

Welcome to MPCA Online Services

Minnesota Pollution Control Agency (MPCA) Online Services allows you to create an account and submit information to the MPCA, such as applications, notifications and reports. This document will help you get started with creating an MPCA Online Services account and accessing the Feedlots Registration online service.

*Please note that the required fields are highlighted in green and labeled with text instructions.

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Overview

To access MPCA Online Services and create an account, you will need to have internet access to complete the online registration. MPCA Online Services can be accessed from your computer, smart phone, or tablet. The following internet browsers are recommended for the best functionality: Google Chrome, Microsoft Edge, Firefox or Safari. Internet Explorer is not recommended.

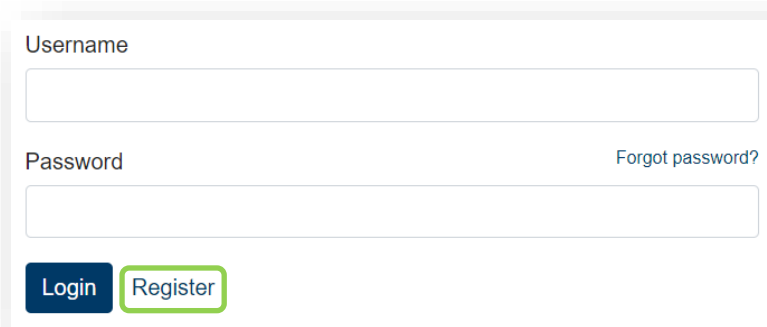
*Please note that the required fields are highlighted in green and labeled with text instructions.

Creating an account

Using Google Chrome, Microsoft Edge, Firefox or Safari, navigate to this site in your browser:
<https://webapp.pca.state.mn.us/services/login>

On the MPCA Online Services page:

1. Click **Register**.



Username

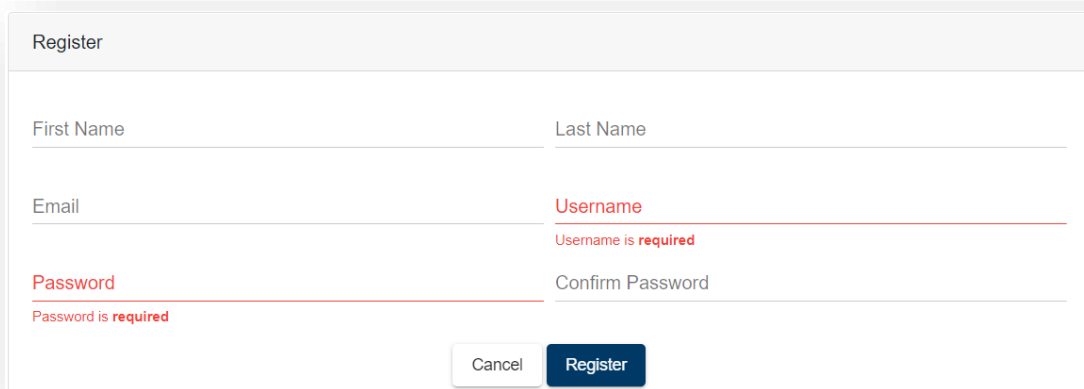
Password

Forgot password?

Login Register

On the Register page:

1. Fill in all required fields to create your account. You will be asked for the following and all fields are mandatory:



Register

First Name Last Name

Email Username

Password Confirm Password

Password is required Username is required

Cancel Register

2. Click **Register**.
3. Verify green message displays at the top of the screen: "Registration successful. Please check your email for account verification message."

4. Check your email account for the verification email:

To: <email sent to the email address associated with the new account>

From: MPCA.onlineservices@state.mn.us

Subject: MPCA Online Services – Account Creation

Hello,

Thanks for creating an account with MPCA Online Services.

Username: {{USERNAME}}

Email address: {{EMAIL ADDRESS}}

Please click this link to finish creating your account: {{HREF_BASE}}/user/verify/{{REQUEST_TOKEN}}

If you did not make this request, do not click the above link.

If you have questions, please contact us at 651-757-2728, 844-828-0942, or

onlineservices.pca@state.mn.us

Thank you,

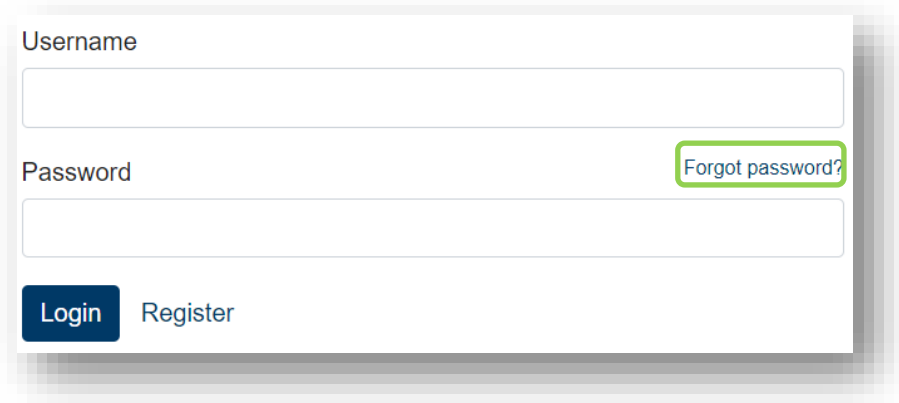
MPCA Online Services administrators

5. Click the verification link in the email and it will return to the MPCA Online Services login screen.
6. Log in using the Username and Password you just created, and it will bring you to the My Online Services home screen.

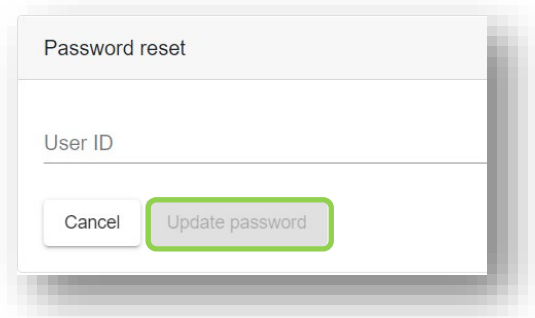
Forgot password

On the MPCA Online Services login page:

1. Click **Forgot password**.



2. Enter your User ID and click **Update password**.



3. You should receive a green confirmation message at the top of the screen:

"New password requested. Please check your email."

New password requested. Please check your email.

