![pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION Bureau of Clean Water]

**Concentrated Animal Feeding Operations (CAFO)
ANNUAL REPORTING SYSTEM**

CAFO
Pennsylvania CAFO Reporting System

User Guide

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1.0   INTRODUCTION

This User Guide has been developed to assist Concentrated Animal Feeding Operations (CAFO) permittees in the completion and submission of annual reports through the GreenPort system.

GreenPort is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) permittees to electronically submit annual reports to the Department of Environmental Protection (DEP). GreenPort is available through https://greenport.pa.gov/CAFO/. A 10 mb internet connection is recommended, but not required. GreenPort is verified to work with the latest version of Microsoft Edge, and the latest version of Google Chrome. Other browsers may work, but DEP cannot guarantee that all features will be available. All attachments should be in PDF, word, or Excel format.

1.1   Data Entry

The electronic CAFO annual reporting application will request data to be entered in several ways.

- **Text Entry** – a text box will be provided for questions that require permittees to write a response. The character limit will be displayed below the entry box. The allowable characters should be sufficient for permittees to answer a question. However, if your response will require additional explanation, an attachment may be added. There is an attachments section at the end of each report module.

- **Check boxes** – questions that require a yes or no response can be answered by clicking the appropriate box. Selections can be unselected by holding down the ctrl key and clicking the box again. This will clear the selection**.**

- **Date picker** – questions that require a date to be entered will be provided with a date picker. Click the down arrow to open the calendar and navigate to the appropriate date.

- **Dropdown menus** – clicking the down arrow will expand the menu to show the options available for selection.

- **Attachments** – each module includes a section for attachments. Users may use the "drag and drop" feature to upload attachments or click Choose File to navigate to where the file is saved on their computer. When a file is uploaded the user must select a document type from the dropdown menu. A short description of the attachment may also be added.

1.2   Saving

There are two save options located on the left side of the report screen.

 Save Report – saves all data entered into the report and keeps user on the data entry screen.

 Save & Exit – saves all data entered into the report and returns the user to their dashboard.

The application will also save all entered data when the Complete Module option is selected at the bottom of any report module.

The application may time out if left open and idle for a significant amount of time. It is recommended that the user save their work and sign out if they need to step away from the application. Any data entered and not saved may be lost if the application times out.

2.0   REGISTRATION PROCESS

2.1   GreenPort Registration

All users must register and create a GreenPort account to access the CAFO System. Refer to the GreenPort User guide for instruction on how to create a GreenPort Account.

2.2   CAFO Reporting Enrollment

Once logged into the GreenPort system, select Request Access to begin the CAFO enrollment process. After selecting Request Access, you will be prompted to select which applications you would like to access. Click the Enroll button next to "CAFO – Concentrated Feeding Operation."
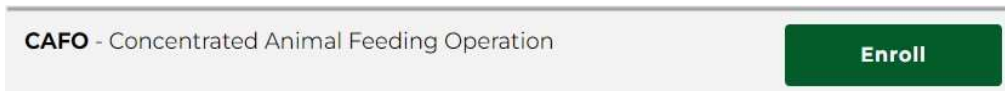
2.2.1 User Roles

Before you proceed with your online enrollment, make sure you have the following information:

- **NPDES Permit Number(s)**

- **Facility Name(s)** – name of facility or facilities you are associated with

- **Your Security role** - For each user account, a specific security role must be selected when the account is associated to a facility. The security roles are as follows:
    - **Viewer** – can view reports but cannot enter data or submit reports.
    - **Preparer** – can view and enter data into reports but cannot submit reports.
    - **Certifier** – can view, enter data, and submit reports.
    - **Account Manager** – can view, enter data, submit reports, and add or remove other users.

Representatives of each facility should be decided before starting the registration process, who will serve as the Account Manager and other security roles. In general, only individuals who are employed by the permittee are granted Certifier or Account Manager security roles. The user roles for consultants are limited to those roles that cannot submit reports (Viewers and Preparers). Unless your role is consultant Account Manager. Consultant Account Managers will be able to complete, review, and submit reports but will need to include a signed Permittee Certification Attachment.

Each facility must have an Account Manager. Each facility can only have one Account Manager. A facility may have as many Certifiers, Preparers, and Viewers as desired. It is recommended that each facility have at least two users that are capable of submitting reports.

