

**INSTRUCTIONS FOR
Annual Report Form (AR2)
Montana's CAFO General Permit (MTG010000)**

You may need the following items in order to complete this form:

- A copy of your most recently submitted NOI and NMP;
- Results of your most recent manure test;
- If doing narrative rate approach, the results of your most recent soil test for nitrogen and phosphorus;
- The results of any soil testing for nitrogen and phosphorus conducted during the preceding 12 months.

Please type or print legibly; forms that are not legible will be considered incomplete. ***Do not use this form to transfer permit coverage to a new owner or operators. For a permit transfer, you must use Form PTN.***

SPECIFIC ITEM INSTRUCTIONS

Section 1 – Facility or Operation Information.

1.1 Facility Information

- Permit authorization number: DEQ assigns an authorization number (NOI number) as soon as a new project NOI is submitted. This number was provided on a letter of acknowledgment sent by DEQ in response to the receipt of the NOI-01 form. Include this number on the AR2 form.
- Facility Name: Identify the name of the facility or activity at this CAFO.
- Location: this describes the specific area/location of the CAFO. The operation site location description may be a physical address or description of how the site may be accessed. PO Boxes are not acceptable. If the street address is not available, include the nearest intersection or other identifying information.
- Nearest City or Town, ZIP Code, Town: This is the city or town that is closest to the CAFO.
- Facility Latitude, Longitude: Latitude and longitude coordinates must be accurate. DEQ prefers the location be specified in decimal degrees, accurate to the fourth decimal place. If the preferred decimal degrees are not used, then the coordinates must be provided in degrees, minutes, and seconds, accurate to the nearest second. Geographic information may be obtained at <http://nris.msl.mt.gov/>.

1.2 Operation Contact Person/Position:

- Name, title: Provide the name and title of the facility contact person. This person must be thoroughly familiar with the operation and the facts reported in this form.
- Company Name: Give the name, as it is legally referred to, of the business, public organization, or other entity that the contact person represents.
- Mailing address/contact information: Provide the contact person's address, phone number, and email address; DEQ must be able to contact this person for additional information.

1.3 Authorized Representative

- If the authorized representative is the same as the contact person listed in Section 1.2, check the box "Same as facility contact," and skip to Section 2.
- Name, title: Provide the name and title of the duly authorized representative. A person is a duly authorized representative only if:
 - The authorization is made in writing by the signatory/responsible official;

- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company (a duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The written authorization is submitted to DEQ.

Any signatory or authorized representative must make the certification in the Certification portion of the AR2.

The signatory/responsible official can duly authorize the person identified as an authorized representative or another individual or position name. If the signatory/responsible official does not duly authorize anyone, all correspondence must come from him/her until a written designation is submitted to DEQ. In the future, if the authorization made in this NOI is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new written delegation of authorization, including a written letter satisfying the requirements above, must be submitted to DEQ prior to or together with any reports, information, or applications to be signed by an authorized representative.

- Company Name: Give the name, as it is legally referred to, of the business, public organization, or other entity that the authorized representative represents.
- Mailing Address/Contact Information: Provide the authorized representative’s address, phone number, and email address; DEQ must be able to contact this person for additional information.

Section 2 – Summary of Findings

2.1 Nutrient Management Plan

- Answer whether the current version of the CAFO’s NMP was developed and/or approved by a certified management planner. If “no,” provide the name and title of the person who developed the NMP.

2.2 Animal Confinement

- Enter the maximum number of each animal confined at this facility. Note this is not the total number of animals but the one-day maximum number of animals held in the facility in the past year. For each animal type, specify the number in open confinement versus housed under roof.

2.3 Manure, Litter, and Process Wastewater

- Waste Production: Estimate the amount of manure, litter and process wastewater generated at your facility in the last year. This value is not based on amount of manure, litter, and process wastewater transferred and/or spread on fields, but the amount the facility generated as a whole.
- Waste Transfer: Estimate the amount of liquid and dry manure that you transferred to others from the facility.
- Land Application: If the facility does not land apply, skip this section.
 - For “a,” add up the total area covered by the facility’s NMP. This should include all land application acres covered by the NMP, regardless of whether the land was used for land application during the previous year.
 - For “b,” enter the number of acres on which you have applied manure, litter, or process wastewater in the past year.

2.4 Discharge Summary

Provide the requested information regarding any discharge of manure, litter, and/or process wastewater that occurred in the past year. These discharges should already have been documented in the CAFO Area Discharge Event Form and submitted to DEQ according to the reporting requirements in Section III.A of the 2023-CAFO General Permit.

2.5 Land Application Summary

- For “a,” report information directly from the sampling results of your most recent manure, litter and/or process wastewater.
- For “b,” use the Field ID that you reported in your most recent NMP.
 - Crops that have not yet been harvested (e.g., winter wheat), must be reported in this table. In this instance, enter “Fall” for the “Season” entry, and enter “Not yet harvested” for the “Crop Yield” entry. If the crop is planted in the Fall, ensure a record for this crop is maintained at the facility to be reported in the following year.
 - Additional sheets may need to be attached, if manure, litter, process wastewater, and supplemental fertilizer was applied to more than one field in the past year.
- For “d,” report the results of the most recent soil nutrient analyses for any soil test taken for each field. Reporting is required regardless of whether manure, litter, and/or process wastewater was applied to these fields. If the CAFO did apply manure, litter, and/or process wastewater, the facility must also report the manure analysis in the “Supplemental fertilizer” portion of the table.
 - Note that this section applies only to CAFOs with NMPs developed using the Narrative Rate Approach. Skip this section if your CAFO’s NMP was developed using the Linear Approach.

Section 3 – Certification

The AR2 form certification must be completed by the owner/operator signatory or by a duly authorized representative of that person. These requirements are described below, as well as in ARM 17.30.1323.

A person is an owner/operator signatory for the CAFO (as identified in Section 2 and the Certification Section of the NOI-NMP-CAFO form) only if:

- For a corporation, the person is a responsible corporate officer of at least the level of vice president;
- For a partnership or sole proprietorship, the person is a general partner or the proprietor, respectively; or
- For a municipality, state, federal, or other public agency, the person is either a principal executive officer or ranking elected official.

A person is a duly authorized representative only if:

- The above-listed signatory identifies them. A duly authorized representative may be either a named individual or any individual occupying a named position;
- The written delegation is submitted to the department.

Always retain a copy of all of the documents that you send to the Department of Environmental Quality.

If you have any questions concerning how to fill out this form, or other forms related to the Concentrated Animal Feeding Operations permitting program, please contact the Department’s Water Protection Bureau at:

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