

Cover page for:

ODA Forms and Instructions

*Assembled for purposes of the public auction
to be conducted on August 7, 2018 by:*

Schrader Real Estate and Auction Company, Inc.

On behalf of:

Van Alphen Dairy Leasing LLC (et al.)

Contents:

- ODA Instructions (Permit Transfer Requirements)
- ODA Form 3900-001 (General Information)
- ODA Form 3900-001b (Additional Owner/Operator Information Form)
- ODA Form 3900-002 (Compliance Information)
- ODA Form (New Owner or Operator Information)
- ODA sample Letter of Request

Any prospective bidder who intends to apply to the Ohio Department of Agriculture (“ODA”) for a transfer with respect to Seller’s existing CAFO permit is responsible for having fully investigated and understood, *prior to bidding at the auction*, all rules, regulations, forms and requirements of the ODA pertaining to any such application, including but not limited to Section 901:10-1-08 of the Ohio Administrative Code and the ODA forms and instructions identified in the list of Contents above, copies of which are included in the pages that follow this cover page. **IN ANY EVENT, BUYER’S OBLIGATION TO ACQUIRE THE PROPERTY AT CLOSING IS NOT AND SHALL NOT BE CONTINGENT UPON THE TRANSFER OF THE CAFO PERMIT OR UPON BUYER’S ELIGIBILITY FOR AND/OR ABILITY TO OBTAIN SUCH TRANSFER.**



Permit Transfer Requirements

A letter requesting the transfer must be submitted to the Division of Livestock Environmental Permitting (DLEP) that is signed by both parties (the transferor and transferee). An example is included as part of these instructions.

PLEASE NOTE: The effective date of the new ownership must be at least 30 days after (from) the date of the request. DLEP strives to complete all requests in a timely manner.

Completion and submission of the Transfer form.

Form 3900-001 (Parts 1 and 2) indicating the new owner and/or operator, signature of new owner and the Facility Information as it will be known once it would be transferred.

Form 3900-001b if the new owner is a business, corporation, or LLC. Please note that one 3900-001b form must be completed for each business, corporation, or LLC that will be claiming ownership of the permit.

Compliance form 3900-002 must be completed, signed and submitted by each transferee (new owner, or each member of a business, corporation, or LLC) even if the transferee has owned, managed, or operated a facility as defined by Ohio Revised Code Chapter 903.

Transfer fee of \$500.00

Please direct all questions regarding your transfer request to Dave Gorman, ODA Legal Counsel at (614) 728-6213 or dgorman@agri.ohio.gov.





GENERAL INFORMATION

The following sections are required for the all permits, regardless of type:

- PART 1: OWNER'S/OPERATOR'S INFORMATION
- PART 2: FACILITY INFORMATION
- PART 3: WATERSHED OF RECORD
- PART 4: PERMIT APPLICATION PREPARATION
- PART 5: REASON FOR APPLICATION
- PART 6: OTHER PERMITS, LICENSES, CERTIFICATIONS, ETC.
- PART 7: CONFIDENTIAL INFORMATION
- PART 8: CERTIFIED LIVESTOCK MANAGER
- PART 9: LOCAL NOTIFICATION
- PART 10: COMPLIANCE INFORMATION
- PART 11: TYPES OF ANIMAL CONFINEMENT BUILDINGS
- PART 12: ANIMAL CAPACITY

OWNER'S/OPERATOR'S INFORMATION

INSTRUCTIONS: Identify the owner(s) of the lots, buildings, or structures where animals are or will be housed or confined. All owners, operators, officers, directors, partners, or others that have a right to control or in fact control management of a facility or the selection of officers, directors or managers of a facility must be identified. If more space is needed, attach a separate piece of paper with the required information. At least one owner/operator must sign and certify the permit application (Rule 901:10-1-02). If any owner, operator, partner, or controlling person is a corporation, limited liability company (LLC or Ltd.), or limited liability partnership (LLP), identify the officers, directors, partners, or members of that company using Form DLEP-3900-001b – Additional Owner/Operator Information Form.

