrete Settling Basin, Manure Treatment Lagoon-Cell 1, etc.
- B. Specify the planned schedule and/or frequency to remove manure as required by Rule 901:10-2-08 (A)(3)(g). Refer to Rule 901:10-2-14 Appendix A Table 1 for Land Application Restrictions and complete the chart after d., below. Examples would be: Annually-Generally in the Fall, Bi-Annually-Spring and Fall, etc.
- C. Specify a frequency for inspecting the operating level of each manure storage or treatment facility. All liquid manure storage structures must be inspected a minimum of weekly. Refer to Forms 3A and 3B in the ODA Operating Record. Depth markers must be installed on all ponds or lagoons and must clearly indicate the minimum capacity necessary to contain the runoff and direct precipitation of (one of the following):
- The 25-year, 24-hour rainfall event
 - The 100-year, 24-hour rainfall event
- D. Please specify the required freeboard for each manure storage pond, manure treatment lagoon or fabricated structure. The freeboard shall be 1-foot for manure storage ponds or treatment lagoons (Rule 901:10-2-06 (A)(8)) and 6-inches for fabricated structures, except for fabricated structures that contain solid manure and are not subject to precipitation or runoff (Rule 901:10-2-05 (A)(4)). These are NPDES requirements. Finally, any manure storage or treatment facility exposed to precipitation or runoff shall have additional freeboard that shall account for the following:
- i. 25-year, 24-hour precipitation event volume on the surface, unless volume is for a facility subject to the requirements of paragraph (D) of rule 901:10-3-06 of the Administrative Code.
 - ii. 25-year, 24-hour precipitation event runoff from a Drainage Area, unless volume is for a facility subject to the requirements of paragraph (D) of rule 901:10-3-06 of the Administrative Code.
- E. State the Maximum Operating Level of the manure storage or treatment facility. This should be calculated based on the total depth of structure minus the required freeboard as provided in Item D. above.
- F. Provide the Total Manure Storage Volume of the manure storage or treatment facility in gallons for liquid systems and cubic feet for solid systems. This volume should not include the volume that should be designated to required freeboard as provide in Item D. above.
- G. State the Storage Period Provided for the manure storage or treatment facility in Days.



To calculate, take the Total Manure Storage Volume and divide by the total amount of manure produced in one year and then multiply by 365 days.

- H. Specify a Frequency for Inspecting the Overall Structural Integrity of the manure storage or treatment facility. Refer to Forms 3A and 3B in the ODA Operating Record. Manure storage or treatment facilities shall be inspected for evidence of erosion, leakage, animal damage, cracking, excessive vegetation or a discharge (Rule 901:10-2-08 (A)(3)(e)).

A. Structure ID	B. Frequency of Manure Removal	C. Inspection Frequency of Operating Level	D. Required Freeboard (feet)	E. Maximum Operating Level (feet)	F. Total Manure Storage Volume (gallons or cubic feet)	G. Storage Period Provided (days)	H. Inspection Frequency of Overall Structural Integrity



3. Surface Water Protection and Stormwater Controls and Overall Structural Integrity.

List the frequency at which you will inspect the following items in the chart in order to satisfy Rule 901:10-2-08 (A)(3) (d), (h), (i), (j) and (k). These are NPDES requirements.

Please refer to the forms included as the Operating Record Forms 3A or 3B for the type of information required for your records for each item listed below. You may use your own forms if these are approved by ODA.

You are required to perform weekly visual inspections of all stormwater diversion devices, runoff diversion structures, and devices channeling contaminated stormwater to the manure storage pond(s) and/or manure treatment lagoon(s). For any other devices, please insert the inspection frequency.

On the following chart, check all of the types of control that apply at your facility, and, where appropriate, the inspection frequency:

A. Control Structure/Type	B. Inspection Frequency	C. Maintenance Frequency*	Mark with a check if applicable
Stormwater Diversion(s)	Weekly		
Runoff Diversion	Weekly		
Structures	Weekly		
Channels for Contaminated Stormwater Conveyances	Weekly		
Berms/Embankments			
Manure Transfer Pipes			
Grassed Waterways and Filter Strips			
Vegetative Cover			
Gutters/Downspouts			
Contaminated Stormwater Pond	Weekly		
Domestic/Industrial Waste Structures or Controls			
Other (describe):			

*Item C – Maintenance Frequency – This shall describe the intended frequency that each item will be maintained. For items that relate to vegetative cover, this could be as simple as “Weekly during the growing season.” For other items, like Manure Transfer Pipes and Gutter/Downspouts, this could be noted as “As Needed or Required.”



4. Other Requirements for the Production Area of the Facility.

There shall be no disposal of animal mortalities in any fabricated structure, manure storage pond, or manure treatment lagoon, unless the system is specifically designed to treat animal mortalities. Handle animal mortalities so as to prevent discharge of manure to waters of the state. This is an NPDES requirement.

Please refer to the forms included as the **Operating Record Form 9** for the type of information required for your records for correct mortality management. You may use your own approved forms.

There shall be no disposal of untreated or unapproved domestic or industrial wastewater from showers, toilets, or sinks. In addition, there shall be no disposal of medical wastes, chemicals, or other contaminants used in the production area into any manure storage or treatment facility. There shall be no access to waters of the state by any animals in the production area of the facility.

Timely correction of any deficiencies shall be identified in the **Operating Record**.

Daily, visual inspections of all drinking water lines, including cooling water lines shall be recorded in the **Operating Record Form**. Select from **Forms 3A, 3B, 8A, 8B**, or the form provided by the U.S. EPA. You may also use your own form if approved by ODA.

5. Groundwater Sampling and Analysis

Unless submitted as part of an application for a Permit to Install that accompanies an application for this Permit to Operate, you must provide a copy of the results of sampling and analysis of groundwater from a well at the facility. Rule 901:10-2-08(A)(3)(I) also requires **annual** sampling of groundwater from a well that is properly located, protected and operated at the facility. The well must be accessible for sampling and have adequate water quantity for a sample. Accordingly, this Permit to Operate includes a map as part of the required information in the Permit to Install that demonstrates the location of the well. Annual analysis shall include, at a minimum, Total Coliform Bacteria and Nitrates.