4. Check your email and verify that you received a Password reset verification email from MPCA.OnlineServices@state.mn.us.

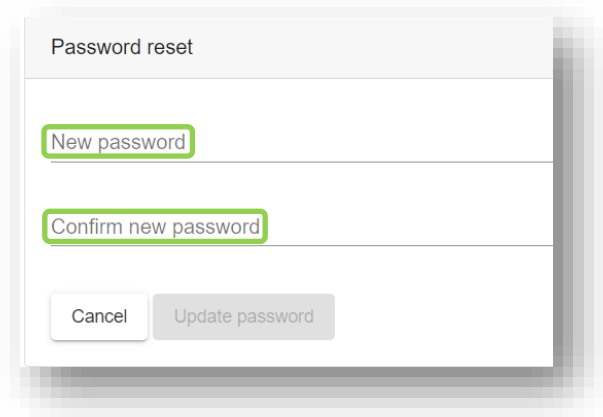
The MPCA has received a request to reset the online account password for the username ** using this email address (**).

If you have not made any such request then please ignore this notification.

If you have made this request then use the following link to reset your account password:

<https://webapp.pca.state.mn.us/services/reset/>

5. Click on the verification link in the email and it brings you to the Password reset screen.
6. Enter a **New password** and reenter it in **Confirm new password**, ensuring you enter the same new password in both fields.

A screenshot of a web form titled "Password reset". The form has two input fields: "New password" and "Confirm new password", both of which are highlighted with green rectangular boxes. Below the input fields are two buttons: "Cancel" and "Update password". The "Update password" button is disabled, indicated by its grey color.

7. You should receive a green confirmation message at the top of the screen: "Password reset successful. Log in to continue."

Password reset successful. Log in to continue.

8. Log in with your Username and new password.

My Profile

Once your account is created, you should update My Profile.

1. On the My Online Services home screen, click **My Profile**.

MPCA Online Services

Welcome to the new MPCA Online Services portal. We're in the process of preparing several online services for launch on this site, and will add more over the coming months as they become available. Online services that have been available to you from the MPCA Data page will continue to be available from that page until they are moved here.

My Online Services

Feedlot Registration

Launch

My Profile

Update your profile / change password

My Contacts

View, add, edit, delete contacts

Work in progress

View, edit, or delete any in-progress services you have

Submitted services

Click here to see services you've submitted

2. Verify that your First Name, Last Name, and Email Address display in the respective fields. The account information displayed is the same information that you entered during account creation.
3. Add other optional account information, such as: Address Line 1, City/Town, State, Postal Code or Phone Number. Once complete, click **Save Changes**.

Change password

To change your password:

1. Click **My Profile**.

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My Online Services

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My Contacts

View, add, edit, delete contacts

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Submitted services

Click here to see services you've submitted

2. Click **Change Password**.

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MPCA Online Services / [My Profile](#)

[Change Password](#)

3. Enter Old password. Then create a New password and confirm the new password. Once entered, click **Update password**.

MPCA Online Services / [My profile](#) / **Change Password**

Change Password

Old password

New password

Confirm new password

Cancel

Update password

4. You should receive a green confirmation message at the top of the screen:

"Password reset successful. Log in to continue."

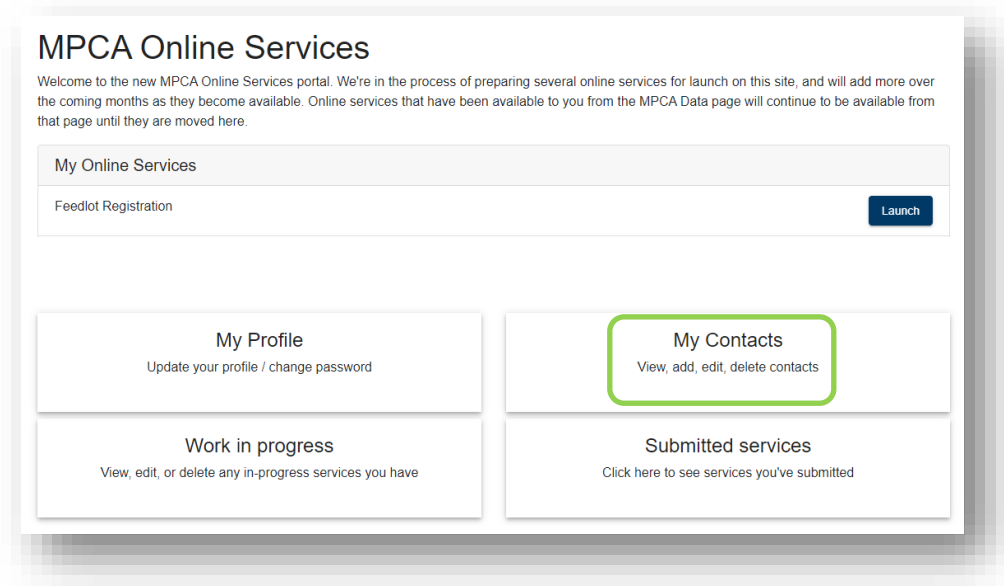
Password reset successful. Log in to continue.

My Contacts

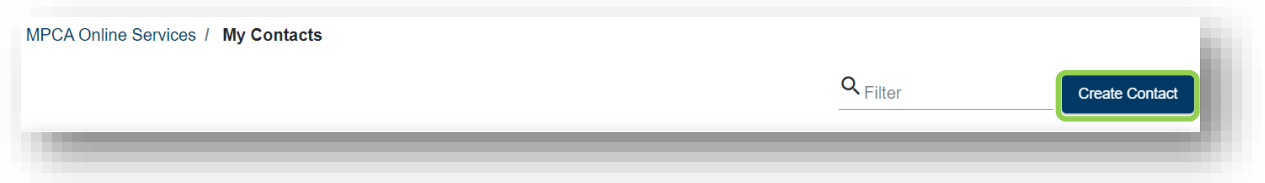
You can add and save Contacts to your account, similar to an address book. When completing an online service, you can retrieve a person's contact info from My Contacts.