1. OWNER **OPERATOR** (Check one or both)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone _____ Fax: _____ Cell: _____
Email Address: _____

2. OWNER **OPERATOR** (Check one or both)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone _____ Fax: _____ Cell: _____
Email Address: _____

3. OWNER **OPERATOR** (Check one or both)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone _____ Fax: _____ Cell: _____
Email Address: _____

4. OWNER **OPERATOR** (Check one or both)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone _____ Fax: _____ Cell: _____
Email Address: _____

5. OWNER **OPERATOR** (Check one or both)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone _____ Fax: _____ Cell: _____
Email Address: _____

SIGNATURE AND CERTIFICATION:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information is, to the best of my knowledge and belief, true and accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."
[Rule 901:10-1-02(A)(8)]

Check one or both: Name of Owner Name of Operator

Print Name

Signature

Date Signed

FORM DLEP-3900-001, PART 2: GENERAL INFORMATION

FACILITY INFORMATION

Name of Facility: _____
Contact Person: _____
Facility Address: _____
City: _____ State: _____ Zip Code: _____
County: _____ Township: _____ Section: _____
Phone: _____ Fax: _____
Email: _____

FORM DLEP-3900-001, PART 3: GENERAL INFORMATION

WATERSHED OF RECORD

The name of the watershed can be located on the U.S. Environmental Protection Agency Watershed Information Network web site: <http://viewer.nationalmap.gov/viewer/> For assistance please contact the Ohio Department of Agriculture, Livestock Environmental Permitting Program at (614) 387-0470 or through the ODA web site at: <http://www.agri.ohio.gov/divs/DLEP/dlep.aspx>.

Watershed Name: _____
Address (8 digit code): _____

FORM DLEP-3900-001, PART 4: GENERAL INFORMATION

PERMIT APPLICATION PREPARATION

PERMIT APPLICATION PREPARED BY (Rule 901:10-1-02[A][8]):

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Email: _____

PERMIT TO INSTALL PREPARATION BY PROFESSIONAL ENGINEER (Rules 901:10-2-03, 901:10-2-05, 901:10-2-06):

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Email: _____

REASON FOR APPLICATION

A. PERMIT TO INSTALL (Rules 901:10-2-01 to 901:10-2-06)

- Proposed construction of a new CAFF or MCAFF.
- Proposed construction of a new manure storage or treatment facility at an existing CAFF or MCAFF by more than 10%.
- Proposed modification of an existing PTI ("modification" is defined in Rule 901:10-1-01).
- Proposed expansion of design capacity at an existing animal feeding facility (AFF) to the size of a CAFF or a MCAFF.
- Proposed expansion of design capacity at an existing CAFF or existing MCAFF by more than 10% increase.
- Proposed expansion of design capacity at an existing CAFF to a MCAFF.
- Other (List and describe in detail):

B. PERMIT TO OPERATE OR MAJOR OPERATIONAL CHANGE (Rules 901:10-2-07 to 901:10-2-20 and 901:10-1-09)

- Proposed operation of a CAFF or MCAFF.
- Proposed expansion of animal numbers at an existing AFF to the size of a CAFF.
- Renewal of an expiring PTO
- Major Operational Change (MOC)
- Proposed modification of an existing PTO
- Other (List and describe in detail):

C. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) (Rules 901:10-2-07 to 901:10-2-11, 901:10-2-13 to 901:10-2-16, 901:10-2-18, 901:10-2-20)

- Designated as a concentrated animal feeding facility (CAFF).
- Proposed new discharge.
- Other (List and describe in detail):

General National Pollution Discharge Elimination System (NPDES) (901:10-4 OAC)

Individual National Pollution Discharge Elimination System (NPDES) (Rules 901:10-2-07 to 901:10-2-11, 901:10-2-13 to 901:10-2-16, 901:10-2-18, 901:10-2-20, 901:10-3-01 to 901:10-3-11)

D. FEES:

- | | |
|--|------------|
| <input type="checkbox"/> Permit to Install | \$2,250.00 |
| <input type="checkbox"/> Permit to Operate | \$1,000.00 |
| <input type="checkbox"/> Permit Modification | \$1,000.00 |
| <input type="checkbox"/> Permit Transfer | \$ 500.00 |
| <input type="checkbox"/> Major Operational Change | \$ 500.00 |
| <input type="checkbox"/> Certified Livestock Manager | \$ 50.00 |

E. CONSTRUCTION STORM WATER NPDES PERMIT (Rules 901-10-2-04[E] and 901:10-3-11)

During the construction described in your permit application, will one acre or more be disturbed?

- Yes. You **WILL** need to apply for a Construction Storm Water NPDES Permit.
- No. You **WILL NOT** need to apply for a Construction Storm Water NPDES Permit.