A copy of the sample results as provided by the laboratory to you will be kept in the Operating Record. Refer to item 4 in the **Operating Record** for the type of information required for your record.



6. Manure Characterization

Provide an estimate, supported by calculations of the quantity and total nutrient content of manure produced, stored and treated during a twelve-month period. This information and information on total animal numbers are NPDES requirements.

For each manure storage or treatment facility (i.e., each manure storage pond, manure treatment lagoon, and fabricated structure) please provide the manure characterization as required by Rule 901:10-2-10. Please obtain or make duplicate copies of this form in order to provide the required information for each pond, lagoon, or structure.

As applicable, use the following charts:

Animal Species	Animal Type	Animal Weight	Animal Numbers	Days at Facility	As is Tons Generated	Gallons Generated

Fill in the following charts for manure nutrients and available nitrogen.

Manure Nutrient Data						
	Total N	Ammonia N	Organic N	P2O5	K2O	% moisture
Lbs./ton or lb/1000 gal.						
Lbs.						
Tons						

Manure Nutrient Data						
	Total N	Ammonia N	Organic N	P2O5	K2O	% moisture
Lbs./ton or Lbs./1000 gal.						
Lbs.						
Tons						



Manure Nutrient Data						
Lbs./ton or Lbs./1000 gal. Lbs. Tons	Total N	Ammonia N	Organic N	P2O5	K2O	% moisture
			ODA Appendix C, Table 6. Method of Calculating N Availability of Manures^a			
Manure Applied Tons	Manure Available Nitrogen Pounds	Poultry Manure Available Nitrogen Pounds	Available Nitrogen %		Time of Application Date	Days Until Incorporated ^b Days
			NH ₄	Organic		
			50	33	Nov-Feb	<5
			25	33	Nov-Feb	>3
			50	33	Mar-Apr	<3
			25	33	Mar-Apr	>3
			75	33	Apr-Jun	<1
			25	33	Apr-Jun	>1
			75	15	Jul-Aug	<1
			25	15	Jul-Aug	>1
			25	33	Sep-Oct	<1
			15	33	Sep-Oct	>1
			^a The calculations are for all animal manures. It is assumed that 50% of the organic N in poultry manure is converted to NH ₄ rapidly and is therefore included in the NH ₄ column for calculating available N.			
			^b Incorporation is the mixing of manure and soil in the tillage layer. Disking is usually enough tillage for conserving N availability.			



The source of the information presented in these charts is based upon the following (check all that apply)

- Analysis of manure (date of analysis) _____
Description of Analysis (i.e.: Manure Storage Pond #1, Deep Pit #1, Sand Laden Manure, Separated Solids, etc.): _____
- Analysis of manure (date of analysis) _____
Description of Analysis (i.e.: Manure Storage Pond #1, Deep Pit #1, Sand Laden Manure, Separated Solids, etc.): _____
- Analysis of manure (date of analysis) _____
Description of Analysis (i.e.: Manure Storage Pond #1, Deep Pit #1, Sand Laden Manure, Separated Solids, etc.): _____
- Analysis of composed material (date of analysis) _____
Description of Analysis (i.e.: Mortality Compost, Composted Manure etc.): _____
- Analysis is based on sample from another facility that is similar to my facility
Provide name and address of facility that sample was taken from:
Name: _____
Address: _____
Description of Analysis (i.e.: Manure Storage Pond, Deep Pit, Sand Laden Manure, Separated Solids, etc.) _____
Date of analysis from the other facility: _____

At a minimum, each of the following parameters must be sampled and analyzed annually with results recorded in the **Operating Record**: Total Nitrogen, Ammonium Nitrogen, Organic Nitrogen, Phosphorus, Potassium, Percent Total Solids. Refer to the Operating Record at item 5 to show the type of information required for your records. **Please attach with this Manure Management Plan all of the most recent manure analysis lab sheets that were utilized in developing this plan.**

7. Total Nutrient Budget

Rule 901:10-2-09 requires a MMP with a total nutrient budget for the facility. The rule and NPDES requirements also require a summary of land available (or by means of Distribution and Utilization) for manure that is generated by the facility for the duration of the permit. This means that a summary statement is required in this MMP that demonstrates your plan to manage manure over the life of the permit that is 5 years with the means of reusing and recycling manure and manure nutrients. Please provide the following information:

- The total nutrient budget requirements on land application sites under my control as property owner or by lease (rent): _____
- The quantity of commercial fertilizer nutrients to be applied on land application sites my control as the owner/operator is: _____



- I plan to use Distribution and Utilization methods as authorized by Rule 901:10-2-11 for a quantity of nutrients estimated by me to be:

Annual Total N Distributed: _____ Lbs.

Annual Total P₂O₅ Distributed: _____ Lbs.

Annual Total K₂O Distributed: _____ Lbs.

***If use of Distribution and Utilization is for all manure produced at the facility, go to Item #8.**

The following charts were developed by ODA to assist the applicant with calculating nutrient budgets and phosphorus buildup. An applicant can substitute a manure management plan by using similar software or other forms if they address all items covered in the following forms and ODA rules. This plan should be developed as a starting point for manure planning purposes. Changes (i.e. differing crops, manure applications, addition of land, etc.) to the manure management plan should be recorded in the operating record and are considered operational changes by ODA rules. ODA has prepared a form that is included in the operating record to record such changes. As an alternative to using this form, a copy of the manure management plan with the changes noted is also acceptable, or any other method of recording approved by ODA. When using the following charts, residual N can be found by using the following table from Appendix C Table 4 of rule 902:10-2-14:

Previous Crop	N Credits Pounds of N
Corn small grains	0
Soybeans	30
Grass sod	40
Established forage legume	
Average stand (3 plants/ft ²)	B
Good stand (5 plants/ft ²)	B
Annual legume cover crop	30

When using legumes, the maximum nitrogen removal to be used in the manure management plan is 150 lbs/ac as required by Appendix F or rule 901:10-2-14.



