

Instructions for Completing “Large CAFO Emission Reporting FOLLOW-UP REPORT”

NOTE: If you are using a report downloaded onto your computer, please enter the appropriate information in the boxes provided. If you need more space for information, please type “See Attached” and attach a separate page.

1. Indicate Type of Report in boxes above Section 1. For the first Follow-up Report in February 2009, check box marked “Initial written notification.” Any future adjustments or amendments to the report (because of a change in operations or calculations), check the box marked, “Written notification of a change to initial notification.”

SECTION 1

2. Enter information as requested in the boxes. Under “Facility Name,” include the name of the facility, and if there is a corporate name, include that as well.
3. Physical Location can be a parcel or tract of land, or a general description of the location, such as “0.7 miles due north of intersection of County Road A and Highway B.”
4. The e-mail address is requested as a method for the State to provide timely updates to this new program.
4. Phone should be the main phone number to reach someone at the facility and Alternate Phone can be a cell phone. Please include Area Codes with the phone numbers.
5. Latitude and Longitude are optional fields. If you know this information, please enter the data. Otherwise, leave blank.

SECTION 2

6. This section requests verification that the original (phone) notification was made in accordance with US EPA’s rule. Please check the appropriate boxes and indicate the notification date. If you received a Tracking Number or Report Number from the State when you called in the original notification, please include that number in the box provided.

SECTION 3

7. Please check the appropriate box for the type of animals in your CAFO.
8. The “Additional Comments” section is for additional information or special circumstances you wish to be noted.
9. Estimate how many people live within a 1 mile radius of the CAFO. Provide the names of any schools, hospitals, retirement communities, wetlands, wildlife refuges, forests, or other sensitive populations or ecosystems that are located within a 1 mile radius of the CAFO.

SECTION 4

10. Use the WORKSHEET to calculate the numbers for Section 4. **DO NOT send the WORKSHEET** to the SERC or the LEPC. You must keep the Worksheet in your files.
11. The Report must be Signed and Dated. Send a copy to your State Emergency Response Commission (SERC) and your Local Emergency Planning Committee (LEPC). The SERC can help you determine your LEPC. It is recommended that you send the Report by Certified Mail -- Return Receipt Requested, or by some other verifiable means. Keep a copy of the verification with your records.

State Emergency Response Commissions – Contact Information

Illinois:

Submit reports via e-mail to: ema.mailbox@illinois.gov or by mail to the address below:
Kathy Allen, Hazardous Materials Section Manager
Illinois Emergency Management Agency
1035 Outer Park Drive
Springfield, IL 62704

Indiana:

Indiana Emergency Response Commission
(888) 233-7745 (toll free in-state)
(317) 233-7745 (local or out-of-state)
SARATR2@dhs.IN.gov

Michigan:

Michigan SARA Title III Program
517-373-8481
deq-ead-sara@michigan.gov

Ohio:

Submit Reports to the two following locations:
Ohio SERC
P.O. Box 1049/50 West Town Street (Suite 700)
Columbus, OH 43216-1049
(614) 644-2260
serc@epa.state.oh.us

Ohio Department of Agriculture
Livestock Environmental Permit Program
8995 E. Main Street
Reynoldsburg, OH 43068
lepp@agri.ohio.gov

Wisconsin:

Wisconsin Emergency Management
Attn: Facility Reporting Section
2400 Wright St.
P.O. Box 7978
Madison, WI 53707-7978