F. PUBLIC DRINKING WATER (25 or more employees):

Yes Permit I.D.: _____
 Status (Pending-issue date-etc.) _____
 No _____
 N/A Source: _____

G. MORTALITY COMPOSTING CERTIFICATION:

Yes Status (Pending-issue date-etc.) _____
 No Issuing Agency: _____
 N/A

H. COMPOSTING License (If selling or giving compost away for application on land of others):

Yes License I.D.: _____
 Status (Pending-issue date-etc.) _____
 No _____
 N/A Source: _____

I. 401/404 CERTIFICATE (Ohio EPA/Army Corps of Engineers):

Yes Certificate I.D.: _____
 Status (Pending-issue date-etc.) _____
 No _____
 N/A Source: _____

J. OTHER PERMITS OR LICENSES (List and describe in detail):

Yes Permit I.D.: _____
 Status (Pending-issue date-etc.) _____
 No _____
 N/A Source: _____

Contact the Ohio Department of Agriculture, Division of Livestock Environmental Permitting (614) 387-0470, or the ODA web site at <http://www.agri.ohio.gov/divs/DLEP/dlep.aspx> for assistance or more information.

For NPDES purposes, please note: Agricultural activities which are subject to this permit are generally reported under one or more of the following North American Industry Classifications (NAIC) [formerly referred to as SIC codes] as found in the 2002 NAIC Manual:

NAIC 112112	Beef	NAIC 112210	Swine
NAIC 112410	Sheep/Goats	NAIC 112120	Dairy
NAIC 112320	Broilers	NAIC 112310	Eggs, Layers, Starter Pullets
NAIC 112330	Turkeys	NAIC 112340	Pullets, Hatchery
NAIC 112390	Horses	NAIC 112920	Horses

CONFIDENTIAL INFORMATION

Rule 901:10-1-05 of the Ohio Administrative Code allows an applicant to submit a claim of "trade secret" or "confidential business information" as Ohio law defines these terms. **It is the applicant's responsibility to provide detailed information and supporting reasons for making such a claim before the application is submitted.** It is the applicant's responsibility to mark the information or the pages or to otherwise describe in detail those parts of the application and supporting documents and enclosures for which the claim of confidentiality is sought. If the Director agrees with the reasons provided with the claim, then the information will be managed by ODA as "confidential," but with certain exceptions that are also set forth in Rule 901:10-1-05. The Director's decision with respect to a claim of confidentiality may be subject to legal challenge in Ohio under Ohio's public records laws.

CERTIFIED LIVESTOCK MANAGER

Are you applying for a Permit to Install or a Permit to Operate for a Major Concentrated Animal Feeding Facility (MCAFF)? [See Ohio Revised Code 903.01(N)].

Yes No

If "Yes" and you currently employ a Certified Livestock Manager, please complete the information below and provide a copy of the CLM certificate.

Name of
CLM: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

If "Yes," and you currently do not employ a Certified Livestock Manager, please complete Form DLEP-3900-012 CERTIFIED LIVESTOCK MANAGER and submit with the permit application.

LOCAL NOTIFICATION

FOR CAFF's

If you are submitting a PTI application, you must provide documentation or correspondence that verifies you have notified local officials, including the Board of County Commissioners, the County Engineer, and the Board of Township Trustees (where the facility is, or will be located) to address infrastructure needs and financing of that infrastructure). This notification must include the following information [see Rule 901:10-1-02(A)(7)]:

This notification must include the following information [see Rule 901:10-1-02(A)(7)]:

- (a) The anticipated travel routes of motor vehicles to and from the facility;
- (b) Notwithstanding any exemptions that may be applicable under section 5577.042 of the Revised Code, the anticipated number and weights of motor vehicles traveling to and from the facility with an estimated maximum overall gross weight of vehicles upon the road surface;
- (c) Operational needs of the proposed facility for access to roads and location of such access; and
- (d) Operational needs of the proposed facility for access to tiles, culverts, off-site drainage, rights-of-way for manure transport.

To document that you have met these local notification requirements, you must include copies of the signed letters and copies of signed and dated correspondence to the local officials with your Permit Application. Send mail as "certified mail return receipt requested" and insert the original receipts of notice here with this page in the permit application.

FOR MCAFF's

If you propose to establish a new MCAFF, expand an existing MCAFF's design capacity by ten percent or more, or expand an existing AFF or CAFF to an MCAFF, you are required to submit written statements from the Board of County Commissioners of the county and the Board of Township Trustees of the township in which the facility is or will be located, certifying that, in accordance with sections 307.204 and 505.266 of the Ohio Revised Code, you have provided these boards with the required written notification and that final recommendations, if any, regarding improvements and costs of improvements have been made by the boards. [Rule 901:10-1-02(A)(6)]

*Use Form DLEP-3900-004_MCAFF Local Notification in completing this process for an MCAFF.

