Wisconsin Department of Natural Resources

CAFO Program ePermitting System Instructions: NMP Updates

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

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Below are the steps to complete and submit a NMP Update using the ePermitting system. Detailed instructions and screenshots begin on page 2. A list of items for consideration prior to submitting NMP updates is provided on page 10. An annual report checklist has been provided for your convenience on page 11.

COMPLETING AN ANNUAL NMP UPDATE 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 – Nutrient Management Plan Update.
   - 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.

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."

5. Enter a project name that clearly describes the application.
6. Enter the Permit Action: Post Application – Annual Reports and NMP Updates or Revisions.

Enter the Activity: Post Application – Nutrient Management Plan Update, then click "Next."

7. Choose the correct county code and facility name, then click "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.

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

Post Application- Nutrient Management Plan Update ⌄

Facility County ⌄

Facility Name * ⌄

Facility Number

Reporting Year is Required

Reporting Year

Select... * ⌄

Select...
2023
2022
2021
2020
2019
2018

Post Application - Nutrient

- Fill out the project ar[...] press Next.
- Fill out Form 3400-02[...]hecklist; save your work to prevent losing data
- Review and attach NMP annual update checklist 3400-025D .
- Click 'Attachments' link again at top of page.
- Click Nutrient Management Plan, Upload Sections button at center of page.
- Submit sections of NMP (e.g. narrative, maps, reports, etc.); save your work frequently to prevent losing data.
- You may need to prepare additional NMP items to submit entire NMP for review.

9. The application will include three sections:

Forms and Attachments

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 3400-025B (Nutrient Management Plan Checklist) : [Edit Form]

Completion Status: Not Started

Form 3400-025D (NMP Update Checklist) : [Edit Form]

Completion Status: Not Started

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

Nutrient Management Plan : [Upload Plan]

Completion Status: Not Started

[Press to refresh missing items below]

Form 3400 - 25D is required Annual Report documents are required Form 3500 25B is required

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10. The Nutrient Management Plan Checklist includes 2 sections:

   I. **Operation Information**

   This section should automatically populate the CAFO name and mailing address. The preparer will complete the contact information sections: Email, Contact Name, and Phone Number.

I. Operation Information		
Operation	**Contact (First name , Last name)** * *	**WPDES Permit No**
Location Address - Street, Route or Box	**City**	**State** ● **Zip Code**
Phone Number (xxx-xxx-xxxx) *	**Cell Phone (xxx-xxx-xxxx)**	**Fax Number (xxx-xxx-xxxx)**	**Email Address** *

   II. **Preparer Information**

   This section includes two items that are required as part of the NMP update.

   i. The first section will request information related to the crop consultant who wrote the nutrient management plan and is submitting the application. The preparer will complete the contact information sections: Name, Company, Mailing Address, Phone Number, and Email.

   ii. The second section will request information about the nutrient management plan. Please select that this is the Annual Update, indicate the applicable growing session (should line up with the reporting year), and fill in the specific information requested: Total and Spreadable Acres, Acres Owned and Acres Rented, Total Acreage Used for Land Applications, Total Animals at the Facility, and Liquid/Solid Manure Information.

II. Preparer Information			
Name of Crop Consultant (First, Last) *	**Company** *	**Title** *	
Mailing Address - Street, Route or Box *	**City** *	**State** * ∨	**Zip Code** *
Phone Number (xxx-xxx-xxxx) *	**Cell Phone (xxx-xxx-xxxx)**	**Fax Number (xxx-xxx-xxxx)**	**Email** *

1) Plan Type(select one) ○Initial Plan ○Annual Update ○Permit Renewal		Applicable Growing Session *

2) Total acres covered by NMP: *	Total spreadable acreage: * acres
Cropland acres owned: *	Agreement or Rented Acres: * acres
3) Total acreage used for land application in previous 12 months: *	Total animals at facility in pervious 12 months: *

Waste Type	Amount Generated Annually	Amount Transferred Annually	Units (gallons or tons)
Liquid Manure and Process Wastewater	*	*	gallons
Solid Manure & Litter	*	*	tons

11. The CAFO Nutrient Management Plan Annual Checklist Update has 3 sections:

    I.   **Facility Information**

        This section should automatically populate the CAFO name and mailing address. Select the date this checklist is completed and complete the contact information sections: Email, Phone Number, and Contact Name.

I. Facility Information

Date	Facility Name			
Address		City	State: WI	Zip
Email *	Phone Number (xxx-xxx-xxxx) *	Permit Contact Name (First Last) *		*

    II.   **NMP Update Checklist**

        This section includes several questions related to the location of the information required as part of the NMP update. This section should also help the preparer ensure that the application is complete. In the "Location" boxes, the preparer can indicate the section number and/or page number where this information can be found, or enter "N/A" for sections that do not apply to the CAFO.