To add contacts to your account:

1. On the My Online Services home screen, click **My Contacts**.



2. Click **Create Contact**.



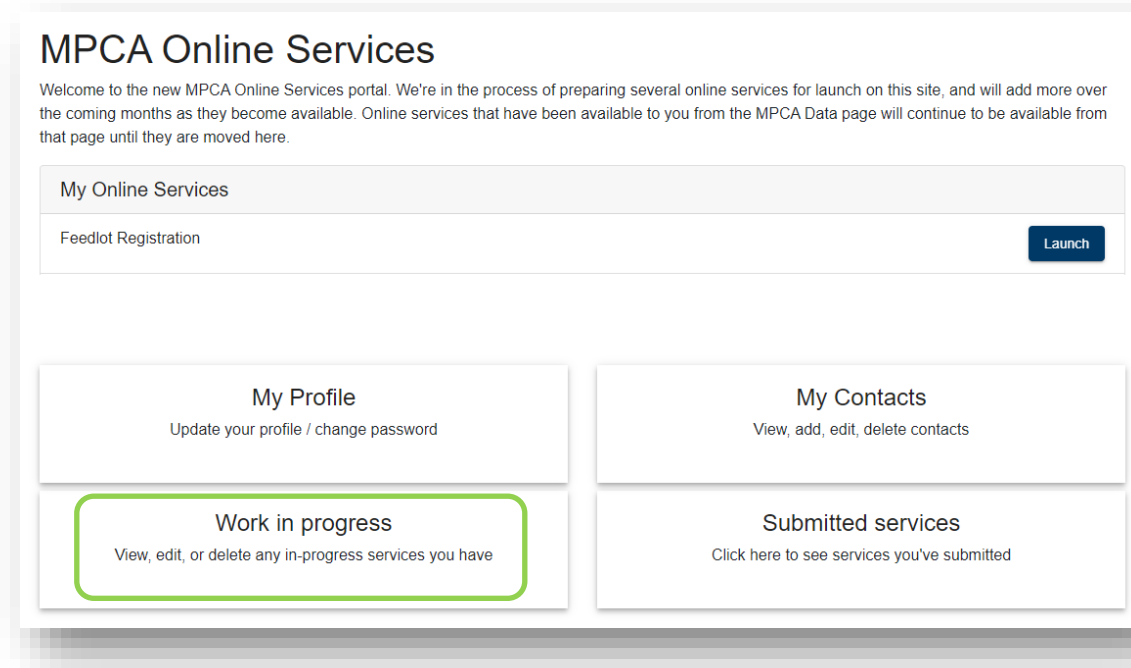
3. Fill out the Contact Information and click **Save**. You should receive a green confirmation message at the top of the screen:

"Contact Successfully Saved."

Work in progress

The Work in progress section displays online service transactions that you have started and saved, but not completed. To view, edit, or delete any in progress services you have:

1. On the My Online Services home screen, click on **Work in progress**.



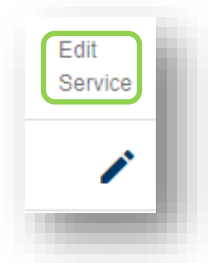
2. Review the list of your in-progress transactions

MPCA Online Services / My work in progress

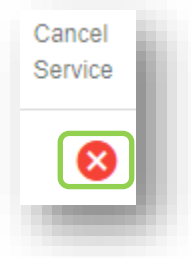
Filter

Transaction ID	Service Name	Site Name	Site ID	Date Created	Last Modified	Last Modified By	Status	Edit Service	Cancel Service
1680	FeedlotRegistration	Duane Steele	047-97096	Jun 8, 2020	Jun 8, 2020	kjamieson	In Progress		
1628	FeedlotRegistration	David Holte Farm	051-61198	May 27, 2020	May 27, 2020	kjamieson	In Progress		
1621	FeedlotRegistration	John Koep Trustee Farm	041-67099	May 26, 2020	May 26, 2020	kjamieson	In Progress		

To continue working on a transaction, click the Edit icon and it will open your transaction.



To cancel a transaction, click the X icon. A confirmation popup will display: “Are you sure you want to cancel Transaction ID #?” Click Yes to cancel the transaction and it will be deleted from the work in progress list.



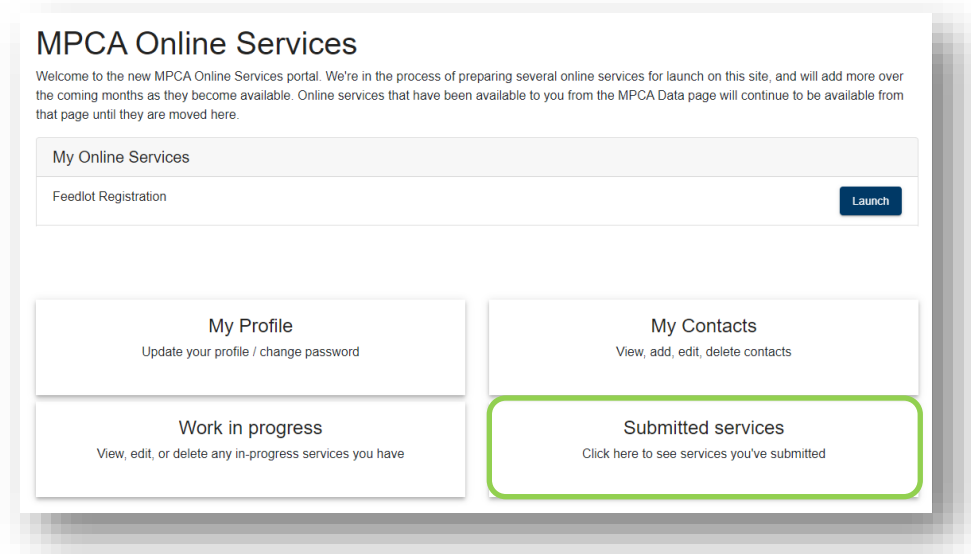
Please note: Once the in-progress transaction is removed from the list, it is not recoverable.

Submitted services

The Submitted services section displays online service transactions that you have submitted. Here you can access the Copy of Record (electronic receipt) for each submission.

To see view services that you have submitted:

1. Click on **Submitted services**.



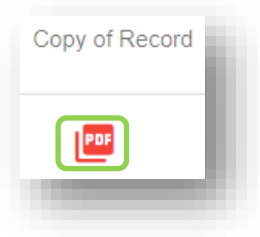
2. Review the list of your submitted transactions.