Facilities that are co-permittees are required to submit one joint report. Each facility comprising a co-permittee group must have a Certifier. A Certifier from each co-permittee must digitally sign the report before it can be submitted.

Each user may have one account. Each account may be associated to one or more facilities with reporting requirements under NPDES permits.
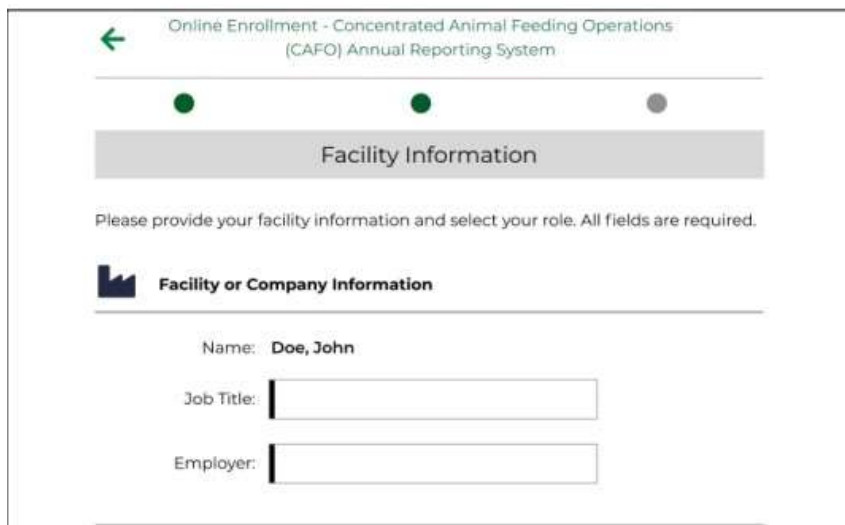
2.2.2 Review Account Information

When you first enter the CAFO Annual Reporting System you will be prompted to review your account information as it is currently listed in GreenPort. If the information is incorrect, login to GreenPort and update as needed. If the information is correct, click Continue.

2.2.3 Facility Information

Enter your Job Title and Employer in the provided spaces.
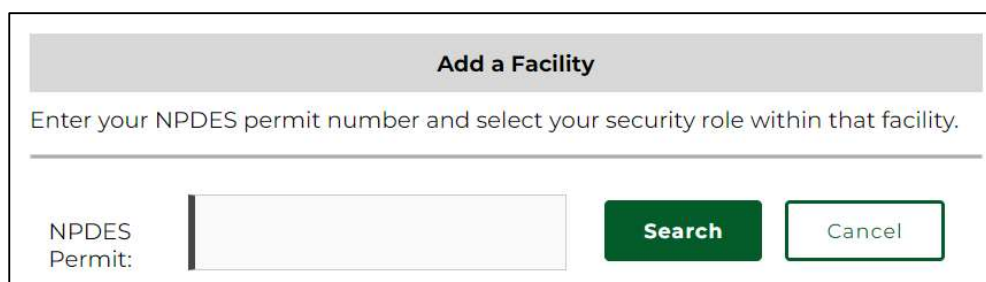
With the Job title and Employer information entered, the facility can now be added. Click Add a Facility and search for NPDES Permit Number associated with the facility you want to add to your account.
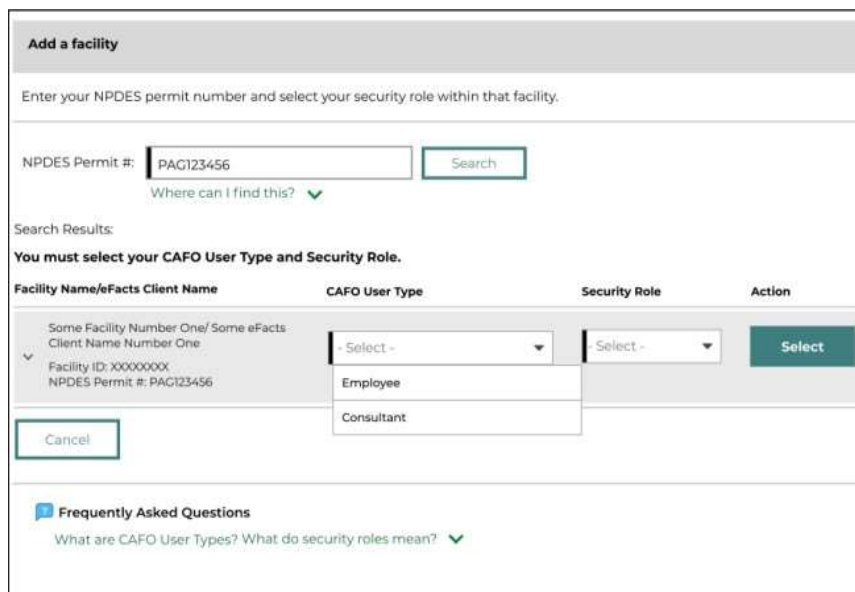

