

Instructions for Completing the Notice of Intent to Comply

Be sure to fill out the NOIC completely; incomplete and illegible forms will be sent back.

* Please do **NOT** fill in latitude, longitude or MFO permit number information in the box at the top of the form. This area is for Agency use and will be filled in once the completed form has been received.

Section A – Owner/Operator Information

- Full owner name as well as operator name (if different) is needed.
- List the phone number you prefer to be contacted at. Please note whether this is your home number, barn number, or a cell phone.
- Please write the full name of the farm, and provide a physical location as well as a mailing address, if they are different. If they are the same, please note.
- If you use email, please write your address. Otherwise, indicate "N/A".

Section B – Farm/Operation Information

Fill out animal type information and check applicable boxes.

- Please list the total number of each animal type you have at your farm. If you have multiple barns or farms (whether rented or owned) with additional animals, list the total number for each animal type.
- If you have more animals than indicated in brackets (i.e. >700 Mature Dairy Cows), please check the first box stating your farm is a Large Farm Operation (LFO). Our LFO Coordinator Katie Gehr will contact you.
- If you have fewer animals than indicated in all of the brackets (i.e. <200 Mature Dairy Cows), please check the second box stating your farm is a Small Farm Operation (SFO).
- If your farm is an SFO and you wish to seek coverage under the General Permit, indicate that you wish to seek permit coverage by checking the third box. Please be aware that permit coverage is not required for SFOs and is optional.
- If your farm is a SFO, and you **DO NOT** wish to seek coverage under the General Permit, please check the second box **ONLY** and leave the third box unchecked. **If you check the second box only, you do not need to sign the NOIC. However, it needs to be returned.**

Section C – Nutrient Management Plan

Please answer each question as accurately as possible.

- **#1 and #2** – If a nutrient management plan (NMP) has been developed for your farm and it is being implemented; please check “yes” for both. If not, please check “no” as appropriate.
- **#3** - If you do not know the exact date that your nutrient management plan will be developed, estimate. If no work has begun on your NMP, please write in "N/A". **Please be aware that a NMP is required for all existing MFOs seeking coverage under the General Permit by March 31, 2008.**
- **#4** – Please describe alternative use(s) of manure, compost and other wastes as appropriate. If no alternative use(s), please fill in "N/A".
- **#5** – If manure, compost or other wastes are exported off farm, estimate the amount as accurately as possible and indicate the unit (tons or gallons). If no manure, compost or other wastes are transferred, please fill in "N/A".

Section D – Type of Containment, Storage, and Capacity

Please fill in each section of the table that applies to your farm.

- **Manure Storage** - If a certain type of storage or containment does not apply to your farm, please fill in "N/A" in the first column; otherwise fill in the estimated # of days of storage. Please also fill in the total capacity and note whether it is in gallons or tons. Be sure to indicate whether or not you have received cost share in the column to the right.
- **Milkhouse Waste/Processed Waste Water, Silage Leachate System, and Barnyard Runoff System** – Please answer "yes" if transferred to manure storage, otherwise answer "no". If an alternate system for collection exists, please explain. If there is no system in place, please put an "X" in the third column. Be sure to indicate whether or not you have received cost share in the column to the right.
- **Clean Water Diversion and Confined Animals Access to Water** – Please check the appropriate "yes" or "no" box.

Section E - Signature

This section asks for your signature and the acknowledgement that you have a copy of the MFO General Permit, have read it, and intend to comply with the provisions therein.

If your farm is a SFO and you do not wish to seek permit coverage, you do not need to sign the NOIC.

Otherwise, if your farm is a MFO, or if your farm is a SFO and you are seeking permit coverage, you need to sign the NOIC. Please **DO NOT** return the NOIC to the Agency without a signature. This will not meet the requirements of the MFO permitting program, and your application will be sent back to you for a signature.

The NOIC must be returned by all farms regardless of size including SFOs not seeking permit coverage. The address to send your completed NOIC is listed at the bottom of the form.

FOR ADDITIONAL ASSISTANCE IN FILLING OUT A NOIC, OR IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE APPROPRIATE MFO COORDINATOR LISTED BELOW.

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