

Wisconsin Department of Natural Resources

CAFO Program ePermitting System Instructions: Annual Reports

RE: Concentrated Animal Feeding Operation (CAFO) Annual Report pursuant to s. NR 243.19(3), Wisconsin Administrative Code

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Below are the steps to complete and submit an Annual Report using the ePermitting system. Detailed instructions and screenshots begin on page 2. Information on annual updates to days of storage documentation begins on page 10. An annual report checklist has been provided for submittal convenience on page 12.

COMPLETING AN ANNUAL REPORT APPLICATION

1. Log into the ePermitting System:

Beginning Summer 2025, ePermitting will transition to MyWisconsin ID. The MyWisconsin ID will allow all customers to use a single account and better protect the ePermitting system by using Multi-Factor Authentication (MFA).

- To create a MyWisconsin ID, navigate to the MyWisconsin ID Resources Home: https://det.wi.gov/Pages/MyWisconsin_ID.aspx. This page will provide easy access to allow customers to create their MyWisconsin ID and manage the account.
- If you have any questions regarding this change, please visit the Frequently Asked Questions: <https://dnr.wisconsin.gov/permits/water>
- For additional account support, please call the MyWisconsin ID Account Service Desk at 608-471-6667.

2. Create the Permit Application:

- Enter a name for the application.
- Select the permit action: "Post Application – Annual Reports and NMP Updates or Revisions, activity: Post Application – Annual Report.
- Select the Facility County and Facility Name from the drop-down menus.
- Click "Next" to access the fillable 3400 forms and attach documentation.
- Detailed instructions including screenshots begin on Page 2.

3. Sign and Submit the Application:

Once the application is complete, click "Sign and Submit." Read the Terms and Conditions, the select the checkbox to fill in a digital signature.

A signature email will be sent to the email address associated with the MyWisconsin ID account. Copy the password in the email, then click on the link provided. Click "Sign Document" and enter the password to submit the application.

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4. Need Assistance?

- Access quick reference guides and help topics:
<https://permits.dnr.wi.gov/water/Pages/Video-Links.aspx>
- If these resources do not address your issues, submit a direct request for technical assistance using the DNR Contact Form:
<https://permits.dnr.wi.gov/water/SitePages/Issue%20Submittal.aspx>

DETAILED ePERMITTING INSTRUCTIONS

1. Navigate to the Wisconsin DNR Water Permits Site and log in using MyWisconsin ID and MFA:
<https://permits.dnr.wi.gov/water/sitepages/permits.aspx>
2. Click on “Livestock Operations under the Permit Categories to begin a new application.
3. Access an existing application under the “My Applications and Reports”.
4. Create a new application in ePermitting by selecting “Livestock Operations.”

ePermitting

Search

Submitted Items

Public Notices

Support

Ask for Help

Help Topics

WAMS Account

Permit Categories

Aquatic Plant Management

Dams

Livestock Operations

Storm Water

Wastewater

Welcome to the Wisconsin DNR Water Permits Site!

- **Select** a category from the left side menu.
- **Save** draft items for editing.
- **Important:** Items not submitted within 120 days will be deleted.
- **Receive** acknowledgement of receipt when successfully submitted to the DNR.
- **Track** the status by selecting Submitted Items from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also submit a copy of the document in electronic format on digital media, such as a CD.

My Applications and Reports

Step 1: Draft Items

ACTION REQUIRED: Review, edit and/or share draft items for signature. [Instructions for a landowner and authorized representative to share a draft item*](#)

Photo Credit Debbie Beyer, U.W. Extension

5. Enter a project name that clearly describes the application.
6. Enter the Permit Action: Post Application – Annual Reports and NMP Updates or Revisions. Click “Continue” to enter the rest of the basic permit info.