Annual Crop Removal for Year 4 of a 5-year rotation

Year														
Field ID	N-rate (Lbs. N/ac)	Yield (bu/ac)	Acreage	Corn grain	Corn grain w/ Residual N*	Silage	Silage w/ Residual N*	Beans	Wheat	Wheat w/ Residual N*	Hay	Nutrient Removal		
												N Lbs.	P2O5 Lbs.	K2O Lbs.
Total														
Crop Removal Lbs./bu				1	0.37	6	0	0	40+(1.75x(yield-50))	0.64	13			
(Lbs./ton) for Silage	N			0.37	0.37	3.3	3.3	0.8	0.64	0.64	13			
	P2O5			0.27	0.27	8	8	1.4	0.4	0.4	50			
	K2O													

* Residual Nitrogen Lbs. N/ac for the following crop



Annual Crop Removal for Year 5 of a 5-year rotation

Year		Annual Crop Removal for Year 5 of a 5-year rotation												
Field ID	N-rate (Lbs. N/ac)	Yield (bu/ac)	Acreage	Corn grain	Corn grain w/ Residual N*	Silage	Silage w/ Residual N*	Beans	Wheat	Wheat w/ Residual N*	Hay	Nutrient Removal		
												N Lbs.	P2O5 Lbs.	K2O Lbs.
Total														
Crop Removal Lbs./bu	N			1	0.37	6	3.3	0	40+(1.75x(yield-50))	0.64	13			
(Lbs./ton) for Silage	P2O5			0.27	0.27	8	8	0.8	0.64	0.64	50			
	K2O							1.4	0.4	0.4				

* Residual Nitrogen Lbs. N/ac for the following crop



8. Distribution and Utilization

In cases where manure generated by the facility is sold or given away, the owner or operator must comply with the following conditions:

- a. Maintain records in the operating record. Refer to the Operating Record Form 6 for the information required in your operating record or for your own approved form, showing the date and amount (tons or gallons) of manure that leaves the operation on an annual basis, as required by Rule 901:10-2-11 and as NPDES requirements;
- b. Record the name and address of the recipient(s);
- c. Provide the recipient(s) with the most recent sample result of the manure that list the nutrient content.
- d. Provide copies of the Land Application Restrictions, Appendix A of Rule 901:10-2-14 and, if applicable, the Available Water Capacity Chart of Appendix A, for any land application of liquid manure.

Type of Distribution and Utilization (Mark all that apply)

- Sale/distribution/donation of manure to a broker for use as soil nutrient
- Sale/distribution/donation of manure to a broker for use as compost
- Sale/distribution/donation of manure to a broker for use in vermiculture
- Sale/distribution/donation for fuel source alternatives.
- Giving manure to another farmer
- Composting manure for use as a soil amendment
- Composting manure for use in vermiculture
- Other (describe)

9. Odor Control and Weather Data

Each of the following are the best management practices to be used to minimize odors. Check all that apply as conditions in your permit. Rule 901:10-2-12, 901:10-2-14 and 901:10-2-16 (A)(1)(c)(xvii).

Record weather conditions 24 hours before land application, during land application, and 24 hours after land application activities in the Operating Record, Form 7B or your own approved form.

- Remove, transfer and land apply manure when wind direction is less likely to affect neighboring residences
- Inject Manure
- Incorporate Manure
- Utilize appropriate pressure and nozzles for spray irrigation



Utilize an appropriate odor control volume in the design and operation of manure treatment lagoon

Other:

10. Soil Characterization

Soil samples for soil tests shall be representative of a land application site with one composite soil sample representing no more than 25 acres or one composite soil sample for each land application site, whichever is less.

Soil test analysis shall be performed as required by Rule 901:10-2-13, to satisfy NPDES requirements, and performed by laboratories that can provide the North Central Region 13 (NCR 13) method of testing. (NCR 13) specifies extraction methods appropriate for the Midwest conditions.) Avoid taking soil test samples (other than for presidedress nitrogen) anytime in a six (6) month period after manure application.

In developing appropriate manure application rates for land application, the Bray P1 soil test level shall be used or an equivalent appropriate phosphorus soil test may be used, if approved by the Director.

This MMP uses the following soil test (select one):

- Bray P1
- Mehlich III
- Olsen
- Phosphorus Retention Test
- Other:

Results will be reported in the Operating Record Form 7A, or your own approved form or actual lab analysis sheets, with one of the following units:

- Parts per million (ppm)
- Pounds per acre (lbs./acre)



11. Land Application

The following describes the procedures to be used in this MMP for land application as required by rule 901:10-2-14.

Application Procedures: In the space provide below, briefly describe the general application methods that will be utilized by your facility. This shall include the type of equipment for application, type of equipment for incorporation or injection, type of equipment to be utilized for transportation to fields, approximate number of days/loads needed to land apply the annual manure produced, whether land application will be performed by a custom applicator, etc. Note: If Distribution and Utilization is utilized for all manure, please answer as "N/A."

Use **Operating Record Forms 7A and 7B**, or your own approved forms, to record all of the following to satisfy the Rules listed and NPDES requirements:

- 1) Field observations of liquid manure applications, based on Available Water Capacity. Rules 901:10-2-16(A)(1)(c)(iii), (iv) and 901:10-2-14
- 2) Soil survey maps for all land application sites. Rule 901:10-2-16(A)(1)(c)(v).
- 3) Cropping schedules. Rule 901:10-2-16(A)(1)(c)(viii).
 - Past year
 - Current year
 - Anticipated 2 year projection for planned crop
- 4) Targeted crop yield for each crop (productivity and yield data). Rule 901:10-2-16(A)(1)(c)(ix).
- 5) Actual yield. Rule 901:10-2-16(A)(1)(c)(xi).
- 6) Results of [Rule 901:10-2-16(A)(1)(c)(xii)]:
 - Nitrogen leaching risk assessment procedures
 - Phosphorus soil test assessment procedures
 - Phosphorus index risk assessment procedure
- 7) Nutrient applications [Rule 901:10-2-16(A)(1)(c)(xiv)]:
 - Date
 - Rate



- Quantity [Rule 901:10-2-16(A)(1)(c)(xv)]
 - Method
 - Source
 - Form
 - Identify as manure, commercial fertilizer, and/or organic by-product
- 8) Soil conditions at the time of application. Rule 901:10-2-16(A)(1)(c)(xvi):
- Available Water Capacity
 - Soil cracks
 - Other
- 9) Dates of implemented best management practices to reduce runoff by any of these [Rule 901:10-2-16(A)(1)(c)(xvii)]:
- Crop rotation
 - Maintain cover crops
 - Residue management
 - Maintenance of all setbacks

Use **Operating Record Form 7C**, or your own form if approved by ODA, only in the event that you need to modify or update the Manure Management Plan during the 5-year term of the Permit to Operate, based on substantive changes in how the facility is managed, including the location, method, timing, or frequency of land application, and significant changes to crop rotations or yearly cropping patterns, or in the event of a discharge.