Use drop down menus to select your user type (Employee or Consultant) and security role. Click Select to add the facility to your account.

More than one facility can be added to your account. Click Add a Facility to search for another permit number or click Continue to proceed.

NOTE - Viewers and Preparers will not be able to add a facility to their account until an Account Manager is registered for that facility. The Account Manager approves the accounts for viewers and preparers associated with a facility.
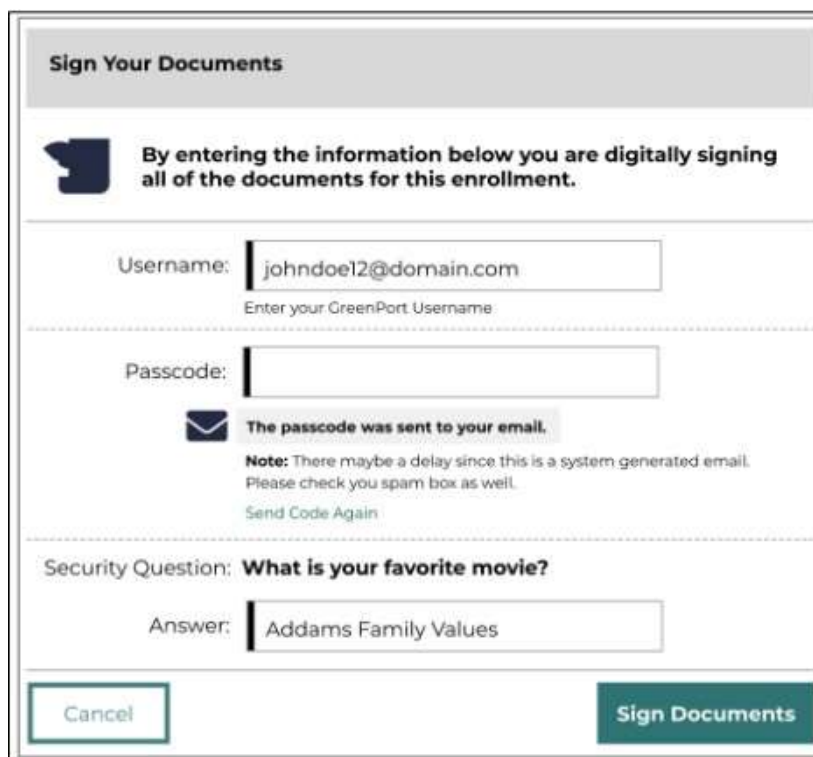
2.2.4 Review, Sign and Submit

To complete the online enrollment process, review the User Account Information, Address Information, and Facility Information. All users requesting access must review and electronically sign the CAFO Terms and Conditions document.

Users requesting Account Manager or Certifier security roles must review and electronically sign a Trading Partner Agreement (TPA).

For Consultant Account Manager role, a copy of a signed Permittee Certification will need to be attached before the enrollment process can be completed.

Once you have reviewed these documents, click that you agree to the Terms and Conditions and click Sign Documents to digitally sign the TPA (if required). An automated email will be sent to your email address with a one-time password needed to sign your documents. You will also be prompted to answer one of your security questions.

Click Sign Documents. After the required documents are signed, the Submit button will be enabled.

Click Submit to complete the enrollment process. Copies of the signed documents will be sent to the user's email and a success message will appear to indicate the enrollment is complete.

2.3 Account Approval

2.3.1 Account Managers and Certifiers

DEP will review account requests for users requesting Account Manager and Certifier security roles. Users will receive an automated email when their account has been approved. If the account is not approved, the user will receive an email stating the reason their account was unable to be approved.

2.3.2 Preparers and Viewers

Accounts for Preparers and Viewers are approved by the Account Manager for the facility. An Account Manager must be approved for a facility before Preparer and Viewer accounts can be added to the facility.