MPCA Online Services / **Services I've submitted**

Filter

Transaction ID	Service Name	Site Name	Site ID	Date Created	Submittal Date	Last Modified By	Status	Copy of Record
731	FeedlotRegistration	NEW Feedlot Registration 2	123-127156	Jun 4, 2020	Jun 4, 2020	kjamieson	Submitted	
726	FeedlotRegistration	NEW Feedlot Registration 2	123-127156	Jun 3, 2020	Jun 3, 2020	kjamieson	Submitted	
721	FeedlotRegistration	NEW Feedlot Registration	123-127155	Jun 3, 2020	Jun 3, 2020	kjamieson	Submitted	

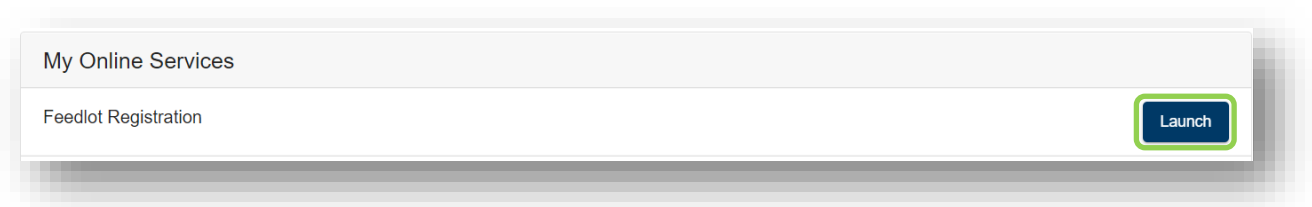
3. To view the Copy of Record for a specific transaction, click the **PDF** icon. Your browser may prompt you with an "open file" dialog box. Accept it in order to open the file.



Launching the Feedlots Registration service

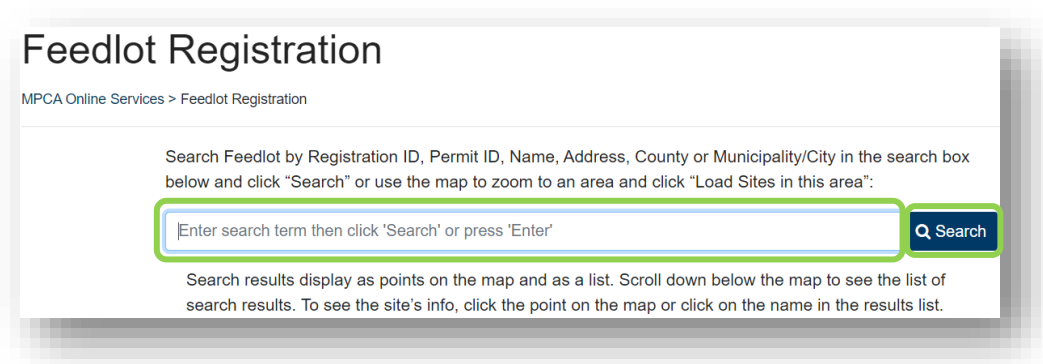
To start the Feedlot Registration service after an account has been created:

1. Click **Launch**.

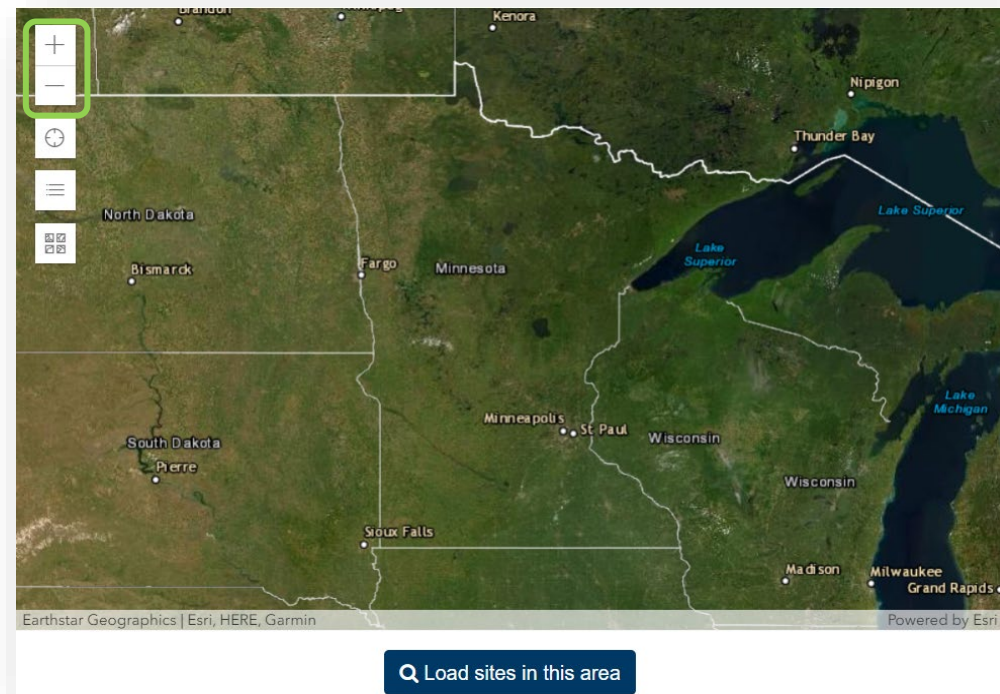


Searching for a Feedlot

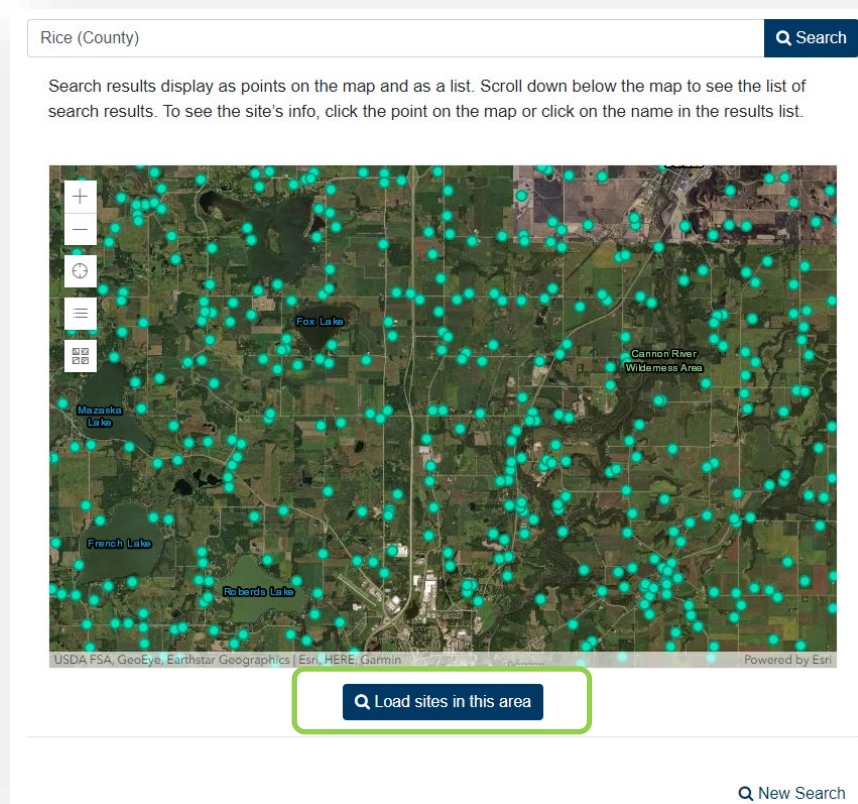
1. Search for the feedlot. Enter search criteria to find the feedlot. Enter one of the following: Registration ID, Permit ID, Name, Address, County, Municipality/City, or owner name. Click **Search**.