12. Closure

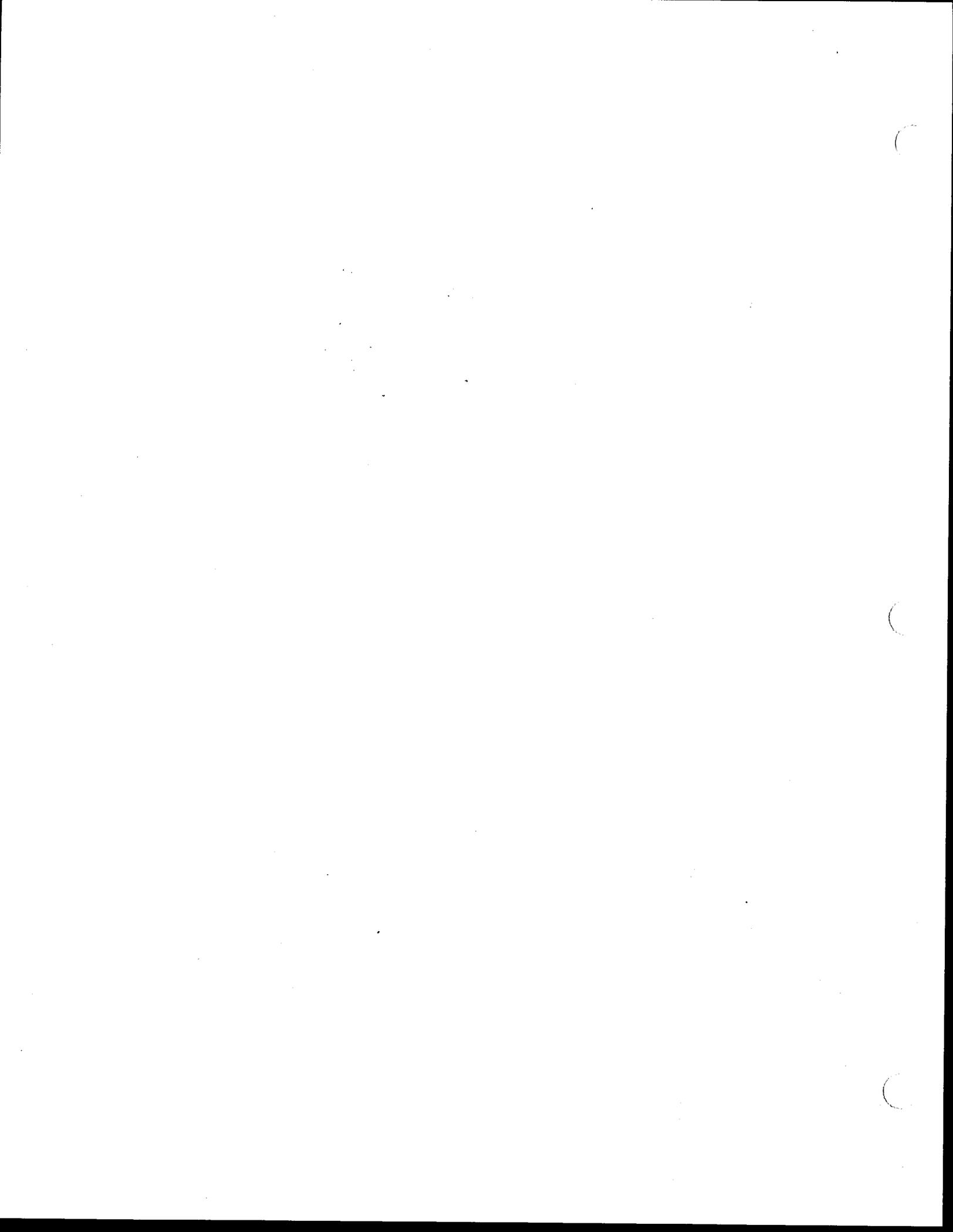
In addition, the MMP must satisfy NPDES requirements and Rule 901:10-2-18 of the Administrative Code, which describes the requirements for a closure plan for a manure storage or treatment facility. However, a closure plan does not need to be submitted until at least 90 days before closure and comply with the following:

- a. No manure storage or treatment facility shall be permanently abandoned.
- b. Manure storage or treatment facilities shall be maintained at all times until closed in compliance with a plan approved by the Director.
- c. All manure storage ponds or manure treatment lagoons must be properly closed if the owner or operator ceases operation. In addition, any manure storage pond or manure treatment lagoon that is not in use for a period of twelve months must be properly closed unless the facility is financially viable, intends to resume use to the structure at a later date, and either: (1) maintains the structure as though it were actively in use, to prevent compromise of structural integrity; or (2) removes manure to a depth of one foot or less and refills the structure with clean water to preserve the integrity of the liner. In either case, the owner or operator shall notify the Department of the action taken and shall conduct routine inspections, maintenance, and record keeping as though the structure were in use. Prior to restoration of use of the structure, the owner or operator shall notify the Department and provide the opportunity for inspection.



- d. Unless otherwise authorized by the Department completion of closure for manure storage ponds and manure treatment lagoons shall occur as promptly as practicable after the owner or operator ceases to operate or, if the owner or operator has not ceased operations, 12 months from the date on which the use of the structure ceased, unless the lagoons or ponds are being maintained for possible future use in accordance with the requirements above.
- e. To close any manure storage or treatment facility, the owner or operator shall remove all manure and dispose of it in accordance with the Manure Management Plan in the Permit to Operate, or document its transfer from the permitted facility in accordance with any Distribution and Utilization requirements specified in rule 901:10-2-11 of the Administrative Code, unless otherwise authorized by the Department.