2.3.3 Account Manager Approval of Preparer and Viewer Accounts

To accept Preparers or Viewers to a facility the Account Manager must log into their GreenPort Dashboard and select CAFO Security in the Administration tab. No other user roles will have the access to the Administration tab.

Click on the EFA Security Tab and use the drop-down menu to select Concentrated Animal Feeding as the application name. All users requesting access will be displayed on the Pending tab. Select Approve to grant the user access to the facility or select Reject to prevent the user from accessing the facility. If the user is rejected, include a justification for the rejection in the comment box.

Users will receive an automated email when their account has been approved by the Account Manager.

If the account is not approved, the user will receive an email stating the reason their account was unable to be approved.
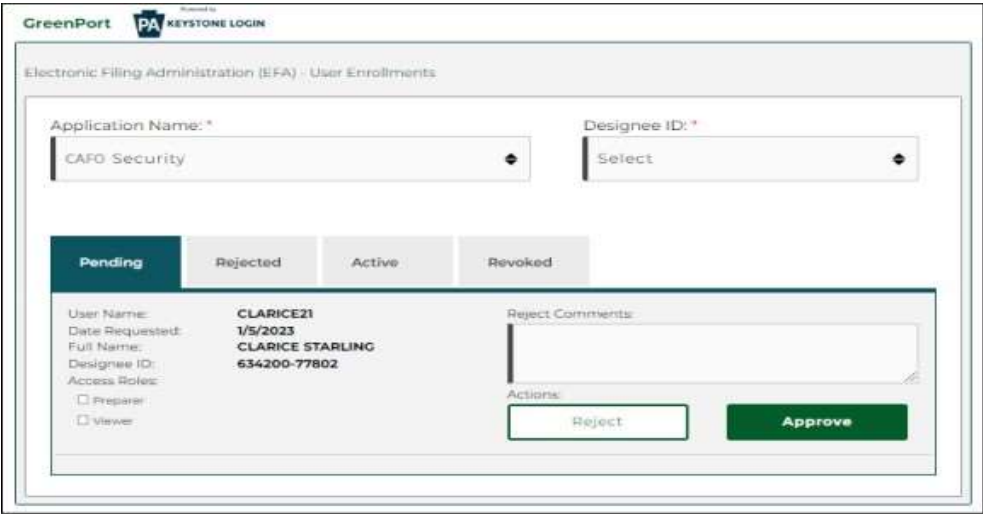
2.4   Adding Facilities to Existing Accounts

Users who have already created an account who wish to add more facilities to their account may do so by repeating the enrollment process. On the GreenPort Dashboard scroll down to the Import Profile or Request DEP Applications Tab and click on Request Access. Repeat the steps listed above in Section 2.2 to add additional facilities to your account.

3.0   REPORTING DASHBOARD

Once your account has been approved, login to GreenPort and click on CAFO - Concentrated Feeding Operation in the Reporting Tab. Users associated with more than one facility can navigate between facilities using the Select Facility dropdown menu at the top of the screen.

The CAFO Report tab displays the report that must be completed for the current reporting year. Reports submitted using the eReporting application during previous reporting years are available for view. Click the Report History icon on the left side of the screen. Open previous report versions by clicking the arrow icon next to the version number.

The report dashboard will display the facility information for the permittee as well as the permit renewal date, effective date, and expiration date. The status of the current annual report will also be displayed.

Click Start Report to begin entering data into the current report.

4.0   ANNUAL REPORT

4.1   General Information Screen

The reporting period is displayed at the very top of the page. Users should verify that they are completing a report for the current reporting period before entering data.

The General Information screen is displayed under the reporting period. Users should review the information on the General Information screen and verify that it is correct.

If information on the General Information screen in incorrect, click Update Facility Information. This will generate a box into which the user can request changes. Completing this request will send an email to a DEP Administrator to update eFACTs. The user will receive the following message to indicate that the request as been sent.

> ✓ **Your request has been sent to DEP. The changes will be reflected below once your request has been approved.**

Users can proceed with entering data into the report while waiting for the requested facility information to be updated.

4.2   Report Modules

The report is set up in a series of modules. Clicking the down arrow at the right side of the module will expand the module.

Once all questions within a module are complete, a green check will appear next to the module.