- a. Another search option is to zoom to the feedlot's general area on the map and click on **Load sites in this area**.



2. The Search results will display as points on the map, and in a list located below the map.

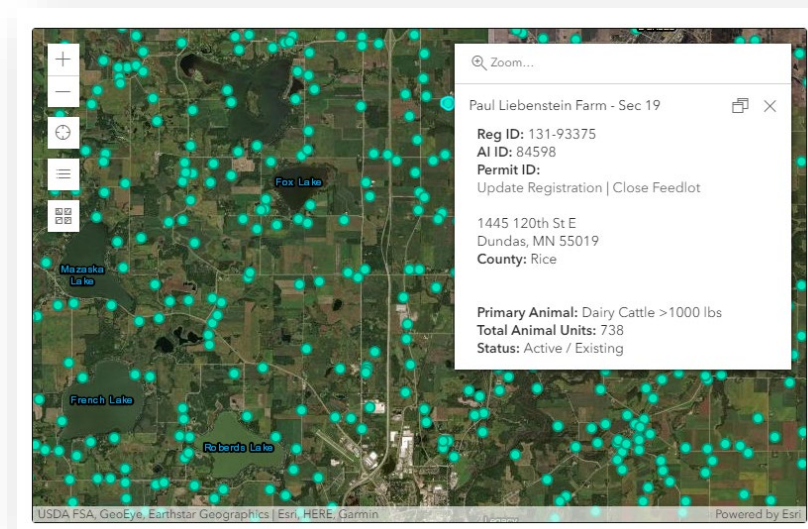


List of feedlots:

Items per page: 25 1 – 25 of 1660 |< < > >|

Name	Registration ID	Status
A D Southworth Farm - Sec 5	131-93214	Active / Existing
Aaron Evenson Farm	131-108858	Active / Existing
ABCD Dairy	131-93506	Active / Existing
ABCD Heifers	131-113460	Active / Existing
Adolph & Sue Hagel Farm	131-108703	Inactive / Retired
Adrian Reuvers Farm - Sec 35	131-93268	Active / Existing
Adrienne Nugent Farm	131-108915	Active / Existing
Al Batchelder Farm	131-108822	Active / Existing
Al Kipp Farm - Sec 32	131-93415	Inactive / Retired

3. You can view details about each feedlot in two ways:
 - a. Click the dot on the map. A pop up will display on the map with some general information about the feedlot.



- b. Click the facility name in the results list. The list will expand so you can view some general information about the feedlot.

Name	Registration ID	Status
A D Southworth Farm - Sec 5	131-93214	Active / Existing

Agency Interest Id:	80089
Registration Id:	131-93214
Registered Name:	A D Southworth Farm - Sec 5
Owner Name:	A D Southworth
Address:	8728 100th St E, Northfield, MN 55057
County:	Rice
Status:	Active / Existing

[Update Registration](#) [Close Feedlot](#)

4. Once you find and confirm the feedlot, click the action you'd like to take:
 - a. Update Registration – re-register a site or update a site's registration.
 - b. Close Feedlot – close a feedlot that is no longer in operation.
 - c. Reopen Feedlot – reopen an inactive site. This options displays on Inactive sites only.

These button options display in the map pop up, and in the expanded view of the results list.

Zoom...

Paul Liebenstein Farm - Sec 19

Reg ID: 131-93375
AI ID: 84598
Permit ID:

[Update Registration](#) [Close Feedlot](#)

1445 120th St E
Dundas, MN 55019
County: Rice

Primary Animal: Dairy Cattle >1000 lbs
Total Animal Units: 738
Status: Active / Existing

Name	Registration ID	Status
A D Southworth Farm - Sec 5	131-93214	Active / Existing

Agency Interest Id:	80089
Registration Id:	131-93214
Registered Name:	A D Southworth Farm - Sec 5
Owner Name:	A D Southworth
Address:	8728 100th St E, Northfield, MN 55057
County:	Rice
Status:	Active / Existing

[Update Registration](#)
[Close Feedlot](#)

Updating an existing registration

To update the registration of an existing feedlot:

1. Start with the steps in section “Searching for a Feedlot”
2. Go through each of the screens in the online service. The fields will pre-populate based on the latest registration data. Make updates and edits to the Feedlot information as needed. Be sure to “Save” as you complete reviewing or updating each screen and then select “Next”. When you get to the “Summary” screen, review all the data. This screen provides a quick summary of all the data you entered or updated. Verify that the data is accurate. If you need to verify or change anything before submitting, you can jump back to a screen by hovering over and clicking on a tab to make edits if needed.
- 3.

MPCA Online Services > Feedlot Registration > New Registration

<

Location
Sensitive Areas
Animal Numbers
Animal Holding
Manure Storage
Summary

Review data before submitting. To make changes, click the tab to return to that section of the service.

Once verified accuracy of the data entered, click **Submit Registration** at the bottom of the screen.

Submit Registration

In the pop up box, type in your first and last name under Submitter Name. Then click **Submit**.

MN Rule 7020.0350 requires us to capture the name of the person who completes this form.

Please enter your name here:

Submitter Name *

All contacts named on this registration will receive a confirmation email and registration receipt.

Submit

Cancel

Once submitted you should receive a green confirmation message at the top of the screen with the transaction ID listed.

Your registration has been successfully submitted. Your transaction ID number is 1706. You will also receive a confirmation email.