Ohio Department of Agriculture Insect and Rodent Control Plan

Purpose: The Insect and Rodent Control Plan is required in order to minimize the presence and negative effects of insects and rodents at the farm and in surrounding areas, including land on which the manure is stored or applied. The Insect and Rodent Control plan shall comply with the requirements in Rule 901:10-2-19 of the Ohio Administrative Code and shall be incorporated into the Permit To Operate upon approval.

The term "IRC Plan" is used in this form to refer to Insect and Rodent Control Plan. The term "pests" is used throughout and includes both insects and rodents.

This form is designed to ask a series questions or to list a number of options that an owner or operator should consider when preparing and submitting an IRC Plan. Where appropriate, rules are cited. Please refer to these rules for assistance in preparing the IRC Plan.

Owner's/Operator's Name and Facility Name

This information should be the same as the information contained in the associated permit application.

Name of Owner/Operator: _____
Name of Facility: _____
Contact Person: _____

Integrated Pest Management

Provide a narrative description of the integrated pest management approach to be used.
Rule 901:10-2-19 (B)(2)(a)



Insect and Rodent Control Plan

Pest Control

Identify the insects and/or rodents that cause the most concern at the facility:

Why are there concerns with these pests? Rule 901:10-2-19 (B)(3)(a)(iv)

Describe the history of any pest problems or incidents that have occurred at the facility and the solutions that have or will be implemented.

Describe the inspection frequency to examine the pest's population and activities.
Rule 901:10-2-19(B)(3)(a)(i)

- Daily:

- Weekly:

- Monthly:



Insect and Rodent Control Plan

- Seasonal or quarterly:

- A combination of these, for the following reasons:

Describe periodic examination of trends in pest populations and/or pest activity that occur at the facility, taking into account the possibility of seasonal changes or other changes over a period of time. Rule 901:10-2-19(E)(2)

If fly speck cards or some other device is used to monitor fly levels, explain how they are used and what action level is used to trigger fly control.

Explain how Livestock and poultry mortality will be managed on a regular basis so that it is not a source of pest activity. Rule 901:10-2-19(B)(3)(a)

Maintenance Activities

List areas pests are likely to find "attractive." Describe what will be done to prevent a problem in these respective areas if applicable to your facility. Rule 901:10-2-19(B)(3)(a)(i)-(iv) and 901:10-2-19(B)(3)(b)

- Watering system:



Insect and Rodent Control Plan

- Feed system:

- Storage areas:

- Others, given the facility's design, location, drainage, and site grade:

- Walkways or walk areas in the buildings:

- Walkways or walk areas around and outside the buildings:

- Feed alleys:

- Describe the fan maintenance and cleaning schedule.



Insect and Rodent Control Plan

- Describe the inventory of materials available at the facility for house keeping and maintenance of leaks, damaged wall or containers or other items that may cause pests to infest the area. Rule 901:10-2-19(B)(3)(b)

Equipment and Other Devices for Pest Control and Maintenance

List the equipment available to maintain pest control. Rule 901:10-2-19(B)(3)(b) (iii)

List insecticides, larvicides, rodenticides, space sprays, baits, traps, strips, etc. available for use. Rule 901:10-2-19(B)(3)(d)

Storing, Stockpiling, and Land Applying Manure

Include the manure removal schedule.

Describe the measures to treat pests at the manure stockpile after removal from the facility and prior to land application (or prior to arrangements for Distribution and Utilization by another party). Rule 901:10-2-19(C)



Insect and Rodent Control Plan

Describe measures taken for temporary stockpiled manure (i.e., thermal treatment, covers, setbacks, chemical treatment, etc.) Rule 901:10-2-19(C)

Emergency Procedures Rule 901:10-2-19(D)

List telephone numbers, FAX numbers, and e-mail addresses for those who need to be contacted in the event of an emergency.

List steps to take in an emergency to contact certified professionals.

List places to obtain equipment and supplies.

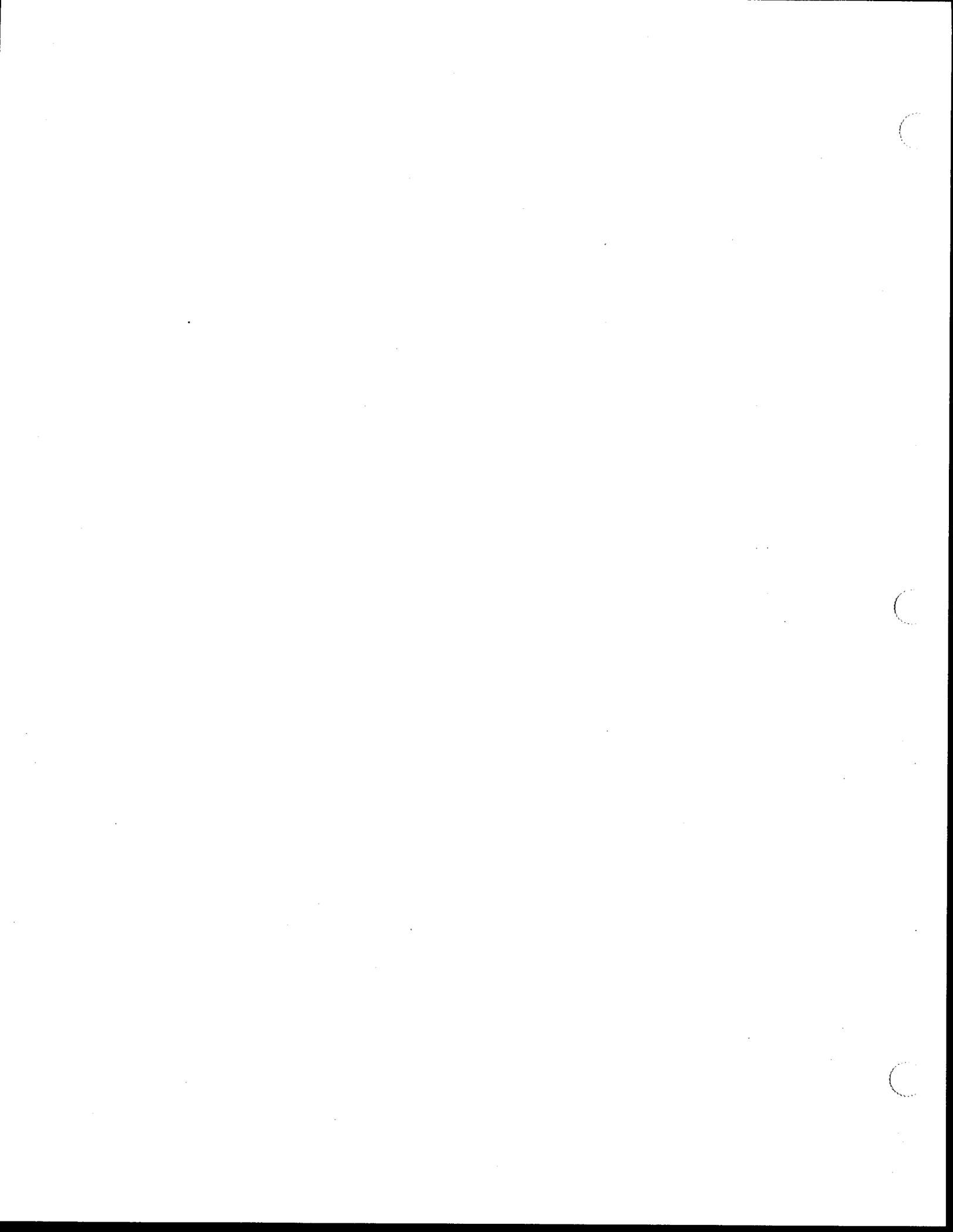
Identify health department.