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Agricultural Livestock Operation Permit Application

General Information

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

Basic Permit Info	NOTE: Missing or incomplete fields are highlighted on the application and at the bottom of each page. Once all required fields are completed you may navigate away from that page. After navigating away from a page, you may return to it to make changes. (Required: Project will be saved to system using this name)
Project Name	EXAMPLE APPLICATION Example for Project Name
Permit Action	Post Application - Annual Reports and NMP Updates or Revisions
<input type="button" value="Continue"/>	

7. Enter the Activity: Post Application – Annual Report, then click “Next.”

Basic Permit Info	NOTE: Missing or incomplete fields are highlighted on the application and at the bottom of each page. Once all required fields are completed you may navigate away from that page. After navigating away from a page, you may return to it to make changes. (Required: Project will be saved to system using this name)
Project Name	ANNUAL REPORT Example for Project Name
Permit Action	Post Application - Annual Reports and NMP Updates or Revisions
Activity	Activity is required.
Facility County	Post Application- Nutrient Management Plan Substantial Revision
Facility Name	Post Application- Nutrient Management Plan Update
Facility Number	Post Application- Annual Report
<input type="button" value="Next"/>	

8. Select the correct reporting year. Please note: The purpose of the annual report is to provide the inspection reports and facility updates from the **previous** calendar year.

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Basic Permit Info	<p>NOTE: Missing or incomplete fields are highlighted on the application and at the bottom of each page. Once all required fields are completed you may navigate away from that page. After navigating away from a page, you may return to it to make changes. (Required: Project will be saved to system using this name)</p>
Project Name	<input type="text" value="ANNUAL REPORT"/> Example for Project Name
Permit Action	<input type="text" value="Post Application - Annual Reports and NMP Updates or Revisions"/>
Activity	<input type="text" value="Post Application- Annual Report"/>
Facility County	<input type="text"/>
Facility Name	<input type="text" value="*"/>
Facility Number	
Reporting Year	<input type="text" value="Select..."/> * <ul style="list-style-type: none">Select...202320222021202020192018
Post Application - Annual R	
<ul style="list-style-type: none">• Fill out the project ar• Review and attach Fo• Use links below, complete and save<ul style="list-style-type: none">• Annual spreading report or equivalent (e.g. CAFO SNAP+ report)• CAFO Compliance Calendar• Click on 'Attachments' button at the top of the page to include and additional supporting information.	<p>press Next checklist;</p>

9. The application will include three sections:

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Home Sign and Submit

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

Supplemental Attached Forms

Form 3400-25A (Animal Units Checklist):
Completion Status:

Form 3400-025E (Annual Report Checklist) :
Completion Status:

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

Annual Report :
Completion Status:

Form 3400-25E is required, Annual Report documents are required, Form 3400-25A is required,

10. The Animal Units Checklist will automatically calculate the total mixed and non-mixed animal units based on the herd information provided. Enter the current number of each animal type at the facility or check the “No Animals present at this site” box if the facility is currently not populated.
11. If the facility has more than one production site that houses animals, select the “Add Current Animal Units for Next Site” and complete the current animal unit calculation numbers for all production sites included under the CAFO WPDES permit.
12. Complete the Proposed Animal Unit Calculation Numbers for each site or check the box that says “Check here if there are no projected increases at this site within the next five years.”

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Current Animal Unit Calculation Numbers

Name of Site:

Note: Site Selections can be modified or added on page 2 of Form 3400 25C

- Check here if there are no projected increases in animal numbers at this site within the next five years.
 No Animals present at this site.

Animal Type	I. Mixed Animal Units				II. Non-Mixed Animal Units		
	b. Equiv. Factor	% open confinement	c. Current Number	d. No. of AUs	e. Equiv. factor	f. Current Number	g. No of AUs
<i>Example - Broilers (non-liquid manure):</i>	0.005 x	80 %	150,000	= 750	0.008 x	150,000	= 1200
Dairy Calves (under 400 lbs)	0.2 x	0 %	0	0.0			
Beef Calves (under 400 lbs)	0.2 x	0 %	0	0.0			
Dairy Cattle	Milking & Dry Cows	1.40 x	0 %	0	1.43	0	0.0
	Heifers (800 lbs to 1200 lbs)	1.10 x	0 %	0	1.00	0	0.0
	Heifers (400 lbs to 800 lbs)	0.60 x	0 %	0			
Beef Cattle	Steers or Cows (400 lbs to market)	1.00 x	0 %	0	1.00	0	0
	Bulls (each)	1.40 x	0 %	0			
	Veal Calves	0.50 x	0 %	0	1.00	0	0
Swine	Pigs (up to 55 lbs)	0.10 x	0 %	0	0.40	0	0.0
	Pigs (55 lbs to market)	0.40 x	0 %	0			
	Sows (each)	0.40 x	0 %	0			
	Boars (each)	0.50 x	0 %	0			
Chickens	Layers (each) -non-liquid manure system	0.01 x	0 %	0	0.0123	0	0.0
	Broilers/Pullets (each) -non-liquid manure system	0.005 x	0 %	0	0.008	0	0.0
	Per Bird -liquid manure system	0.033 x	0 %	0	0.0333	0	0.0
Ducks	Ducks (each) -liquid manure system	0.2 x	0 %	0	0.2	0	0.0
	Ducks (each) -non-liquid manure system	0.01 x	0 %	0	0.0333	0	0.0
Turkeys (each)	0.018 x	0 %	0	0.018	0	0.0	
Sheep (each)	0.1 x	0 %	0	0.1	0	0.0	
Horses (each)	2 x	0 %	0	2	0	0	
Total Animal Units	Total Mixed Animal Units= (add all rows above) 0.0				Total Non -Mixed Animal Units= (Enter the single highest number from any row above; DO NOT add the totals) 0.0		