II. NMP Update Checklist

Location   **NMP update information to be submitted**

Spreading report summary location is required

* An annual spreading report summarizing manure and other process wastewater land application activities indicating the following for each field receiving manure or process wastewater (Form 3200-123 or equivalent should be used):

- Date of application
- Information on the field where manure or process wastewater is applied including field identification, slope and soil test phosphorus levels
- Acres applied
- Source and nutrient content of applied manure
- Current and previous field crops
- Nutrient balance indicating crop nutrient need in comparison to nutrients applied and credited from all sources.
- Whether the soil was dry, wet, saturated, frozen or snow covered at time of application
- Method and rate of application in tons or gallons per acre
- Whether fields meet T (tolerable soil loss)
- Whether soil tests have been taken within the last 4 years
- Number of years of crop phosphorus need applied based on crop rotation
- For surface applications on frozen or snow-covered ground, whether any applied manure or process wastewater ran off the application site

* Fields in permittee's nutrient management plan which received nutrients from a source other than manure or process wastewater (e.g. municipal waste, industrial waste, septage waste, etc.).
- Address the 12 bullets above for these fields/sources

* SNAP Plus data files/reports or equivalent software

III.   **Certification**

This section states that the NMP update information is in compliance with NR 243.19, and that all information has been reviewed by the farm operator/owner. Please wait to finalize the NMP update, enter information and submit the application until these certification requirements are met.

12. 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.

13. Any information that is not needed can be deleted. If a set of documents is not required, or if extra spaces are created by accident, hover over the section to be deleted. A gray dashed box should appear around the attachment section. Click on the gray arrow to open the dropdown menu, the select the option to remove that item or click Ctrl + Delete. **Please note:** Required sections will not allow you to delete that line.

14. If no information is needed in Section 8 – Other supporting documentation check the "Not Applicable" box.

15. 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.

16. 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.
17. 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.
18. Once the signatory email has been received, copy the password provided. Click the link that says "Click to finalize signature."
19. 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.
20. The two options available will be "Sign Document" or "Cancel Signature." Click "Sign Document," enter the password provided in the email, and click "Continue."
21. 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

1. **Missing Information.**
   Please note that even if there have been no new fields added, all required information must be included in the application. This includes restriction maps, which should be updated if any restriction layers have changed. For instance, in the last two years new Silurian bedrock layers and W soil layers were released and incorporated into SnapMaps. If the restriction layers within a field's boundaries have been updated, the map should be rerun prior to the submission of the NMP update.

2. **Annual Spreading (CNM1) Spreadsheet.**
   Beginning with the 2021 reporting year, the Department implemented a requirement to include the reporting year's annual spreading as a direct excel export from SnapPlus. The use of the spreadsheet allows the data to be aggregated to meet EPA reporting requirements. At this time, the CNM1 spreadsheet is the only department approved equivalent (per NR 243.19(3)(c)5.) for requirements related to reporting annual spreading activities.

   Please note: the format is very specific to ensure that the information can be properly loaded to our internal database. Please export the spreadsheet by clicking on the Excel icon and upload the direct export with no formatting changes.

3. **Manure Analysis Information Required.**
   As a reminder, CAFOs are required to take two samples **PER LIQUID WASTE SOURCE** in every calendar month when liquid manure is transferred and/or land applied, and one sample **PER SOLID WASTE SOURCE** every quarter that solid manure is headland stacked and/or land applied.

   If the CAFO does not have enough samples, the narrative must address the reasons why sufficient manure samples were not taken and a plan to bring the facility back into compliance with their manure sampling requirements.

4. **Soil Testing Required.**
   Per NR 243.14(1), all fields must have soil samples taken at the proper density (1 sample for every 5 acres) every 4 years. To ensure the samples have been analyzed by a DATCP approved lab, the lab name and the lab number are required information in the soil test report.

   It is recommended to check fields – based on the DATE of the last soil test taken – to proactively plan soil testing to meet this requirement.

NMP UPDATE CHECKLIST

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

II. Supplemental Attached Forms: 3400-025D Nutrient Management Plan Checklist

III. Upload Required Attachments:

- Section 1 – Additional Checklists
  - WI NRCS 590 checklist
- Section 2 – Plan Narrative
  - Please include a narrative or summary describing:
    - List of fields that have been added or removed to the NMP.
    - List of fields that received nutrients from another source
    - Summary of any proposed changes planned at the facility in the coming year.
- Section 3 – Maps
  - Required Documentation:
    - Spreading Restriction Maps
    - Winter Spreading Restriction Maps (only for winter/emergency applications)
  - If Applicable: Headland Stacking Maps; Drainage Tile Maps; Separate Groundwater/Bedrock Maps; Manure Irrigation Spreading Maps
- Section 4 – Manure Analyses and Soil Test Records
  - SnapPlus Database (preferred) or Soil Test Report
  - Manure Analysis Documentation
    - Spreadsheet with all manure samples taken during the prior year **OR**
    - Lab analysis sheets for all manure samples taken during the prior year
- Section 5 – Field Specific Reports
  - SnapPlus Database (preferred) or Reports:
    - 590 Assessment
    - Compliance Check
    - Nutrient Mass Balance
    - Sorted by Crop Report (for prior year and current year)
  - **Annual Spreading (CNM1) Spreadsheet for REPORTING year**
    Please note: This spreadsheet is used to aggregate data to meet EPA reporting requirements. The application must include the direct Excel export with no formatting changes, not a PDF or a conversion from PDF to Excel. Please refer to the detailed instructions below for further details.
- Section 6 – Farm Reports (not required)
- Section 7 – Inspections, Record Keeping and Reporting
  - Required Documentation:
    - Land Application Equipment Inspections & Calibration Records
    - Field Verification Records
    - Hauling Records
  - If Applicable: Substantial Revision Determinations; Tile Line/Outlet Monitoring Logs; Groundwater and/or Bedrock Depth Monitoring; Manure Irrigation Monitoring
- Section 8 – Other Supporting Documentation
  - 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.