

On-line feedlot permitting overview

Applications to the Minnesota Pollution Control Agency (MPCA) for feedlot permits must be submitted on-line. The MPCA no longer accepts paper applications. Below is an overview of the on-line permit application process.

Setting up an account



Create an Online Services account at: <https://webapp.pca.state.mn.us/services/login/>

- Verification of account via email is required

Set up “Challenge Questions” in the *My Profile* section of your homepage

- These will be used in the application signature process

Click *Add Online Service* to add the “Feedlot Permitting Service” to your homepage

Requesting access to a facility



Locate the facility on a map and request one of the facility access levels

Feedlot Signatory – a person legally authorized to sign the application (ie. owner)

- Required for every facility, even if a consultant is used to complete the application

Feedlot Preparer – a person helping complete the application (ie. consultant)

- Optional – Feedlot signatories grant/manage access to feedlot preparers

Entering facility information



Enter detailed information about the facility, such as...

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|---|--|
| • Contact information | • Manure storage area dimensions |
| • Proximity to sensitive features/wells | • Manure storage area capacity |
| • Animal holding area dimensions | • Outdoor feed storage area dimensions |
| • Capacity of animal holding areas | • Mortality compost area dimensions |

Attaching documents



Upload documents needed for a complete application, such as...

- Manure management plan (MMP) – must use MPCA standardized forms
 - [MMP spreadsheet](#) data file and/or [manure transfer plan](#)
- Plans and specifications for new or modified manure storage areas
- [Good neighbor notice](#) verification (500+ animal units)

Submitting the application



Electronically sign and submit – must pay applicable permit fees

- Submittal only allowed if **ALL** required info is included – copy sent via email

MPCA reviews the application and sends permit via email

- NPDES or SDS permits – at least 60 days (longer with EAW or significant public comments)
- CSF or interim permits – typically 30 days (longer with EAW or significant public interest)

Step by step guide: <https://www.pca.state.mn.us/sites/default/files/wq-f3-06.pdf>.

Interactive narrated tutorial: <https://www.pca.state.mn.us/sites/default/files/wq-f3-60.pptx>.