If the information in a module is not complete, a red exclamation point will be displayed.

✓ Once all questions within a module are complete, a green check will appear next to the module.

⚠ If the information in a module is not complete, a red exclamation point will be displayed.

Any Action can be edited. By clicking the pencil icon, you can edit information. By clicking the trash can icon, you can delete information. This is available in each module.
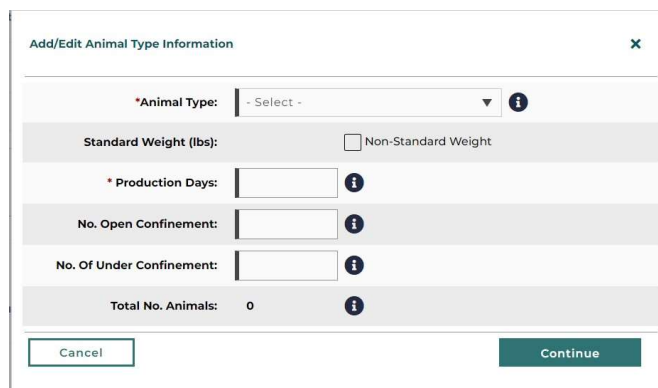
Actions

✏ 🗑

✏ 🗑

4.3   Animal Information Module

List all animal types maintained on the operation during the reporting period and provide the requested information.

Click Add to enter animal information into the module. Pop-up for Animal Information will appear.

Select Animal type. If 'Other' is selected in Animal Type, a text field will generate below. If Animal Type is listed and selected, Standard Weight will populate. If 'Non-Standard Weight' is selected, a field will generate below with a text field titled 'Non-Standard Weight.' Standard Weights are pulled from PA Agronomy Fact Sheet 54.

Enter the production days that each animal spent on the operation during the reporting period.

Number of days each Animal type spent in open confinement, not maintained under roof for the majority of the time they spent on the operation.

Number of days each Animal type spent maintained under confinement, roof for the majority of the time they spent on the operation.

Once all animal information has been added, click continue. The total AEUs field will display the calculated sum of all the AEUs within the table.
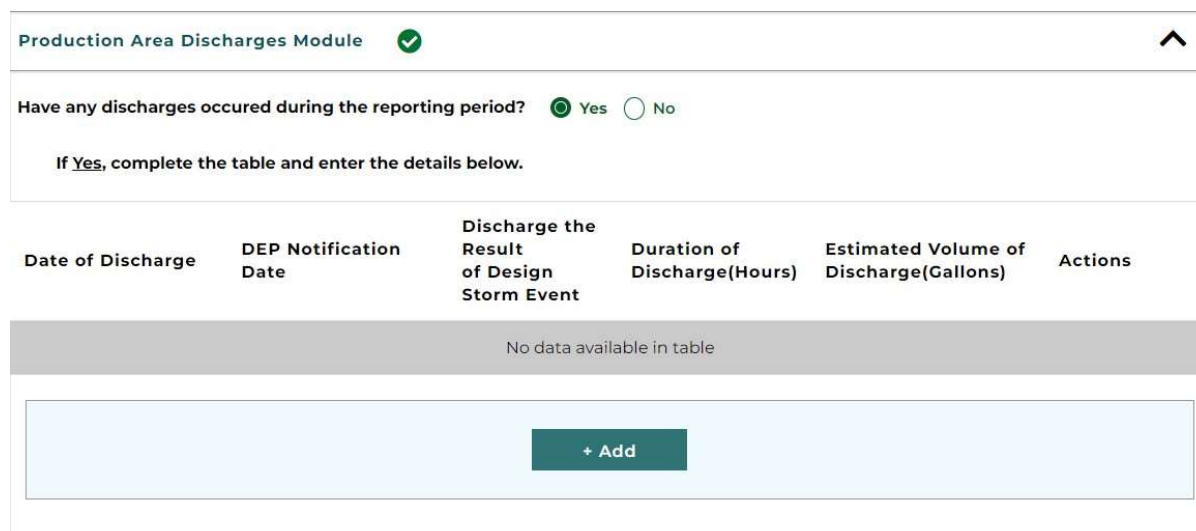
Enter Permitted Value, and Complete Module.

Repeat for each animal type on the operation.

4.4   Production Area Discharge Module

Answer the question "Have any discharge occurred during the reporting period?" by checking the correct box. If no discharges occurred during the reporting period, the table and the subsequent fields may remain blank.