Add Current Animal Units for Next Site

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13. The Annual Report checklist has four sections:

I. Facility Information

This section should automatically populate the CAFO name and mailing address. Select the reporting period dates and complete the contact information sections: Email, Contact Name, and Phone Number.

II. Annual Report Checklist

This section includes four items that are required as part of the annual report. Confirm that these documents are ready to upload to the application, then check each box to indicate that the requirement is met.

II. Annual Report Checklist

- Copies of all quarterly reports or other forms of documentation used to record implementation of the operation's monitoring and inspection program
- Copies of all calendar pages or other forms of documentation used to record implementation of the operation's monitoring and inspection program
- Copies of other documentation requested by the department in writing or within the permit
- Narrative describing any proposed changes planned at facility this upcoming year, and a summary of known permit noncompliance (discharges, overflows, missed inspections, etc.) and corrective actions

III. Discharge Reporting

This section will request information for any discharges. Enter the date(s) that any discharge(s) were discovered, whether the discharge resulted from a 25-year, 24 hour rainfall event, the estimated duration of the discharge(s), and the estimated volume of discharge(s) in gallons. If no discharges occurred during the reporting period, check the box that says "The operation is not aware of discharges from the production area to surface waters during the reporting period."

IV. Annual Report Questions

This section will request information regarding solid and liquid manure storage/distribution and the date on which the facilities were emptied to provide 180 days of storage. Provide the correct date and volumes in each section.

IV. Annual Report Questions

<input type="text"/>	<input type="checkbox"/> *	Date on which storage facilities were sufficiently emptied to provide 180 days of liquid manure storage
<input type="text"/>	(tons) *	The total amount of solid manure generated in the previous 12 months, including precipitation and runoff diverted to storage or containment structures.
<input type="text"/>	(GA) *	The total capacity of all liquid manure storage and containment facilities (capacity below MOL marker).
<input type="text"/>	(GA) *	The total amount of liquid manure and process wastewater generated in the previous 12 months, including precipitation and runoff diverted to storage or containment structures.
<input type="text"/>	(GA) *	The total amount of liquid manure and process wastewater generated offsite and stored onsite in the previous 12 months.
<input type="text"/>	(tons) *	The total amount of solid manure distributed to another person by the permittee in accordance with s. NR 243.142 in the previous 12 months. This includes the volume of manure approved to be applied to land under another permittee's nutrient management plan.
<input type="text"/>	(GA) *	The total amount of liquid manure or process wastewater distributed to another person by the permittee in accordance with s. NR 243.142 in the previous 12 months. This includes the volume of manure and process wastewater approved to be applied to land under another permittee's nutrient management plan

14. The Annual Report section will provide space to attach the necessary supporting documentation. Ensure that all of the required documentation is complete and ready to attach. If no information is needed in Section 8 – Other supporting documentation check the "Not Applicable" box.

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Plans, Maps and Reports

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

Section 1 – Additional Checklists

NR243 LINK - <http://datcp.wi.gov/uploads/Farms/pdf/NMPLANCHECKLISTarm-lwr480.pdf>

Attach the completed NRCS 590 here:

Section 2 - Plan Narrative

Annual Report Narrative (overview of farm and how it will meet NR 243 requirements – can reference other sections of NMP)

Add files (split into multiple items if larger than 15 MB):

Add additional narrative files

Section 7 – Inspections, Record Keeping and Reporting

Split files into multiple items if larger than 15 MB: Attached separately

Add additional reports

Section 8 - Other supporting documentation

This includes other files, manure application equipment specs, etc.