Operating Record Requirements

- a. Time and date of inspections of pest populations or activity.
Rule 901:10-2-19(B)(3)(a)
- b. Document that employees can assess pest controls that have been used over a period of time and that actions to minimize pests are taken regularly.
Rule 901:10-2-16(A)(1)(d) and Rule 901:10-2-19(B)(3)(a)
- c. Document a schedule of inspections, housekeeping, and repairs to keep pests under control. Rules 901:10-2-19(B)(3)(a) and 901:10-16(A)(1)(d)
- d. Mortality Record. Rule 901:10-2-19(B)(3)(a)
- e. Manure or wastewater spill records. Rules 901:10-2-19(B)(3)(a) and 901:10-16(A)(1)(d)
- f. Document the supplies that are available at the facility. Note dates to reorder supplies.
- g. Manure removal and treatment schedule.
- h. Field observation for pests before and after land application. Rule 901:10-2-19(C)(2)(h) and Rule 901:10-2-19(C)
- i. Stockpile location (appropriate setbacks, located away from tiles, located to allow for natural drying with sunlight and wind). Rule 901:10-2-19 (C)





Subject C Insect & Rodent
Control Plan

Ohio Department of Agriculture Mortality Management Plan

OVERVIEW

Under Ohio law the disposal methods for dead livestock are as follows: burning, burial, composting, rendering, and landfill. See rule 901:10-2-15 of the Administrative Code or Sections 941.14, 1511.022, and 1515.08 of the Ohio Revised Code. NPDES requirements prohibit the holder of a permit from disposing of any mortality in manure storage and treatment facilities, stormwater management facilities, or any other treatment system that is not specifically designed and approved for mortality.

Burning – Burning dead poultry and small animals is biologically the safest disposal method. The incinerator should be sited in a convenient location that will avoid potential problems and be downwind of livestock housing, farm residences, and neighbors. Owners or operators are encouraged to contact the Ohio EPA for information regarding incineration.

Burial – Burial involves excavating a grave or pit, filling the bulk of the excavation with dead animals, and then covering them with soil until the grave or pit is filled. Where regulations allow burial, there are generally strict siting requirements. Common siting requirements include locating the burial where it will not create an actual or potential public health hazard.

Composting – Composting is similar to the process of natural decomposition except that it is enhanced and accelerated by mixing organic waste with other ingredients in a manner that optimizes microbial growth. Owners or operators are encouraged to contact their local Ohio State University Extension or Soil and Water Conservation District for information.

Rendering – The use of rendering services recycles the nutrients contained in dead animals. Proper biosecurity measures must be utilized to minimize the spread of disease from farm to farm by rendering plant vehicles and personnel. If animals are rendered they should be transported within twenty-four hours of their death. An area must be designated outside the perimeter of the facility for pick-up by rendering personnel. The owner or operator is encouraged to contact the Ohio Department of Agriculture's Animal Industry for additional information.

Sanitary Landfill – Sanitary landfills are engineered burial facilities for disposal of solid waste. Disposal of dead poultry and/or animals in a sanitary landfill is permitted in some areas. The owner or operator is encouraged to contact the landfill operator to determine if the landfill in the area accepts dead animals, the fees associated with the animals, and the proper containers for disposal.



INSTRUCTIONS

A record of the date and time of each inspection for animal mortality must be recorded in the operating record at a frequency as specified by the applicant on this form and as approved by the Director. In order to complete this form, you should read ODA's **Operating Record Form 9**. Upon approval of the Permit to Operate and NPDES permit, you are required to maintain an **Operating Record** at your facility that documents your actions to comply with the permit, including mortality management. Referring to the **ODA Operating Record** may assist you in providing the information required here. You may use some or all of ODA's forms in the **Operating Record** or use other forms, provided those forms are approved by ODA.

Fill in the blanks listed below and check the following type of disposal method that is to be used. Include the best management practices necessary to implement the disposal of dead livestock.

Owner's/Operator's Name and Facility Name

This information should be the same as the information contained in the associated permit application.

Name of Owner/Operator: _____
Name of Facility: _____

Local Veterinary, Name and Phone Number

Ohio Department of Agriculture, Animal Industry, Phone Number

614-728-6220

Ohio Department of Agriculture, Livestock Environmental Permitting Program, Phone Number

614-387-0470



Mortality Management

DISPOSAL METHODS

Burning:

Location: _____

Equipment Needed: _____

Burial:

Location: _____

Equipment Needed: _____

Composting:

Location: _____

Equipment Needed: _____

Rendering:

Location: _____

Equipment Needed: _____

Sanitary Landfill:

Name: _____

Location: _____

INSPECTION FREQUENCY: [Check for moisture, carbon source, turning, leachate containment, removal]

- Daily
- Weekly
- Other

Catastrophic Mortality Event: Please provide a short description of procedures to be used in the event of a catastrophic loss if normal mortality management cannot handle losses.