MPCA Online Services

Start a new registration

Sign Off

4. Check your email inbox. You will receive a confirmation email as soon as your registration is received by MPCA. An email will be sent to all contacts named on the registration, in addition to the account holder who submitted the service. The email serves as the Registration receipt and includes a Copy of Record which documents all the Registration data submitted.

Thank you for submitting your registration for feedlots and manure storage areas to the Minnesota Pollution Control Agency (MPCA). Attached to this email is a receipt that includes all your registration details. Please retain this email for your files.

If you indicated that you are still operating a feedlot and/or manure storage area, the MPCA or delegated county will notify you prior to the next registration deadline. If you indicated that you no longer have a feedlot and/or manure storage area(s), our records will be updated accordingly and we'll remove your name from the mailing list.

****PLEASE NOTE:** Completing the registration process does not authorize construction or expansion of an animal feedlot or manure storage area. Contact the MPCA or delegated county feedlot officer to obtain the necessary permit to construct or expand an animal feedlot or manure storage area.**

If you have any questions regarding this email or the feedlot registration process, please feel free to contact your County Feedlot Officer (<https://www.pca.state.mn.us/water/county-feedlot-program>) or your local MPCA office (<https://www.pca.state.mn.us/water/mpca-feedlot-staff-contacts>) and ask to speak with feedlot staff.

Please do not reply to this message, it was sent from a notification-only address. If you have questions about this e-Service, you can email us at OnlineServices.pca@state.mn.us or call the MPCA Online Services help line at 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.

Check the Copy of Record. Once you have received the confirmation email, your registration update is complete.

Closing an existing registration

To close a Feedlot:

1. Start with the steps in section "Searching for a Feedlot"
2. Find the feedlot you want to close and click **Close Feedlot**.
3. Review and update the summary screen. Notice it will show the animal head counts zeroed out. If the site had any manure storage areas, it will ask you to provide the date that the manure storage areas were closed. Click **Submit**.

Manure Storage:

Enter the date all liquid manure storage area were closed:

Enter the date all permanent solid manure storage areas were closed:

Cancel

Submit

In the pop up box, type in your first and last name under Submitter Name. Then click **Submit**.

MN Rule 7020.0350 requires us to capture the name of the person who completes this form.

Please enter your name here:

Submitter Name *

All contacts named on this registration will receive a confirmation email and registration receipt.

Submit

Cancel

Once submitted you should receive a green confirmation message at the top of the screen with the transaction ID listed.

Your registration has been successfully submitted. Your transaction ID number is 1707. You will also receive a confirmation email.

MPCA Online Services

Start a new registration

Sign Off

4. Check your email inbox. You will receive a confirmation email as soon as your registration is approved by MPCA. An email will be sent to all contacts named on the registration, in addition to the account holder who submitted the service. The email serves as the Registration receipt and includes a Copy of Record which documents all the Registration data submitted.

Thank you for submitting your registration for feedlots and manure storage areas to the Minnesota Pollution Control Agency (MPCA). Attached to this email is a receipt that includes all your registration details. Please retain this email for your files.

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Check the Copy of Record. Once you have received the confirmation email, your registration update is complete.

Reopening an existing registration

To reopen a Feedlot:

1. Start with the steps in section “Searching for a Feedlot”
2. Search for the feedlot you want to reopen. You can only reopen a feedlot that is currently inactive. Notice that the status of a closed Feedlot is *Inactive/Retired*. Click **Reopen Feedlot**.

Inactive / Retired

Reopen Feedlot

You will receive a popup box verifying that you want to reopen.

The facility you selected is currently inactive. Do you want to update the registration details and reopen the facility?

Yes

No

3. Go through each of the screens and enter or update the feedlot’s information. When reopening a feedlot, the Physical Address and Location information will pre-populate in the form, but all other feedlot information must be entered. Be sure to “Save” as you complete reviewing or updating each screen and then select “Next”. When you get to the “Summary” screen, review all the data. This screen provides a quick summary of all the data you entered or updated. Verify that the data is accurate. If you need to verify or change anything before submitting, you can jump back to a screen by hovering over and clicking on a tab to make edits if needed.
4. Review the summary screen and click **Submit Registration**. In the pop up box, type in your first and last name under Submitter Name. Then click **Submit**.

MN Rule 7020.0350 requires us to capture the name of the person who completes this form.

Please enter your name here:

Submitter Name *

|

All contacts named on this registration will receive a confirmation email and registration receipt.

Submit

Cancel

Once submitted you should receive a green confirmation message at the top of the screen with the transaction ID listed.

5. Check your email inbox. You will receive a confirmation email as soon as your registration is approved by MPCA. An email will be sent to all contacts named on the registration, in addition to the account holder who submitted the service. The email serves as the Registration receipt and includes a Copy of Record which documents all the Registration data submitted.

Thank you for submitting your registration for feedlots and manure storage areas to the Minnesota Pollution Control Agency (MPCA). Attached to this email is a receipt that includes all your registration details. Please retain this email for your files.

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Check the Copy of Record. Once you have received the confirmation email, your registration update is complete.

Register NEW Feedlot

To register a new feedlot:

1. Start with the steps in section “Launching the Feedlot Registration Service.”
2. Click **Register NEW Feedlot**.

Search Feedlot by Registration ID, Permit ID, Name, Address, County or Municipality/City in the search box below and click “Search” or use the map to zoom to an area and click “Load Sites in this area”:

Search results display as points on the map and as a list. Scroll down below the map to see the list of search results. To see the site's info, click the point on the map or click on the name in the results list.



3. To submit a registration, you will need to complete the following information: Feedlot Name and Address, Contacts, Location, Sensitive Areas, Animal Numbers, Animal Holding and Manure Storage. After completing each section, click **Save** to validate before moving on. You can move to the next section by selecting **Next** or clicking the titles at the top of the screen.

Feedlot Name and Address

1. Enter Feedlot Name, Physical Address and Mailing Address. You must enter a physical address of the feedlot. If the feedlot does not have a physical address yet, leave Address Line 1 blank and enter the Location Description. Either the Physical Address or the Location Description is required. You must also enter a mailing address of the feedlot. There is a check box to click if you want to copy the physical address to the mailing address.

Click **Save** to validate this screen.

