



**OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD,
AND FORESTRY**
Agricultural Environmental Management Services Division
P.O. Box 528804
Oklahoma City, Oklahoma 73152
(405) 522-5892

STATE CAFO LICENSE APPLICATION CHECKLIST

Please check the following list to make sure that you have included all the required information.

Failure to provide all of the requested information will delay the processing of the application and may result in the application being placed **ON HOLD** with **NO ACTION**, or being considered withdrawn and the application file closed.

Enclose this checklist with your application form.

Submission Requirements	Check If Included	ODAFF Use Only
1. Completed Permit Application Form AEMS115 providing facility information including: [OAC 35:17-4-4]* [O.S. § 20-45]**	<input type="checkbox"/>	<input type="checkbox"/>
(a) Name and address of the owner of the facility. [OAC 35:17-4-4(a)(1)] [O.S. § 20-45.B.1]	<input type="checkbox"/>	<input type="checkbox"/>
(b) Name and address of the animal feeding operation, including driving directions from the nearest municipality and legal description of the facility. [OAC 35:17-4-4(a)(2)] [O.S. § 20-45.B.2]	<input type="checkbox"/>	<input type="checkbox"/>
(c) Name and address of the operator if other than the owner. [OAC 35:17-4-4(a)(3)] [O.S. § 20-45.F.2]	<input type="checkbox"/>	<input type="checkbox"/>
(d) Capacity in animal units and number and type of animals housed or confined. [OAC 35:17-4-4(a)(4)] [O.S. § 20-45.B.3]	<input type="checkbox"/>	<input type="checkbox"/>
(e) The name and address of each member with an ownership interest of ten percent (10%) or more if owner is a firm, partnership, or other legal entity. [OAC 35:17-4-4(a)(5)] [O.S. § 20-45.F.1.a(1) and (3)]	<input type="checkbox"/>	<input type="checkbox"/>
(f) The name and address of the corporation and the name and address of each officer and registered agent if owner is a corporation. [OAC 35:17-4-4(a)(6)] [O.S. § 20-45.F.1.a(2)]	<input type="checkbox"/>	<input type="checkbox"/>
2. Application fee (check or money order) [O.S. § 20-54.B]	<input type="checkbox"/>	<input type="checkbox"/>
3. Environmental history of the past three (3) years [OAC 35:17-4-4(a)(7)] [O.S. § 20-45.F.3]	<input type="checkbox"/>	<input type="checkbox"/>
4. List of environmental awards or citations received. List of any pollution prevention or voluntary remediation efforts undertaken by the applicant. [OAC 35:17-4-4(a)(8)] [O.S. § 20-45.F.4]	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of deed(s), contract to purchase, option to purchase, or long term lease agreement for the proposed site of the facility, waste retention structures, and land application sites. If land application sites are not owned by the applicant, provide a notarized signed copy of spreading or effluent agreement. [OAC 35:17-4-4(a)(9)]	<input type="checkbox"/>	<input type="checkbox"/>
6. a. A map showing all property owners within one (1) mile of the facility and waste retention structures and a corresponding mailing list. [OAC 35:17-4-4(a)(10)]	<input type="checkbox"/>	<input type="checkbox"/>
b. Sample letter for individual notice to all affected property owners. [OAC 35:17-4-5(a)]	<input type="checkbox"/>	<input type="checkbox"/>