COMPLIANCE INFORMATION

Have you owned or operated a CAFF in Ohio for at least two of the five years immediately preceding the submission of this permit application?

Yes No

If "Yes," you are required to provide the following information:

PERMIT INFORMATION	
Permit Type:	
Permit Issued By:	
Permit Number:	
Permit Issue Date:	
FACILITY INFORMATION	
Facility Name:	
Facility Address:	
County:	
Owner/Operator Name:	

If "No," please complete the DLEP 3900-002 Form – **Compliance Information** – and enclose with this permit application.

TYPES OF ANIMAL CONFINEMENT BUILDINGS

INSTRUCTIONS: Complete the following two charts for 1) Types of Animal Confinement Buildings and 2) Total Design Capacity. If these forms do not provide enough space for the required information, then please make copies/duplicates of the forms to complete your application. [Rule 901:10-2-01(C)(2)]

The information to be provided here for Total Design Capacity is for regulatory purposes only. This information is to be used to assess how the facility “fits” into the regulatory program described in Chapter 903 of the Ohio Revised Code for large livestock facilities. These forms are not to be used to calculate manure production.

Provide the total design capacity of each building:					
Building Identification (state Existing, Remodeled or Proposed):					
Total Confinement (Enclosed):					
Partial Confinement (Open and Enclosed):					
Open Lot:					
Other					
Other					
Other					

For an existing facility, provide building identification (i.e.: Barn 1, Finisher 1, Freestall 1, etc.) and state whether it is an existing, to be remodeled or a proposed barn. If the design capacity of an existing or remodeled barn will be revised with this application, state existing population = “X” and proposed population = “Y” in the appropriate boxes. If the application is for a “modification” of the facility, be sure to check the definition of a “modification” in Rule 901:10-1-01 and then submit **ALL** required information below. The site map provided with the application shall clearly identify each housing building listed above and shall have the same name/identification as in this table.

ANIMAL CAPACITY

NOTE: Proposed Design Capacity means the total number of stalls or total animal design capacity for the facility upon the completion of construction of a Permit authorizing installation of additional design capacity. If no additional design capacity is proposed, the column for Existing Design Capacity only needs to be completed.

Animal Type	Minimum Design Capacity CAFF/MCAFF	Existing Design Capacity (Leave blank if new)	Proposed Design Capacity
CATTLE			
• Slaughter/Feeder/Heifer	1,000/10,000		
• Mature Cow (Milked/Dry)	700/7,000		
• Veal	1,000/10,000		
SWINE			
• Over 55 Pounds	2,500/25,000		
• Under 55 Pounds	10,000/100,000		
HORSE			
• Horse	500/5,000		
SHEEP			
• Sheep or Lamb	10,000/100,000		
TURKEYS			
• Turkey	55,000/550,000		
CHICKENS			
• Laying Hen	82,000/820,000		
• Pullet or Broiler	125,000/1,250,000		
DUCKS			
• Duck	35,000/350,000		
OTHER			

PAYMENT REQUIRED

Remittance of the appropriate fee(s) must be enclosed and made payable to: Ohio Department of Agriculture. Payment by check or money order only:

Permit to Install	\$2,250
Permit to Operate	\$1,000
Permit Modification	\$1,000
Permit Transfer	\$500
Major Operational Change	\$500
Certified Livestock Manager	\$50

Payment Method: Money Order Check *Number:* _____

Amount Enclosed: \$ _____



ADDITIONAL OWNER/OPERATOR INFORMATION FORM
CORPORATIONS, LIMITED LIABILITY COMPANIES,
AND LIMITED LIABILITY PARTNERSHIPS

INSTRUCTIONS: Use a separate copy of this form for each corporation, limited liability company, or limited liability partnership that has been identified as an owner, operator, partner or controlling person of the facility on the **General Information Form**. For each of these business entities, all officers, directors, partners, members, or others that have a right to control or in fact control management of the business entity or the selection of officers, directors or managers of the business entity must be listed below. If more space is needed, attach a separate piece of paper with the required information.

