

## CAFO RENEWALS

A permittee now has the ability to start a renewal application at any time from their permit page. There is a link in the upper right list that is “Start a Renewal Application”. From the permit page, they can click on the red “Pending Renewal” status text or the “Start a Renewal Application” to begin a renewal.

**RECOMMENDATION:** Use Google Chrome or Internet Explorer for FACTS, as some features may not work correctly in other browsers.

If you don’t have access to FACTS application, please follows the Tutorials below that are accessible on the FACTS web page - <https://svc.mt.gov/deq/factspermitting>:

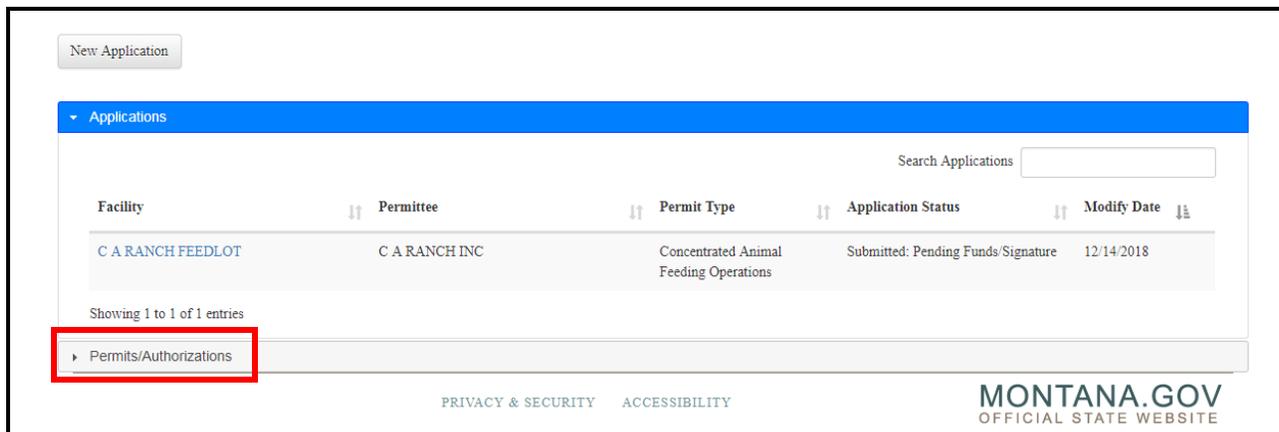
1. For User Registration-  
<http://deq.mt.gov/Portals/112/Water/WPB/FACTS/UserRegistrationManagement.pdf>
2. For accessing your organization-  
<http://deq.mt.gov/Portals/112/Water/WPB/FACTS/ManageOrganizations.pdf>
3. For adding or updating organization contact-  
[http://deq.mt.gov/Portals/112/Water/WPB/FACTS/ManageOrganizations\\_Contacts.pdf](http://deq.mt.gov/Portals/112/Water/WPB/FACTS/ManageOrganizations_Contacts.pdf)

Note regarding Signatory Authority: The official that has the authority to sign and certify a permit application or NOI as given in ARM 17.30.1323:

- For a corporation,
  - (i) A president, secretary, treasurer, or vice-president of the corporation.
  - (ii) The manager of one or more manufacturing, production, or operating facilities.
- For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.

### Starting A Renewal Application/NOI

Once you have been granted access, please click on “Permits/Authorizations” on your FACTS dashboard:



The screenshot shows the FACTS dashboard interface. At the top left is a 'New Application' button. Below it is a blue header for 'Applications' with a search bar. A table displays application details:

Facility	Permittee	Permit Type	Application Status	Modify Date
C A RANCH FEEDLOT	C A RANCH INC	Concentrated Animal Feeding Operations	Submitted: Pending Funds/Signature	12/14/2018

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom left, a navigation menu includes a link for 'Permits/Authorizations' which is highlighted with a red box. At the bottom right, there is a footer for 'MONTANA.GOV OFFICIAL STATE WEBSITE' and links for 'PRIVACY & SECURITY' and 'ACCESSIBILITY'.

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This will show you a list of your effective and pending renewal permits for you organization. Example:

Permit #	Facility	Permittee	Permit Type	Expire Date
MTG010281	C A RANCH FEEDLOT	C A RANCH INC	Concentrated Animal Feeding Operations	10/31/2018

Showing 1 to 1 of 1 entries

To submit a renewal application, click on the Permit # that you wish to renew. This will open a page like this one below. Click on the **“Pending Renewal”** or Start a Renewal Application to start your renewal:

**Concentrated Animal Feeding Operations for C A RANCH INC**

Permit #: MTG010281

[View/Edit Representatives](#)

- [Annual Report Form](#)
- [CAFO Production Area Discharge Event Form](#)
- [Nutrition Budget Worksheet](#)
- [Transfer](#)
- [Terminate](#)
- [Start a Renewal Application](#)

**Status: Pending Renewal**

Balance Due: \$0.00

Assigned to: John McDunn, 406-444-6782

Document Manager

Show 10 entries

Name	Document Type	Date	Links
No data available in table			

Showing 0 to 0 of 0 entries

You should see 12 numbers on the left hand blue bar. Click on each number and confirm the information on that page is correct and enter any missing or changed information. You can change any information in the document including representatives. Items marked with a **“\*”** is a required field to achieve a complete application.