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7. A notarized sworn statement signed by the owner accepting full responsibility for properly closing all waste retention structures upon termination of the CAFO operation. [OAC 35:17-4-4(a)(17)] [O.S. § 20-47.H]	<input type="checkbox"/>	<input type="checkbox"/>
8. Financial statement declaring financial responsibility of an owner to operate an animal feeding operation with a liquid waste management system [OAC 35:17-4-4(a)(18)] [O.S. § 20-55]	<input type="checkbox"/>	<input type="checkbox"/>
9. Notarized application certification signed by the applicant. [OAC 35:17-4-4(a)(19)] [O.S. § 20-45(G)]	<input type="checkbox"/>	<input type="checkbox"/>
10. A plat showing the following: [OAC 35:17-4-4(a)(11)] [O.S. § 20-45.B.4]		
a. Location of facility, waste retention structures, and all application sites owned or leased by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
b. Location and distances of all occupied residences within one (1) mile of the facility and waste retention structures.	<input type="checkbox"/>	<input type="checkbox"/>
c. Location and distance of all occupied residences within six hundred (600) feet of any land application site.	<input type="checkbox"/>	<input type="checkbox"/>
d. Location of all existing private and public water supply wells within four hundred (400) feet of any land application site.	<input type="checkbox"/>	<input type="checkbox"/>
e. All open roads surrounding the facility and all land application sites.	<input type="checkbox"/>	<input type="checkbox"/>
11. Setbacks requirements [O.S. § 20-57]		
a. Demonstration of compliance with setback requirements specified at O.S. § 20-57:		
(1) No liquid animal waste shall be land applied within five hundred (500) feet of the nearest corner of an occupied residence not owned or leased by the owner of the animal feeding operation, unless the applicable property owner executes a written waiver with the owner or the operator of the animal feeding operation. [O.S. § 20-57.A, O.S. § 20-57.C, and OAC 35:17-4-4(a)(12)]	<input type="checkbox"/>	<input type="checkbox"/>
(2) No liquid animal waste shall be land applied within three hundred (300) feet of an existing public or private drinking water well. [O.S. § 20-57.D]	<input type="checkbox"/>	<input type="checkbox"/>
(3) Concentrated Animal Feeding Operations (CAFO) as defined by O.S. § 20-41.B.11 shall not be established within one (1) mile of ten or more residences existing at the time of the establishment of the CAFO, unless the applicable property owners execute a written waiver with the owner or the operator of the animal feeding operation. [O.S. § 20-57.B, O.S. § 20-57.C, and OAC 35:17-4-4(a)(12)]	<input type="checkbox"/>	<input type="checkbox"/>
(4) CAFO shall not be established: [O.S. § 20-57.E]		
(a) Within three (3) miles of a state park or resort.	<input type="checkbox"/>	<input type="checkbox"/>
(b) On land within three (3) miles of the incorporated limits of any municipality.	<input type="checkbox"/>	<input type="checkbox"/>
(c) Within three (3) miles of the high water mark of a surface public water supply if the CAFO is located within the drainage basin for the public water supply.	<input type="checkbox"/>	<input type="checkbox"/>
b. Copy of written waiver(s) by property owner(s) releasing applicable setback requirements specified at O.S. § 20-57, if applicable. [O.S. § 20-45.B.6 and OAC 35:17-4-4(a)(12)]	<input type="checkbox"/>	<input type="checkbox"/>

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<p>12. Characterization of the physical and environmental setup of the facility, including but not limited to the following: [OAC 35:17-4-4(a)(13)]</p> <p>(a) Description of topography using a current USGS 7.5 minute topographic map highlighting the location of waters of the state within three (3) miles of the facility, waste retention structures and all land application sites, an outline of the watershed drainage area, and arrows indicating general direction of surface water drainage from the facility, waste retention sites, and land application sites. [OAC 35:17-4-4(a)(13)(A)]</p> <p>(b) Soil map showing soil types at the facility, waste retention structures, and all land application sites. [OAC 35:17-4-4(a)(13)(B)]</p> <p>(c) 100-year flood plain map, if applicable. [OAC 35:17-4-4(a)(13)(C)]</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>13. Report from an independent soil testing laboratory providing all information specified in OAC 35:17-4-4(a)(14).</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>14. a. Laboratory test reports showing the amounts of nitrogen as nitrate, coliform bacteria, and total phosphorus contained in the following:</p> <p>(1) Groundwater from all existing water wells located at the facility and land application sites. [OAC 35:17-4-4(a)(15)(A) and O.S. § 20-47.E.4]</p> <p>(2) All surface water impoundments located at the facility and land application sites. [OAC 35:17-4-4(a)(15)(B) and O.S. § 20-47.E.4]</p> <p>b. Laboratory test reports showing the amount of phosphorus, nitrate-nitrogen, and soil pH for composite soil samples from each land application sites. [OAC 35:17-4-4(a)(15)(C) and O.S. § 20-48.E]</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>15. A Pollution Prevention Plan (PPP) that contains the following: [OAC 35:17-4-4(a)(16)] [O.S. § 20-45.B.5]</p> <p>a. Identification of an individual responsible for implementing, maintaining, and revising the PPP. [OAC 35:17-4-9(a)]</p> <p>b. Description of management controls appropriate for the facility and description of design standards for retention facilities. [OAC 35:17-4-9(e)(5), O.S. § 20-47.E.5] (See No. 16)</p> <p>c. Animal Waste Management Plan or Nutrient Management Plan [OAC 35:17-4-4(a)(16), OAC 35:17-4-9(a)] (See No. 17)</p> <p>d. Best Management Practices [OAC 35:17-4-4(a)(16), OAC 35:17-4-9(a)] (See No. 18)</p> <p>e. Carcass disposal plan [OAC 35:17-4-4(a)(16), OAC 35:17-4-9(a)] [OAC 35:17-4-13] [O.S. § 20-48.F] (See No. 19)</p> <p>f. Erosion control plan [OAC 35:17-4-4(a)(16)] (See No. 16.f)</p> <p>g. (1) A list of materials that are used, stored, or disposed of at the facility which may cause pollution. A description of potential sources, activities and materials which may reasonably be expected to or could potentially add pollutants to runoff from the facility. [OAC 35:17-4-9(e)(1)] [O.S. § 20-47.E.1]</p> <p>(2) A spill contingency plan for releases of potential pollutants. [OAC 35:17-4-9(e)(1)] [O.S. § 20-47.E.3]</p> <p>(3) A log of any pollutant releases and clean-up of those materials and corrective action taken to prevent recurrence. [OAC 35:17-4-9(e)(1)]</p> <p>h. Groundwater testing protocol that includes but not limited to testing frequency, parameters to be tested, testing methods, and testing laboratory. [OAC 35:17-4-9(e)(2)] [O.S. § 20-47.E.4]</p> <p>i. Testing protocol for soils at land application site(s). [OAC 35:17-4-9(e)(3)] [O.S. § 20-47.E.4]</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