If a discharge has occurred during the reporting period, click Add, to complete the Discharge Type Information. Pop-up will for Discharge Type Information will appear. Enter in date of discharge, DEP notification date, discharge the result of design storm event, duration of discharge (hours), and estimated volume of discharge (gallons).

Repeat the previous step to add all applicable discharges.

Complete the discharge information by answering "Explain the location(s) and cause(s) of each discharge identified above" and "Describe the corrective action(s) taken to prevent future discharges" in the provided field.

Once all required information is entered, click Complete Module.

4.5   Manure Generation and Use & Nutrient Content of Manure Module

Enter numeric values into the fields provided within the Manure Generation and Use Section.

The "Amount or Volume Generated" column will calculate and display the sum of the "Amount or Volume Used On-Site" and the "Amount or Volume Exported from Site" entries. Once Amount of Volume used On-site and Amount or Volume Exported from site is entered the Amount or Volume Generated will populate.

For waste types that are not generated on the facility enter in a zero or leave text entry blank.

The answer to the question "Has the manure sample been processed during this reporting period" will determine whether the Nutrient Content of Manure Section is completed.

If 'No' is selected, the nutrient Content of Manure module can be left blank. If 'Yes' is selected, the Nutrient Content of Manure module must be completed for each Waste Type entered in Manure Generation and Use.

Enter in values in the text entry for the Nutrient Content of the Waste Type on the facility. If no manure was generated or sampled during the reporting period for a waste type, the nutrient content of manure for that waste type may remain blank. The nutrient content of manure reported in this section should represent the waste types reported as generated in the Manure Generation and Use section.

Report the Nitrogen Content for the three waste types (liquid and semi-solid manure, agricultural process water, and solid manure), as applicable. If agricultural process wastewater is handled with liquid and semi-solid manure and is part of the analysis for this manure, the response for agricultural process wastewater may remain blank.

Report nitrogen content in terms of lbs/1000 gallons for liquid/semi solid manure and agricultural process wastewater, and in terms of lbs/ton for solid manure.

Identify the form of the nitrogen in the waste, based on the latest manure test. For example, Ammonia – N, Organic- N, Nitrate, etc.

Report the phosphorus content for the three waste types, as applicable. Report Phosphorus content in terms of lbs/1,000 gallons for liquid/semi solid manure and agricultural process wastewater, and in terms of lbs/ton for solid manure.

Identify the form of the Phosphorus in the waste, based on the latest manure test. For example, Total P, P205, etc.

Use the date picker to provide the Date of Latest Manure Test.

Use the text box to provide the Testing Laboratory that tested the latest manure test.
Once all required information is entered, click Complete Module.

4.6   Land Application of Manure Module

Enter information from the latest Nutrient Management Plan Approval, starting/ending crop year, NMP acres for land application, and actual acres used for land application.

Land Application of Manure Module ✅

Date of Latest NMP Approval	MM/DD/YYYY 📅
Starting Crop Year	- Select - ▼
Ending Crop Year	- Select - ▼
NMP Acres for Land Application	
Actual Acres Used for Land Application	

Use the date picker to supply the date of the latest Nutrient Management Plan (NMP) Approval and the drop down to select starting/ending crop year(s) addressed by the latest approved NMP.

Enter the number of acres available for land application according to the latest approved NMP and the Actual Acres used for land application.

Respond to the required questions within the module. "Manure and/or supplemental fertilizer was applied on fields owned or under the operational control of the permittee during the reporting period. Table 1 has been completed and is attached. Table 1 templated can be found here." Will determine the response to the following question "All manure was exported from the site and no manure or supplemental fertilizer was applied on the fields owned or under the operational control of the permittee during the reporting period. Table 1 is not attached." If user selects Yes for the question 2, question 3 will be marked No, if the user selects No, question 3 will be marked Yes.