NAME OF BUSINESS ENTITY:

Check one or both:

Name of Owner

Name of Operator

Officer/Member 1:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

Officer/Member 2:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

Officer/Member 3:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

Officer/Member 4:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

Officer/Member 5:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

Officer/Member 6:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

Officer/Member 7:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____

Officer/Member 8:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____



COMPLIANCE INFORMATION

Submittal of a Compliance Information Form is necessary to fulfill the requirements of Section 903.05 of the Ohio Revised Code (ORC) and rules 901:10-1-02, 901:10-1-03, and 901:10-1-08 of the Ohio Administrative Code (OAC). A Compliance Information Form shall be used by any person applying for a permit to install or permit to operate or for a transfer of an existing permit, under these sections.

Rules 901:10-1-02 and 901:10-1-03 of the OAC and Section 903.05 of the ORC require that all applicants seeking to own or operate a concentrated animal feeding facility (CAFF) fill out a Compliance Information Form if they have not operated a CAFF in the state of Ohio for two of the last five years immediately preceding the permit application. If an applicant seeks to purchase or acquire a previously permitted CAFF pursuant to 903.05(C) and rule 901-10-1-08, the applicant must complete the Compliance Information Form before the CAFF permit can be transferred to the applicant. In addition to the Compliance Information Form, an applicant may submit additional information explaining the applicant's record of environmental compliance. The Department is interested in information that demonstrates competence, reliability, and expertise in the operation of animal feeding facilities.

Applicants should recognize that the Department may verify the information submitted on this form by conferring with other Divisions within the Department of Agriculture as appropriate, e.g., with the Dairy Division or Division of Animal Industry. In addition, the Director may contact the United States Environmental Protection Agency, the Ohio Environmental Protection Agency, the Ohio Department of Natural Resources, local Soil and Water Conservation Districts, other states' regulatory agencies, local health departments, and other appropriate government agencies in other countries to confirm the applicants' compliance history. To expedite the Director's review and verification, the owner, operator, or applicant must submit copies of any documents pertaining to enforcement actions—whether administrative, civil, or criminal—and related compliance information.

A permit to install or permit to operate or an application to transfer a permit can be denied because of the compliance history of the applicant or persons associated with the applicant in the operation of animal feeding facilities. Even if the applicant has operated a concentrated animal feeding facility in Ohio for two of the past five years immediately preceding the application, the Director can deny a new or renewal permit in accordance with Section 903.05(B) of the ORC. If information is submitted to the Director or if the Director obtains other information that the applicant and persons associated with the applicant have a history of substantial noncompliance that indicates that the person lacks sufficient reliability, expertise, and competence to operate the concentrated animal feeding facility in substantial compliance with ORC Chapter 903 or the rules adopted under it, the Director may deny the permit or transfer application. The Director shall deny the permit if the application contains false or misleading information.

For new facilities, a copy of the final report on Compliance Information will become part of the Permit.

The following sections are required for the Compliance Information Form:

- PART 1: APPLICANT'S NAME AND ADDRESS
- PART 2: OTHER ANIMAL FEEDING FACILITIES (IN OHIO ONLY)
- PART 3: OTHER ANIMAL FEEDING FACILITIES (OUTSIDE OHIO; IN U.S.)
- PART 4: OTHER ANIMAL FEEDING FACILITIES (OUTSIDE THE U.S.)
- PART 5: COMPLIANCE RECORD
- PART 6: SIGNATURE AND AUTHORIZATION

INSTRUCTIONS: Applicants for permits to install and permits to operate must complete a separate Compliance Information Form (LEPP-3900-002) for each person identified on General Information Forms. For permit transfers, a copy of this form must be completed for each transferee (permit transferees may find it helpful to also use General Information Forms to organize their submittal). If more space is needed to answer any question, attach a separate piece of paper with the required information.

FORM DLEP-3900-002, PART 1: COMPLIANCE INFORMATION

APPLICANT'S NAME AND ADDRESS

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ Fax Number: _____
 E-mail: _____

FORM DLEP-3900-002, PART 2: COMPLIANCE INFORMATION

ANIMAL FEEDING FACILITIES (IN OHIO ONLY)

List the AFFs or CAFFs that you have operated (during the five-year period immediately preceding the submission of the current permit application) or are operating **in Ohio**.

Name of AFF or CAFF	Location Address	County	Permit ID(s)	Date

OTHER ANIMAL FEEDING FACILITIES (OUTSIDE OHIO; IN U.S.)

List the AFFs or CAFFs that you have operated (during the five-year period immediately preceding the submission of the current permit application) or are operating elsewhere **in the United States and that are regulated under the Federal Water Pollution Control Act.**

Name of AFF or CAFF	Location Address	County	Permit ID(s)	Date

OTHER ANIMAL FEEDING FACILITIES (OUTSIDE THE U.S.)