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j. Testing protocol for wastewater in waste storage facilities. [OAC 35:17-4-9(e)(4)] [O.S. § 20-47.E.4]	<input type="checkbox"/>	<input type="checkbox"/>
k. Personnel training and education [OAC 35:17-4-14] [O.S. § 20-47.E.7]		
(1) Training topics including but not limited to the topics specified at OAC 35:17--14(a).	<input type="checkbox"/>	<input type="checkbox"/>
(2) Appropriate training frequency determined by the owner for different levels of personnel and identification of periodic dates for training. [OAC 35:17-4-14(b)]	<input type="checkbox"/>	<input type="checkbox"/>
(3) Curricula and training course content. [OAC 35:17-4-14(c)]	<input type="checkbox"/>	<input type="checkbox"/>
l. Record keeping [OAC 35:17-4-9(e)(6) and (7)] [O.S. § 20-47.F]		
(1) The following records shall be maintained on-site as long as the facility is in operation:		
(a) Documentation of no significant impact, if applicable. [OAC 35:17-4-9(e)(7)(A)]	<input type="checkbox"/>	<input type="checkbox"/>
(b) Copy of Notice of Intent (NOI) or Notice of Termination (NOT), if applicable. [OAC 35:17-4-9(e)(7)(B)]	<input type="checkbox"/>	<input type="checkbox"/>
(c) Copy of the CAFO General Permit OKG010000, if applicable. [OAC 35:17-4-9(e)(7)(C)] [O.S. § 20-47.F.9]	<input type="checkbox"/>	<input type="checkbox"/>
(d) Copy of the completed Pollution Prevention Plan. [O.S. § 20-47.F.9]	<input type="checkbox"/>	<input type="checkbox"/>
(e) A notarized sworn statement signed by the owner accepting full responsibility for properly closing all waste retention structures upon termination of the animal feeding operation pursuant to O.S. § 20-47.H. [OAC 35:17-4-9(e)(7)(C)] [O.S. § 20-47.F.10]	<input type="checkbox"/>	<input type="checkbox"/>
(f) Records of weekly measure of water level in the retention facility. [OAC 35:17-4-9(e)(6)(A)] [O.S. § 20-47.F.1]	<input type="checkbox"/>	<input type="checkbox"/>
(g) Daily precipitation records from on-site rain gauge. [OAC 35:17-4-9(e)(5)(C)(vii)] [O.S. § 20-47.F.2]	<input type="checkbox"/>	<input type="checkbox"/>
(h) Records of incident reports for spills and discharges. [O.S. § 20-47.F.3] [O.S. § 20-48.B.5 and 7]	<input type="checkbox"/>	<input type="checkbox"/>
(i) Documentation of inspections and maintenance activities reports. [O.S. § 20-47.F.4]	<input type="checkbox"/>	<input type="checkbox"/>
(j) Records of annual inspections of the entire facility performed by the owner and reports documenting the findings from the inspections. [O.S. § 20-47.F.5]	<input type="checkbox"/>	<input type="checkbox"/>
(k) Log of preventive maintenance and employee training that was completed. [O.S. § 20-47.F.6]	<input type="checkbox"/>	<input type="checkbox"/>
(l) Log of animal waste removal and export. [O.S. § 20-47.F.7, O.S. § 20-48.D]	<input type="checkbox"/>	<input type="checkbox"/>
(m) Records of animal wastes applied on land owned or controlled by the licensee. [O.S. 20-48.D]	<input type="checkbox"/>	<input type="checkbox"/>
(n) Records of soil analyses for land application fields. [O.S. § 20-48.E] [OAC 35:17-4-9(e)(7)(C)]	<input type="checkbox"/>	<input type="checkbox"/>
(o) Discharge reports [O.S. 20-48.B.5]	<input type="checkbox"/>	<input type="checkbox"/>
(p) Baseline sampling data [O.S. § 20-50.E]	<input type="checkbox"/>	<input type="checkbox"/>
(q) Copies of waste retention structure liner specifications and design plans and any other information required by the Department directly related to the construction, installation, or future modification or operation of the animal feeding operation. [O.S. § 20-50.B and E]	<input type="checkbox"/>	<input type="checkbox"/>