MPCA Online Services > Feedlot Registration > New Registration

< Feedlot Name and Address Contacts Location Sensitive Areas Animal Numbers Animal Holding

Feedlot Name *

Feedlot Physical Address:

Address Line 1

Address Line 2

Address Line 3

City / Town * State * MN Postal Code *

Country United States of America

If a physical address line 1 is not established for your site, enter the Location Description.

Location Description

Feedlot Mailing Address:

☐ Same as feedlot physical address

Address Line 1 *

Address Line 2

Address Line 3

City / Town *

State *

MN

Postal Code *

Country

United States of America

Save

Next

An address verification pop up may display with potential USPS Address matches. Select **Use this address** next to the address you want to use. You should receive a green confirmation message at the top of the screen: "Feedlot Name and Address save successfully".

Click **Next**.

Contacts

To enter feedlot contacts:

1. Click **+Add Feedlot Contact**.

All contacts named on this registration will receive a confirmation email and registration receipt.

Contacts

Feedlot Contact

Required

[+ Add Feedlot Contact](#)

Owner

Required

[+ Add Owner](#)

2. Fill out the Contact Information. Required fields are marked with an asterisk (*). All contacts will need an email entered as they will receive a copy of the confirmation email after the service is submitted. Note: the **Country must be "United States of America,"** and it will be filled out for you by default. If your browser has the auto-fill feature on, be sure to check how it populates Country. Only United States of America is accepted (not United States or USA). Once completed, click **Save**. The Address Verification pop up may display with potential USPS Address matches. Select **Use this address next to the address you want to use**.

You should receive a green confirmation message at the top of the screen: “Contacts saved successfully.”

3. Click **+ Add Owner**.

All contacts named on this registration will receive a confirmation email and registration receipt.

Contacts

Feedlot Contact Required + Add Feedlot Contact

Owner Required + Add Owner

The screenshot shows a form titled 'Contacts'. At the top, a note states: 'All contacts named on this registration will receive a confirmation email and registration receipt.' Below this, there are two rows. The first row is 'Feedlot Contact' with a yellow 'Required' tag and a blue button with a plus icon and the text '+ Add Feedlot Contact'. The second row is 'Owner' with a yellow 'Required' tag and a blue button with a plus icon and the text '+ Add Owner'. The '+ Add Owner' button is highlighted with a green border.

4. In the Contact Information, you can select the box titled “From favorites” and select a contact from the drop down that you have saved in your account from My Contacts. Another option is to select “From Current Submittal” and select a contact in the drop down already named on the submittal. Then indicate whether the owner is a Person or an Organization using the radio button.

Contact Information

+ From favorites ▼ From Current Submittal ▼

What type of owner? ☒ Person ☐ Organization

The screenshot shows a form titled 'Contact Information'. It contains two buttons: '+ From favorites ▼' and 'From Current Submittal ▼'. Below these buttons is a section titled 'What type of owner?' with two radio buttons: 'Person' (which is selected, indicated by a blue dot) and 'Organization'.

Enter the Owner's information. Required fields are marked with an asterisk (*). Note: the **Country must be “United States of America,”** and it will be filled out for you by default. If your browser has the auto-fill feature on, be sure to check how it populates Country. Only United States of America is accepted (not United States or USA).

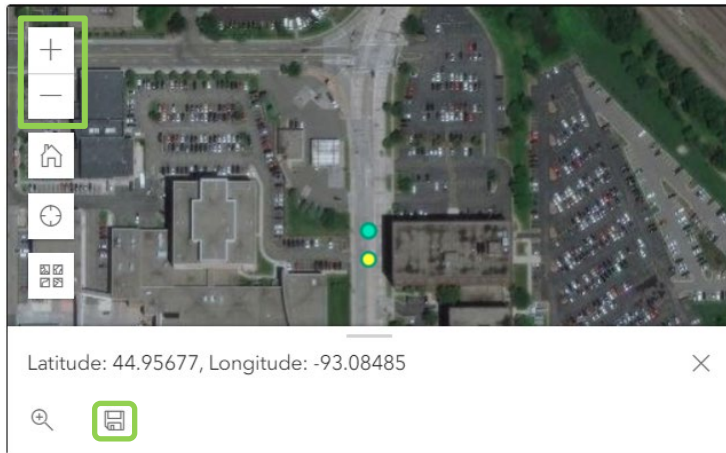
Once complete, Click **Save** to validate this screen. The Address Verification pop up may display with potential USPS Address matches. Select **Use this address** next to the address you want to use. You should receive a green confirmation message at the top of the screen: “Contacts saved successfully”.

Click **Next**.

Location

To enter your feedlot location information:

1. Use the map to locate your site.



Use the Map to Locate Your Feedlot

1. Zoom in or out and drag across the map to locate your site.
2. Click (or tap) a point in the center of your feedlot.
3. When a dot appears, click on the save icon  below the map. Your location will automatically be entered into the coordinate fields.

To mark a location, you must be zoomed in to level 17 (the map will warn you if you are not).

2. Select the County by using the drop down. Click the County name to select it.

County *

Is the site located within tribal lands? If so, please indicate which tribal lands.

Tribal Lands

(Optional) Indicate the Tribal Lands that the site is located on, if applicable.

3. (Optional) Select the County by using the drop down. Click the County name to select it. Enter the Parcel ID.

Parcel(s):

County * Parcel Id * 



4. Enter the Township, Range, Section, Qtr 160, and Qtr 40. Qtr 10 and Qtr 25 are optional. The service validates if the PLS Description is accurate.

PLS Description(s):

Township * Range * Section * Qtr160 * Qtr40 * Qtr10 Qtr25 



Once complete, Click **Save** to validate this screen. You should receive a green confirmation message at the top of the screen: "Location saved successfully".

Click **Next**.

Sensitive Areas

To complete the questionnaire on sensitive areas:

1. Answer each question with Yes or No using the radio dial. All questions are mandatory.

Is any part of the facility located within 1,000 feet of surface waters or tile intakes? *

☐ Yes ☒ No

Is any part of the facility located within 300 feet of a river/stream? *

☐ Yes ☒ No

Is any part of the facility located within a delineated flood plain (100 year flood)? *

☐ Yes ☒ No

Is any part of the facility located within designated shoreland? *

☐ Yes ☒ No

Is any part of the facility located within 300 feet of a known sinkhole? *

☐ Yes ☒ No

Save

Next

For the first question only, if you select Yes, then a drop down of additional options will appear. Click over the box to fill in a check mark to complete. Select all that apply.