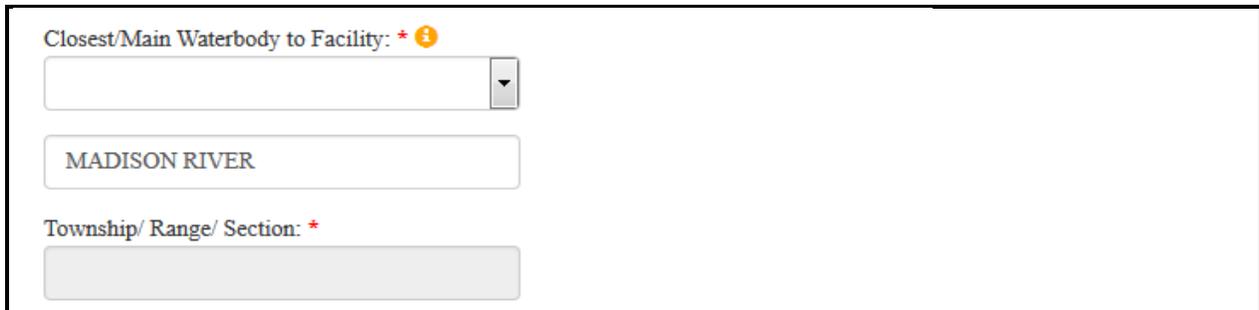
**Note that some new required information has been added since you last submitted this application.**

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### Tips and Explanations

Here are some tips or explanations for different pages of the application:

On page 1 and 4, you are required to enter the closest waterbody to the facility or outfall. You can either select the waterbody from the dropdown list in the first space or type in the waterbody name in the second space:



The screenshot shows a form with the following fields:

- A label "Closest/Main Waterbody to Facility: \* 📌" above a dropdown menu.
- A text input field containing "MADISON RIVER".
- A label "Township/ Range/ Section: \*" above a greyed-out text input field.

On page 2, please update the required representatives. If the person is not listed in the dropdown list, you can enter the person's information by clicking the "Add Representative" button and filling in the required fields. Doing this will add them to the dropdown list.

On page 4, verify that the outfalls listed at the bottom of the page are correct. Click on the outfall to make changes. To add a new outfall, enter the information in the spaces at the top and click save.

On page 5, at the bottom, is a question about Sage Grouse habitat. This is a new question. The CAFO General Permit states:

***Sage Grouse Consultation Requirements for NOI-CAFO*** - *If the operation is within designated sage grouse habitat, any modification due to a change in disturbed acreage requires verification from the Montana Sage Grouse Habitat Conservation Program that may require a consultation letter and/or updates to a consultation letter. If the operation is outside of sage grouse habitat, no consultation is required.*

What this means is that if you are changing your acreage and you are in Sage Grouse Habitat, you will need to upload the consultation letter from DNRC's Sage Grouse program on page 11.

Continue through pages 6 through 10, filling in the required fields.

On page 11, you will be asked to upload required documents. Here is an example of some of the required documents needed in this sample permit. This is also where you would be asked to upload the Sage Grouse letter that you received, if applicable:

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**MTG010281 - Concentrated Animal Feeding Operations for C A RANCH INC**

The following documents are required for submittal of a complete Application or Notice of Intent Package. If applicable, please attach any additional plans, specifications, internal policies, and documents used to comply with permit requirements.

Hide Validation Requirements Refresh

- Topographic Map Is Required.
- Soil Maps Is Required.
- Aerial photo Is Required (Conditional).

Refresh

Documents 

When you have uploaded the documents and click next at the bottom, it will tell you if you are missing any required fields in the previous pages:

**MTG010281 - Concentrated Animal Feeding Operations for C A RANCH**

[1\) FACILITY/SITE](#)

⚠ Facility Phone is required

⚠ Date Facility Began Operation is required

[9\) NMP PHOSPHORUS](#)

⚠ Please enter a name for new fields.

You can click on the blue missing element to add or correct the entry. When all the required entries are complete, click next at the bottom of page 11. You will get a screen like this:

**MTG010281 - Concentrated Animal Feeding Operations**

All required information has been entered.  
 By clicking the below button, the information entered will be compiled into a document for signature an

Generate Application Document

Previous

## CAFO RENEWALS

Click on “Generate Application Document”. This creates the NOI. You will not be able to edit the application once you generate the document. You will get a page like this:

**Concentrated Animal Feeding Operations for C A RANCH INC**

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Permit #: MTG010281

[View/Edit Representatives](#)

Status: Submitted: Pending Funds/Signature

Balance Due: \$600.00

Your application still needs to be **paid** and signed. Your signatory authority can login to FACTS and sign this application.

You now need to pay the renewal fee and sign the application. Anyone can click on the “Pay Now” button and pay the \$600 renewal fee. The Signatory Authority for the company will need to log in and sign the NOI by clicking on the “Sign App/NOI” button.

Please follow the tutorials below to pay fees and sign the application:

Pay Fees- <http://deq.mt.gov/Portals/112/Water/WPB/FACTS/PayFees.pdf>

Sign Application- <http://deq.mt.gov/Portals/112/Water/WPB/FACTS/Sign.pdf>

Once the application is paid and signed, the status will change to “Pending”. We will review the application and issue the permit after our review. You will receive a notification when the permit is issued. You will be able to log in and view/print your confirmation letter in the Documents section of the permit.