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(r) Records of site evaluation every five (5) years on the retention structures to ensure liner integrity and documentation of liner maintenance. [O.S. § 20-50.C.1 and 2]	<input type="checkbox"/>	<input type="checkbox"/>
(s) Copy of other records as required by the Department. [OAC 35:17-4-9(e)(7)(C)] [O.S. § 20-47.F.8]	<input type="checkbox"/>	<input type="checkbox"/>
(2) The following records shall be maintained on-site for a minimum of three (3) years:		
(a) Quarterly inspection and maintenance reports. [OAC 35:17-4-9(e)(6)(B)]	<input type="checkbox"/>	<input type="checkbox"/>
(b) Copy of other records as required by the Department. [OAC 35:17-4-9(e)(6)(C)] [O.S. § 20-47.F.8]	<input type="checkbox"/>	<input type="checkbox"/>
m. The PPP shall be signed by the owner [O.S. § 20-47-B.1]	<input type="checkbox"/>	<input type="checkbox"/>
16. Description of management controls appropriate for the facility [OAC 35:17-4-9(e)(5), O.S. § 20-47.E.5]		
a. Location and description of existing retention structures and nonstructural controls. [OAC 35:17-4-9(e)(5)(A)] [O.S. § 20-47.E.5.a]	<input type="checkbox"/>	<input type="checkbox"/>
b. Documentation of retention structure capacity with supporting design calculations for retention structures or treatment lagoon. [OAC 35:17-4-9(e)(5)(B)] [O.S. § 20-47.E.5.b]	<input type="checkbox"/>	<input type="checkbox"/>
c. Description of the design standards for all retention facilities and facility embankments. [OAC 35:17-4-9(e)(5)(C)] [O.S. § 20-47.E.5.c] [O.S. § 20-47.E.6]	<input type="checkbox"/>	<input type="checkbox"/>
d. Documentation of any hydrologic connection between the contained wastewater and waters of the state. [OAC 35:17-4-10] [O.S. § 20-47.E.8]	<input type="checkbox"/>	<input type="checkbox"/>
e. Detailed engineering drawings prepared, signed, and stamped by a professional engineer registered in the State of Oklahoma or by a NRCS engineer.	<input type="checkbox"/>	<input type="checkbox"/>
f. Erosion control plan that includes, at the minimum, the information specified at OAC 35:17-4-9(e)(5)(C)(v).	<input type="checkbox"/>	<input type="checkbox"/>
17. Animal Waste Management Plan (AWMP) must include the following: [OAC 35:17-4-12] [O.S. § 20-48.C]		
a. Animal waste removal procedures and a proposed schedule for liquid and solid animal waste removal, including sludge. [OAC 35:17-4-12(b)(1)] [O.S. § 20-48.C.1]	<input type="checkbox"/>	<input type="checkbox"/>
b. Sufficient storage capacity for process generated waste and wastewater and direct rainfall and runoff from a 25-year, 24-hour storm event in addition to the required one (1) foot of freeboard; mechanism for monitoring and measuring wastewater level in the retention structure [OAC 35:17-4-12(b)(2)] [O.S. § 20-48.C.2]	<input type="checkbox"/>	<input type="checkbox"/>
c. All calculations and factors/assumptions used in determining land application rates for solid and/or liquid animal wastes on land owned or controlled by the licensee. [OAC 35:17-4-12(b)(3)] [O.S. § 20-48.C.3]	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstration that application rates of solid and/or liquid manure or wastewater are based on agronomic loading rates not to exceed the nitrogen uptake of the crop and the maximum phosphorus application rate allowed by the Oklahoma Natural Resources Conservation Service (NRCS) Nutrient Management Code 590. [OAC 35:17-4-12(b)(3)(J) and (K)] [O.S. § 20-48.C.4.a(1)]	<input type="checkbox"/>	<input type="checkbox"/>
e. Timing and rate of applications must be in response to crop needs and based on published materials approved by the Department. [OAC 35:17-4-12(b)(3)(J)] [O.S. § 20-48.C.4.a(2)]	<input type="checkbox"/>	<input type="checkbox"/>