List the AFFs or CAFFs that you have operated **outside the United States** during the five-year period immediately preceding the submission of the current permit application.

Name of AFF or CAFF:	_____	Applicant's Date of Birth:	_____
Farm Address:	_____		
Country:	_____	State/Province:	_____
Agency of Regulation:	_____		
Agency Address:	_____		
Permit ID:	_____	Date Affiliated:	_____
Name of AFF or CAFF:	_____	Applicant's Date of Birth:	_____
Farm Address:	_____		
Country:	_____	State/Province:	_____
Agency of Regulation:	_____		
Agency Address:	_____		
Permit ID:	_____	Date Affiliated:	_____
Name of AFF or CAFF:	_____	Applicant's Date of Birth:	_____
Farm Address:	_____		
Country:	_____	State/Province:	_____
Agency of Regulation:	_____		
Agency Address:	_____		
Permit ID:	_____	Date Affiliated:	_____
Name of AFF or CAFF:	_____	Applicant's Date of Birth:	_____
Farm Address:	_____		
Country:	_____	State/Province:	_____
Agency of Regulation:	_____		
Agency Address:	_____		
Permit ID:	_____	Date Affiliated:	_____

COMPLIANCE RECORD

List all administrative enforcement actions issued to you, all civil actions in which you have determined by the trier of fact to be liable in damages or were the subject of injunctive relief or another type of civil relief, and all criminal actions in which you pleaded guilty or were convicted during the five years immediately preceding the submission of this permit application in connection with any violation of the Clean Water Act, the Safe Drinking Water Act or any other applicable state laws pertaining to environmental protection that was alleged to have occurred or to be occurring at any AFF that you have operated or are operating in the United States or with any violation of the environmental laws of another country that was alleged to have occurred or to be occurring at any AFF that you have operated or are operating outside the United States.

“Administrative Enforcement Action” means any administrative orders, notices of violation letters, and letters that serve as notices of deficiencies that result in noncompliance.

ADMINISTRATIVE ENFORCEMENT ACTIONS

None.

Pending: _____

Resolved: _____

Dismissed: _____

CIVIL ACTIONS

None.

Pending: _____

Resolved: _____

Dismissed: _____

CRIMINAL ACTIONS

None.

Pending: _____

Resolved: _____

Dismissed: _____

FORM LEPP-3900-002, PART 6: COMPLIANCE INFORMATION

SIGNATURE AND AUTHORIZATION

"I authorize the Soil and Water Conservation District having authority over any operation or facility identified above to disclose to the Ohio Department of Agriculture any and all information that may be on file with the local Soil and Water District and the Division of Soil and Water within the Ohio Department of Natural Resources. I understand that I may claim confidentiality for any information in the local or division files if that information is a trade secret, confidential business information, or confidential financial information."

Signature

Date Signed

Print Name

NOTE: You may submit any explanation pertaining to the above actions for consideration by the Director. This may include discussion of notices of violation letters or related government correspondence, fines, penalties paid, or work or services performed in place of fines or penalties.

Check if you are enclosing additional information.



Current Name of Facility: _____

New Owner or Operator Information – If an LLC, Corporation, or other business entity form 3900-001b must be completed

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone _____ Fax: _____ Cell: _____
Email Address: _____

Name of Second Owner or Operator Information (if applicable)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone _____ Fax: _____ Cell: _____
Email Address: _____

Name of contact: _____

New Name of Facility: _____

Please provide the email address at which you wish to receive all correspondence:

Form 3900-002 (Compliance Information) must be completed for each Owner, Operator, or member listed on form 3900-001b.

The transfer fee of \$500 must be received in order to process your request.



Date:

Re: Transfer of Permit No. _____

To the Livestock Environmental Permitting Program:

Pursuant to Ohio Administrative Code 901:10-1-08, _____ hereby requests the
(Current Owner)

Ohio Department of Agriculture, LEPP transfer Permit to Operate Number _____ issued
to _____ located at _____, _____, Ohio
(Name of Facility) (Street/Road Address) (City)

(zip)

The new owner(s) of this permit:

_____, hereby accepts all responsibility of the permit, as well as
(Name of New Owner)
the day to day operations of the facility, effective _____ (You must allow LEPP
30 days to process this transfer request).

The transfer fee of \$500.00 and all documents required to effectuate this transfer are enclosed.

Signature of Transferor

Signature of Transferee

Print Name of Transferor (current owner)

Print Name of Transferee (new owner)