Mortality Management

Best Management Practices

Please describe the best management practices that will be used to dispose of dead livestock.



Ohio Department of Agriculture Emergency Response Plan

Forms

Purpose: The emergency response plans are required to be developed and maintained on all Concentrated Animal Feeding Facilities (CAFF), Major Concentrated Animal Feeding Facilities (MCAFF), or Concentrated Animal Feeding Facilities (CAFO). Emergency response plans are used to minimize the environmental impact of emergencies that could happen at a facility.

In preparing the emergency response plan, it is recommended that the owner or operator use this form or, in the alternative, use a form that is satisfactory to the Director if the Director finds that the alternative form contains all of the information required in rule 901:10-2-17 of the Administrative Code.

Sections D, F, G, and H of the Emergency Response Plan are not required as part of the plan. They are however recommended as a resource for the owner or operator to have on-site in case of an emergency.

Please fill in all information sheets as thoroughly as possible.

- A. General Facility Information Sheet
- B. Effluent Spill Emergency Response Information Sheet
- C. Runoff Retention Plan
- D. Prearranged Emergency Response Agreements
- E. Manure Handling System Maintenance Record
- F. Fire Emergency Response Information Sheet
- G. Power Outage Information Sheet
- H. Personal Information
- I. Mortality Management Plan

It is recommended that the owner or operator keep a copy of the emergency response plan in the operating record and a copy at the site office so that it is easily accessible to all employees.

Ohio Department of Agriculture



Emergency Response Plan

A. General Facility Information Sheet

OWNER OR OPERATOR NAME (This information should be the same as the information contained in the associated permit application.) 901:10-2-17(A)(1)

Name of Facility: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Owner Operator: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

CERTIFIED LIVESTOCK MANAGER (if applicable)

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

EMERGENCY CONTACT INFORMATION

Second Contact Person if owner is not available.

Name: _____
Phone Number: _____ Fax Number: _____

Third Contact Person if owner/operator and second contact person are not available.

Name: _____
Phone Number: _____ Fax Number: _____

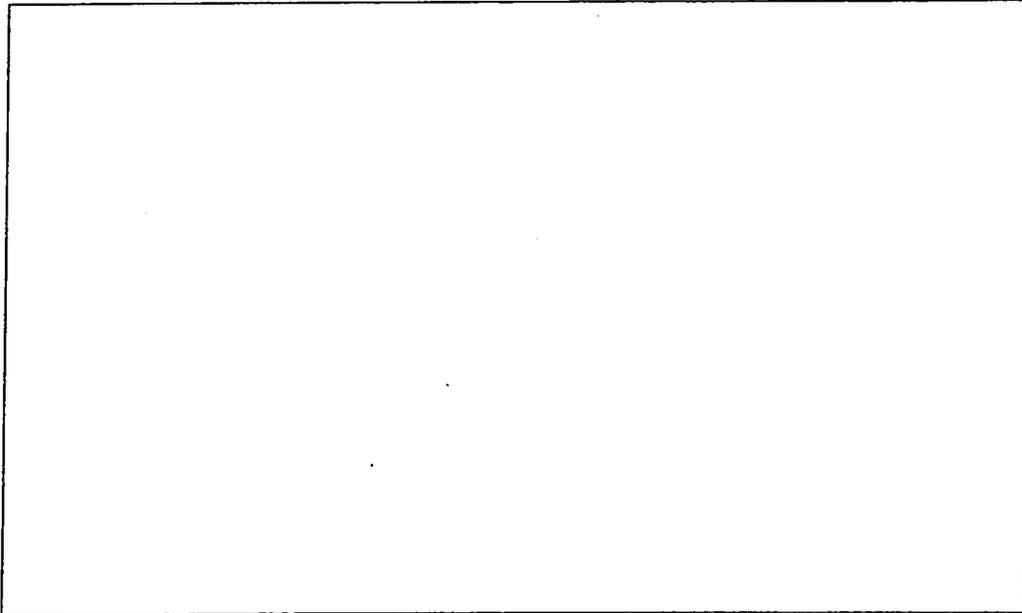
EMERGENCY RESPONSE CONTACT PHONE NUMBERS

Ambulance (EMS): _____
Fire Department: _____



Emergency Response Plan

Provide a site map that indicates the location of buildings, lagoons, wells, hazardous materials, property boundaries, and possible direction of lagoon runoff. Also, indicate the location of materials that could be used for temporary berms, i.e., dirt piles, old hay bales, sawdust, etc and where berming may take place to contain an accidental discharge.



THE OWNER OR OPERATOR SHALL ALSO FILE A WRITTEN REPORT OF THE OCCURRENCE IN LETTER FORM WITHIN FIVE DAYS FOLLOWING FIRST KNOWLEDGE OF THE OCCURRENCE, UNLESS OTHERWISE WAIVED BY THE DIRECTOR. THIS REPORT SHALL OUTLINE THE ACTIONS TAKEN OR PROPOSED TO BE TAKEN TO CORRECT THE PROBLEM AND TO ENSURE THAT THE PROBLEM DOES NOT RE-OCCUR.

901:10-2-17(A)(4)(d)

(The written report shall be sent to the following address: Ohio Department of Agriculture, Livestock Environmental Permitting Program, 8995 East Main Street, Reynoldsburg, Ohio 43068.)



D. Prearranged Emergency Response Agreements

To deal with an emergency quickly and effectively, most operations need assistance from other individuals. It is essential that prior arrangements be made so every person involved knows what to do when an emergency arises. Individuals can quickly bring equipment such as tractors with plows, backhoes, bulldozers, or personnel with shovels. Reciprocal agreements can be established with these neighbors.

If a spill occurs, it is very important to have access to nearby land, irrigation, and earth-moving equipment. In most cases, the owner or operator, producer, farmer, or emergency response personnel must contact people who own the equipment needed to respond to a spill. Having a prearranged written agreement with these people simplifies matters. The terms of these arrangements should include such things as financial compensation and a description of the equipment that would be used. List any arrangements made with other owners, operators, or producers and neighbors to share personnel and or equipment, supplies, and land access during an emergency. 901:10-2-17

ACCESS AGREEMENT

(The following is a sample land access agreement.)