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f. Land application practices so as to reduce or minimize ponding or puddling of wastewater on the site, adverse conditions that invite pests including flies and rodents, the discharge of process water or animal waste to waters of the state, contamination of waters of the state, and odor. [OAC 35:17-4-12(b)(3)(D)] [O.S. § 20-48.C.4.b]	<input type="checkbox"/>	<input type="checkbox"/>
g. Land application shall not occur in areas defined as do not apply areas in the waste application criteria of the USDA NRCS Waste Utilization Standard Conservation Practice Standard Code 633, Nutrient management Conservation Practice Standard Code 590, or their current replacement. [OAC 35:17-4-12(b)(3)(K)]	<input type="checkbox"/>	<input type="checkbox"/>
h. Adequate equipment and land application area available to maintain the proper operating volume of the retention structure(s). [OAC 35:17-4-12(b)(3)(F)] [O.S. § 20-48.C.4.d]	<input type="checkbox"/>	<input type="checkbox"/>
i. Animal wastes are not surface disposed of in a 100-year flood plain, unless protected from inundation and damage that may occur during that flood event by adequate berms or other structures, if applicable. [OAC 35:17-4-12(b)(3)(G)]	<input type="checkbox"/>	<input type="checkbox"/>
j. Identification of areas that have a high potential for significant soil erosion due to topography, activities, or other factors. [OAC 35:17-4-12(b)(3)(L)]	<input type="checkbox"/>	<input type="checkbox"/>
k. Documentation and maintenance of retention structures inspection records including, but not limited to, specific weekly measurement of wastewater level. [OAC 35:17-4-12(b)(2)] [O.S. § 20-48.C.2]	<input type="checkbox"/>	<input type="checkbox"/>
l. Documentation and maintenance of animal waste sold or given to other persons log containing date of waste removal, name of hauler, and amount of removed waste. [O.S. 20-48.D]	<input type="checkbox"/>	<input type="checkbox"/>
18. Best Management Practices (BMPs) [OAC 35:17-4-16] [O.S. § 20-48.B]		
(a) Protection of public and private drinking water supplies [OAC 35:17-4-16(b)(1)] [O.S. § 20-48.B.4.b]	<input type="checkbox"/>	<input type="checkbox"/>
(b) Proper management of animal waste for the protection of federally endangered species [OAC 35:17-4-16(b)(2)] [O.S. § 20-48.B.4.d]	<input type="checkbox"/>	<input type="checkbox"/>
(c) Proper waste management to prevent pollutants from being discharged to surface or ground waters [OAC 35:17-4-16(b)(3)] [O.S. § 20-48.B.2] [O.S. § 20-48.B.4.f]	<input type="checkbox"/>	<input type="checkbox"/>
(d) Proper handling and disposal of chemicals [OAC 35:17-4-16(b)(4)]	<input type="checkbox"/>	<input type="checkbox"/>
(e) Diversion of fresh water, proper management of runoff from production area [OAC 35:17-4-16(b)(5)]	<input type="checkbox"/>	<input type="checkbox"/>
(f) Containment of animal waste on the premises until proper waste utilization is accomplished [OAC 35:17-4-16(b)(6)]	<input type="checkbox"/>	<input type="checkbox"/>
(g) Discharge report including description and cause of discharge, description of flow path to the receiving water body, estimation of discharge flow rate and volume, period of discharge including exact dates and times, steps taken to reduce, eliminate and prevent recurrence of the discharge, test results for fecal coliform bacteria, five-day biochemical oxygen demand, total suspended solids, ammonia nitrogen, total Kjeldahl nitrogen, any pesticides or other chemicals which the operator has reason to believe could be in the discharge. [O.S. § 20-48.B.5]	<input type="checkbox"/>	<input type="checkbox"/>
(h) Compliance with spill report requirement specified at O.S. § 20-48.B.6.	<input type="checkbox"/>	<input type="checkbox"/>
19. Carcass Disposal Plan (CDP) [OAC 35:17-4-13] [O.S. § 20-48.F]		
The applicant shall submit a CDP including, but not limited to, the following information:		
a. Provisions for the disposal of carcasses associated with normal mortality, provisions for emergency disposal when a major disease outbreak or other emergency results in deaths significantly higher than normal mortality rates, and other provisions which will provide for a decrease in the possibility of the spread of disease and prevent the contamination of waters of the state.	<input type="checkbox"/>	<input type="checkbox"/>