Is any part of the facility located within 1,000 feet of surface waters or tile intakes? * ☒ Yes ☐ No
Select all that apply:

- ☐ Calcareous Fen
- ☐ Creek
- ☐ Ditch
- ☐ Lake
- ☒ Pond
- ☐ River
- ☐ Stream
- ☐ Tile Intake
- ☐ Unknown
- ☐ Wetland

Once complete, Click **Save** to validate this screen. You should receive a green confirmation message at the top of the screen: "Surface Water saved successfully".

Click **Next**.

Animal Numbers

To enter head count of the animals maintained in the last five years:

1. Click **+ Add An Animal**.

Enter the maximum number of animals maintained within the past five years:

Total	Head Count	Animal Units
	0	0.0

+ Add An Animal

Save **Next**

Click on the drop down in the Animal Type and select an option. Then enter the max number of animals maintained within the past five years in Head Count. The Animal Units are calculated for you automatically. Add additional animals if needed with the “+Add An Animal” button.

Enter the maximum number of animals maintained within the past five years:

Animal Type Head Count * Animal Units 0.0

Total	Head Count	Animal Units
	0	0.0

+ Add An Animal

Save **Next**

If you do not find your animal type on the list, choose the animal type of “Other” and describe the type(s) of animal(s) in the Other Animal Description.

Enter the maximum number of animals maintained within the past five years:

Animal Type Other Animal Description Head Count * Animal Units 0.0

Total	Head Count	Animal Units
	0	0.0

Once complete, Click **Save** to validate this screen. You should receive a green confirmation message at the top of the screen: “Animal Numbers saved successfully”.

Click **Next**.

Animal Holding

To enter which type(s) of animal holding areas the facility has:

1. Click over the box to fill in a check mark to complete. Select all that apply. If none apply, click **Next**.

Which type(s) of animal holding areas does the facility have?

Select all that apply:

- ☐ Pasture
- ☐ Confinement building (partial or total confinement)
- ☐ Open Lots

Save

Next

If you select the Confinement building or Open lots, then a drop down of additional options will appear. Click Yes or No using the radio button.

Which type(s) of animal holding areas does the facility have?

Select all that apply:

- ☐ Pasture
- ☒ Confinement building (partial or total confinement)
- ☒ Open Lots

Is there a well within 1000 feet? ☐ Yes ☐ No

Save

Next

If Yes to a well within 1000 feet, enter the well distance in feet.

Once complete, Click **Save** to validate this screen. You should receive a green confirmation message at the top of the screen: "Animal Holdings saved successfully".

Click **Next**.

Manure Storage

To complete the questionnaire on Manure Storage:

1. Answer each question with Yes or No using the radio buttons.

Does the facility have a liquid manure storage area? * ☐ Yes ☐ No

Does the facility have a permanent solid manure storage area? * ☐ Yes ☐ No

Save

Next

If you select Yes, additional questions will appear. Click Yes or No using the radio button. If Yes to a well within 1000 feet, enter the well distance in feet.

Does the facility have a liquid manure storage area? * ☒ Yes ☐ No

Does the facility have a permanent solid manure storage area? * ☒ Yes ☐ No

Is there a well within 1000 feet? * ☒ Yes ☐ No

What is the shortest distance from a manure storage area to a well?

Manure Well Distance * ft.

Save

Next

Once complete, Click **Save** to validate this screen. You should receive a green confirmation message at the top of the screen: “Manure Storage saved successfully”.

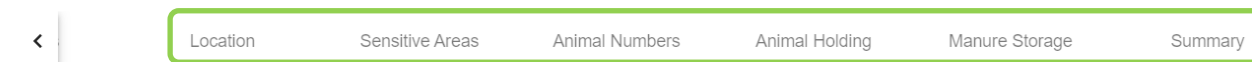
Click **Next**.

Summary

To submit your feedlot registration:

1. Review all the data on screen. This screen provides a quick summary of all the data you entered. Verify that the data is accurate. If you need to verify or change anything before submitting, you can jump back to a screen by hovering over and clicking on a tab to make edits if needed.

MPCA Online Services > Feedlot Registration > New Registration



Review data before submitting. To make changes, click the tab to return to that section of the service.

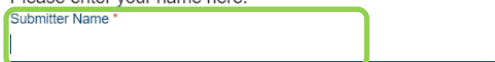
Once you confirm the accuracy of the data entered, click **Submit Registration** at the bottom of the screen.

Submit Registration

In the pop up box, type in your first and last name under Submitter Name. Then click **Submit**.

MN Rule 7020.0350 requires us to capture the name of the person who completes this form.

Please enter your name here:



All contacts named on this registration will receive a confirmation email and registration receipt.



Once submitted you should receive a green confirmation message at the top of the screen with the transaction ID listed.

Your registration has been successfully submitted. Your transaction ID number is 1694. You will also receive a confirmation email.

MPCA Online Services

Start a new registration

Sign Off

Email Confirmation of Registration

To ensure you received confirmation of your registration:

1. Check your email inbox. You will receive a confirmation email as soon as your registration is received by MPCA. An email will be sent to all contacts named on the registration, in addition to the account holder who submitted the registration. The email serves as the Registration receipt and includes a Copy of Record which documents all the Registration data submitted.

Thank you for submitting your registration for feedlots and manure storage areas to the Minnesota Pollution Control Agency (MPCA). Attached to this email is a receipt that includes all your registration details. Please retain this email for your files.

If you indicated that you are still operating a feedlot and/or manure storage area, the MPCA or delegated county will notify you prior to the next registration deadline. If you indicated that you no longer have a feedlot and/or manure storage area(s), our records will be updated accordingly and we'll remove your name from the mailing list.

****PLEASE NOTE:** Completing the registration process does not authorize construction or expansion of an animal feedlot or manure storage area. Contact the MPCA or delegated county feedlot officer to obtain the necessary permit to construct or expand an animal feedlot or manure storage area. ******

If you have any questions regarding this email or the feedlot registration process, please feel free to contact your County Feedlot Officer (<https://www.pca.state.mn.us/water/county-feedlot-program>) or your local MPCA office (<https://www.pca.state.mn.us/water/mpca-feedlot-staff-contacts>) and ask to speak with feedlot staff.

Please do not reply to this message, it was sent from a notification-only address. If you have questions about this e-Service, you can email us at OnlineServices.pca@state.mn.us or call the MPCA Online Services help line at 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.

2. Check the Copy of Record.
3. Once you have received the confirmation email, your registration is complete.