Split files into multiple items if larger than 15 MB: Not Applicable

Add an additional item

[Press to Refresh Missing Items Below:](#)

You must attach Inspection and Records to section 7., You must attach a Plan Narrative to section 2., You must attach a SNAP Plus report or new field report to Section 8.,

15. If additional spots are required to add more than one document type, click on the blue arrow icon that says “Add additional narrative files.”
16. If this button is pushed in error or sections need to be deleted, hover over the description of the item to be deleted until a gray arrow appears at the left side of the section. Select this gray arrow, and choose “Remove [item]” or press Control + Delete.

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Section 2 - Plan Narrative

Nutrient Management Plan Narrative (overview of farm and how it will meet NR 243 requirements – can reference other sections of NMP)

Add files (split into multiple items if larger than 15 MB): [Click here to attach a file*](#)

Add files (split into multiple items if larger than 15 MB): [Click here to attach a file*](#)

Insert NMPsection2 before [Click here to attach a file*](#)

Insert NMPsection2 after [Ctrl+Enter]

Remove NMPsection2 [Ctrl+Delete]

17. Once all required information is attached to the application, the “Sign and Submit” button should no longer be transparent. If it is still transparent, go back to the 3400 form and/or Nutrient Management Plan sections to identify missing information.

Save Close

Do not close your work until you SAVE.

Forms and Attachments

Home Sign and Submit

18. Click “Sign and Submit” to begin the two-step submission process. This will automate an email to the email address on file, which will be required to complete the signature process and formally submit the application.
19. If the email has not been sent within a few minutes, check the Spam folder to see if the email has been lost. Use the “Ask for Help” button to send a request for assistance if an email is not sent to the email address associated with the MyWisconsin ID.
20. Once the signatory email has been received, copy the password provided. Click the link that says “Click to finalize signature.”
21. This will lead back to ePermitting to complete the signature process and submit the application. The application can also be accessed via the Water Permits site. Under “My Applications and Reports,” scroll to Step 2: Signature Confirmation Needed.” Any applications that are still pending a signature will be listed here.
22. The two options available will be “Sign Document” or “Cancel Signature.” Click “Sign Document,” enter the password provided in the email, and click “Continue.”
23. At this point, the application should have been routed to the appropriate DNR intake queue for an initial intake review. Until the application has been processed by intake and assigned to a technical reviewer, it will not be publicly accessible.

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ITEMS FOR CONSIDERATION

The department has seen several facilities submit WPDES permit reissuance applications showing that they have fallen below 180 days of storage during the permit term. To properly maintain days of storage records, updated information should be provided annually that takes into account changes in animal units, changes to the site production area, and any other factors that might affect the volume of liquid manure and process wastewater generated.

CAFOs can have some variability and increase animals through a permit term without needing to submit a permit modification. A good rule of thumb if the CAFO is at or below 200 days of storage is to review the existing facilities and available storage before adding additional animals. Increasing animal units when storage is already tight could lead to noncompliance with their WPDES permit.

Adjusting for annual fluctuations or increases in animal units can be accomplished in multiple ways. The department offers a Liquid Waste Storage Volume Calculation Worksheet for any facility to use:

Calculated Liquid Waste Volumes

Liquid Waste Storage Volume Calculation Worksheet								
:Permittee Name		# of A.U.'s:	Dsn by:		Date:		3/6/2025	
Total Annual Liquid Waste Volume (NRCS Table Values)		Total Liquid Waste Storage Capacity (gallons)						
Liquids Collected/Stored	Annual Gallons	Waste Storage	Total Vol. from Settled Top to Bottom	-Solids Storage	-25-yr, 24-hr Precip. on Storage	25-yr, 24-hr Collected Runoff ***	-Freeboard Vol.	Max. Operating Level (MOL) Vol.
Manure and Bedding		#1						0
Parlor Wastewater		#2						0
Feed Storage Leachate		#3						0
Feed Storage Runoff Collected *		#4						0
Feedlot Runoff*		#5						0
Net Precipitation on Storage Surface(s) **		#6						0
Stacking Pad Runoff Collected*							Total MOL Vol:	0
Offsite Waste							Days of Storage:	#DIV/0!
Other							Meets Days of Storage Criteria:	#DIV/0!
Other								
Other								
Other								
Other								
TOTAL:	0							
Total Annual Liquid Waste from Hauling Log	#DIV/0!							
	1	Total Annual Volume Source (1=NRCS Table Values; 2=Hauling Log Values)						