This document will serve as an access land agreement between

_____ (hereafter called owner or operator) and

_____ (hereafter called neighbor.)

In the unlikely event that a manure discharge originating from the owner or operator's property enters neighbor's property, neighbor hereby grants permission to owner or operator or his agents to enter neighbor's property and take any reasonable steps to control, contain, and remediate the manure discharge.

Owner or operator agrees to restore neighbor's property to its original condition.

Signed _____ Date: _____



Emergency Response Plan

PREARRANGED EMERGENCY RESPONSE AGREEMENTS

List any arrangements made with other owners or operators to share personnel and or equipment, supplies, and land access during an emergency.

Prerarranged Land Access Agreements

Contract One: _____

Contract Two: _____

Lagoon Pumping Services within a reasonable distance from the facility that would be able to respond to an emergency.

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____



Ohio Department of Agriculture Emergency Response Plan

E. Manure Handling System Maintenance Record

LOCATION OF PREARRANGED EMERGENCY EQUIPMENT AND SUPPLIES

This includes equipment that is available twenty-four hours a day. Include phone numbers and primary contacts. Put a list in the order that the owner or operator would like the equipment operators contacted. Post a copy in each building onsite, in site office, and the owner or operator's residence. Preferably posted by a phone or the main doorway. 901:10-2-17

Owner	Phone	Location	Comments
Irrigation Pumps			
Bulldozer/Track Loader			
Backhoe			
Vacuum Slurry Tank			
Other			

Ohio Department of Agriculture



Emergency Response Plan

Name: _____

Phone Number: _____

Is there a disconnect between the meter base and the buildings? Yes No

If so where? _____

Give the location of the electrical panels in the buildings.

List fuels located on the facility and their location. (Location shown on the site map in part A)

Are hazardous materials stored in the facilities? Yes No

If yes, provide the location(s) and a list of the materials. (Location shown on the site map in part A)

Propane Company

Name: _____

Phone Number: _____

Size of propane tanks (Location shown on the site map in part A):

Ohio Department of Agriculture
Emergency Response Plan



Emergency Response Plan

G. Power Outage Information Sheet

This form is not required but recommended.

Electrical Power Company

Name: _____

Phone Number: _____

Size of Electrical Service: _____

GENERATOR

Is there a Standby Generator? Yes No

If so, is there a Double- Throw Disconnect to Isolate the Facility from the Utility During Generator Operation? Yes No

Is there a Disconnect between the Meter Base and Panel? Yes No

LIST THE NAME AND NUMBER OF ELECTRICIANS WHO PERFORM SERVICE ON THE FACILITY.

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

**Ohio Department of Agriculture
Emergency Response Plan**

H. Personnel Information



Emergency Response Plan

This form is not required but recommended.

The owner or operator should have an up-to-date list of any persons who are employed by the owner or operator. This personnel information document is to be filled out by the owner or operator and should contain any special responsibilities of the employee's employed at the facility.

Name: _____

Special Responsibilities:

Ohio Department of Agriculture
Emergency Response Plan
I. Catastrophic Mortality Management Plan

OVERVIEW



Emergency Response Plan

Under Ohio law the disposal methods for dead livestock are as follows: burning, burial, composting, rendering, and landfill. See rule 901:10-2-15 of the Administrative Code or Section 941.14 of the Ohio Revised Code.

Burning – Burning dead poultry and small animals is biologically the safest disposal method. The incinerator should be sited in a convenient location that will avoid potential problems and be downwind of livestock housing, farm residences, and neighbors. Owners or operators are encouraged to contact the Ohio EPA for additional information.

Burial – Burial involves excavating a grave or pit, filling the bulk of the excavation with dead animals, and then covering them with soil until the grave or pit is filled. Where regulations allow burial, there are generally strict siting requirements. Common siting requirements include locating the burial where it will not create an actual or potential public health hazard.

Composting – Composting is similar to the process of natural decomposition except that it is enhanced and accelerated by mixing organic waste with other ingredients in a manner that optimizes microbial growth. Owners or operators are encouraged to contact their local Ohio State University Extension or Soil and Water Conservation District for information.

Rendering – The use of rendering services recycles the nutrients contained in dead animals. Proper biosecurity measures must be utilized to minimize the spread of disease from farm to farm by rendering plant vehicles and personnel. If animals are rendered they should be transported within twenty-four hours of their death. An area must be designated outside the perimeter of the facility for pick-up by rendering personnel. The owner or operator is encouraged to contact the Ohio Department of Agriculture's Animal Industry for additional information.

Sanitary Landfill – Sanitary landfills are engineered burial facilities for disposal of solid waste. Disposal of dead poultry and/or animals in a sanitary landfill is permitted in some areas. The owner or operator is encouraged to contact the landfill operator to determine if the landfill in the area accepts dead animals, the fees associated with the animals, and the proper containers for disposal.



INSTRUCTIONS

This plan is to be kept in the operating record. A record of the date and time of each inspection for animal mortality must be recorded in the operating record on a daily basis.

Fill in the blanks listed below and check the following type of disposal method that is to be used. Include the best management practices necessary to implement the disposal of dead livestock.

Local Veterinary, Name and Phone Number

Ohio Department of Agriculture, Animal Industry, Phone Number

614-728-6220

Ohio Department of Agriculture, Livestock Environmental Permitting Program, Phone Number

614-387-0470

DISPOSAL METHODS



Emergency Response Plan

Burning:

Location: _____

Equipment Needed: _____

Burial:

Location: _____

Equipment Needed: _____

Composting:

Location: _____

Equipment Needed: _____

Rendering:

Name of Renderer: _____

Location mortality stored: _____

Equipment Needed: _____

Sanitary Landfill:

Name of Renderer: _____

Location mortality stored: _____

Equipment Needed: _____

Best Management Practices

Please describe the best management practices that will be used to dispose of dead livestock.



MANURE SPILL REPORT

NAME OF FACILITY

DATE

TIME

NAME OF PERSON RESPONSIBLE

PHONE NUMBER

WATER WAY AFFECTED

MANURE TYPE

AMOUNT

SPILL OCCURRED BECAUSE:

AGENCIES CONTACTED:

EQUIPMENT USED:

STEPS TAKEN TO CONTAIN AND REMEDIATE THE SPILL