A version of this spreadsheet should have been completed by the CAFO’s engineering consultants during initial permitting, reissuance, or permit modification if changes were made at their facility that impacts storage capacities or waste generation. The right side of the spreadsheet (Total Liquid Waste Storage Capacity) should demonstrate information about the size of each storage structure and the maximum operating level. Maintain this information from year to year, ensure numbers are calculated and not rounded values, and confirm appropriate solids, precipitation and runoff volumes are included. The values should be consistent throughout the years of your permit and will not need edits, unless facilities have been abandoned or larger scale engineering projects have occurred since last updated.

The left side of the spreadsheet (Total Annual Liquid Waste Volume) may show engineering estimates for liquid manure and process wastewater based off engineering calculations. By using manure hauling

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logs instead, the operation can account for annual changes to the total volume of liquid waste generated without revising these calculations.

Annual Manure and Process Wastewater Application Volume			
Year	Gallons Applied	Avg. Yearly AUs	Gallons/AU
			#DIV/0!
Average Volume/AU			#DIV/0!
Average Annual Volume for Current AUs			#DIV/0!

Note 1. Enter annual manure and process wastewater applications from the previous 5 years of hauling logs.
 Note 2. If 5 years of hauling information is not available, "Table" based volumes from the previous tab should be used.
 Note 3. The same annual manure and process wastewater volume which is used for the days storage calculation should also be used for Nutrient Mgmt. planning, whether it is based on the average hauling log values or "Table" values.

Hauling logs will generate an estimate of typical liquid waste volume produced per animal unit, so it is important to use real numbers rather than an estimate. Fill in the total volume of manure land applied or transferred to another facility and the yearly AUs for at least five consecutive years (including the reporting year). This will show the average annual volume per animal unit. By then entering the current AUs into the “# of A.U.’s” field in the calculated liquid waste volume tab, this will show the annual liquid waste production and then calculate the adjusted days of storage.

Whichever method is chosen, it is important to keep accurate records by updating this information annually to account for herd changes. It is especially critical for any facility that is increasing their herd – small increases from year to year can add up over time, even if the CAFO appears to have adequate storage to accommodate the animals.

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ANNUAL REPORT CHECKLIST

I. Supplemental Attached Forms: 3400 Form-025A Animal Units Checklist

II. Supplemental Attached Forms: 3400-025E Annual Report Checklist

III. Upload Required Attachments:

- **Section 1 – Additional Checklists (Not Required)**
- **Section 2 – Plan Narrative**
 - Please include a narrative or summary describing:
 - Total amount of manure and process wastewater distributed to another entity by the permittee (does not include manure applied to cropland, which should be described in the NMP)
 - Summary of any changes to the facility operations over the reporting year.
 - Summary of any proposed changes planned at the facility in the coming year.
- **Section 3 – Maps (Not Required)**
- **Section 4 – Manure Analyses and Soil Test Records (Not Required)**
- **Section 5 – Field Specific Reports (Not Required)**
- **Section 6 – Farm Reports (Not Required)**
- **Section 7 – Inspections, Record Keeping and Reporting**
 - CAFO Calendar/Quarterly Monitoring Report Forms or equivalent. Please note that this information must include:
 - Summary of any permit violations and/or spill events during the previous year as well as all corrective actions taken.
 - Summary of any runoff control systems and storage containment structures and their current condition.
 - Date on which manure storage facilities were emptied to 180 day capacity.
 - Summary of recorded levels of materials in liquid storage facilities
- **Section 8 – Other Supporting Documentation**
 - Liquid Waste Storage Volume Calculation Worksheet.
 - Ensure this information is updated to reflect changes in the herd and any corresponding changes to manure and process wastewater generated in the previous 12 months.
 - Any other information requested by the Department in the permit or in writing. If no other information has been requested, please select the “Not Applicable” box.