The NMP was developed by a person certified in accordance with the Department of Agriculture's Nutrient Management Specialist Certification requirements in 7 Pa. Code §§ 130b.1—130b.51.	◉ Yes ○ No
Manure and/or supplemental fertilizer was applied on fields owned or under the operational control of the permittee during the reporting period. Table 1 has been completed and is attached. Table 1 template can be found here.	◉ Yes ○ No
All manure was exported from the site and no manure or supplemental fertilizer was applied on fields owned or under the operational control of the permittee during the reporting period. Table 1 is not attached.	○ Yes ◉ No
The NMP was reviewed during the reporting period to ensure manure applications are consistent with current practices and 25 Pa. Code § 83.293.	◉ Yes ○ No
Was a new, amended or updated NMP approved during the reporting period?	◉ Yes ○ No
If Yes, attach a copy of the approved NMP and approval letter to this report, unless submitted to DEP previously.	

User can download template by clicking the hyperlink "Table 1 template can be found here".

The Land Application of Manure Module will contain the following required question "Was a new, amended or updated NMP approved during the reporting period? If Yes, attach a copy of the approved NMP and approval letter to this report, unless submitted to DEP previously."

File can be uploaded by dragging the file from the desktop to the blue upload bar or by selecting Choose File and navigating to the location where the file is saved. Choose a Document Type from the dropdown menu and enter a Short Description of the attachment. The Short Description is optional.

Once all required fields are complete, click Complete Module.

4.7 Liquid and Semi-Solid Manure Storage Facilities & Winter Manure Management Module

The Liquid and Semi-Solid Storage Facilities Module Contains the question "Are there manure storage facilities on-site used for storing liquid or semi-solid manure or agricultural process wastewater?" If Yes, the following two modules (Liquid and Semi-Solid Storage Facilities Module and Winter Manure Management) must be completed, if no, only the Winter Manure Management questions are required.

If "Yes" is selected, click Add to ender the data into the module. Pop-up for "Storage Facility" will appear.

Add/Edit Storage Facility   ✕

* Manure Storage Type:	- Select - ▼	ℹ	
* Total Depth (ft):		ℹ	
* Required Freeboard (ft):		ℹ	
* Volume Removed During Reporting Period (gal):		ℹ	

[Cancel]   [Continue]

For each Manure Storage Facility provide the following information Manure Storage type, Total Depth (ft), required Freeboard (ft), and Volume Removed during Reporting Period (gals).
Use the drop-down menu to select the Manure Storage Type.
Use the text box to report the total depth of the manure storage in ft. The total depth is the vertical distance between the bottom and top elevation of the facility, without an overflow.
Use the text box to report the required freeboard for the storage facility. See 25 Pa. code 91.36a6 for regulation regarding freeboard.
Use the text box to report the volume removed during reporting period (gals). Total amount of manure removed from the manure storage facility for land application or other uses, both on- and off-site.

Click Continue to add Manure Storage information to report. Repeat previous step for all other applicable storage facilities.

Use the dropdown menu to select Yes, No, or Not applicable for the question "During the year was there any evidence of a pollutant discharge from leak detection systems?"

Use the dropdown menu to select Yes, No, or Not applicable for the question "During the year was there any evidence of pollutant discharge from subsurface drains?"

Use the dropdown menu to select Yes, No, or Not applicable for the question "During the year were there any repairs or corrective actions taken for manure storage facilities?" If Yes is selected, describe the repairs or corrective actions taken in the text box provided.

During the year were there any repairs or corrective actions taken for manure storage facilities?   - Select - ▼

If Yes, describe the repairs or corrective actions taken:

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                                                         Characters Remaining: 4000
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Select Yes/No for the question "A Sample of drainage was collected and analyzed from leak detection system(s). A map showing the location(S) of sample collection and the analytical results are attached."

Select Yes/No for the question "A sample of drainage could not be collected from leak detection systems(s) because the system was dry during every weekly inspection."

Select Yes/No for the question "Are there existing earthen manure storage facilities on the operation? If Yes, attach a completed Existing Earthen Manure Storage Facility Inspection Report (3020-FM-BWRNSM0030) for each earthen manure storage facility on-site."

Once all on-site storage facilities have been entered, check the box.

Once checking the box, Winter Manure Management module will appear.

The information entered within the "Storage Facility" pop-up, will be displayed on the Winter Manure Management Module.

Select the pencil icon under "Actions" column to enter required information within the table.

Edit Winter Facility   ✕

* Manure Storage Type:	Deep Underbarn Concrete Pit

* Volume of Manure Expected
During Winter Period (gal): [   ] ℹ️

* Freeboard Required as of
December 15 to Implement
NMP (ft): [   ] ℹ️

Example - an operation has a 50-foot diameter circular concrete inground storage facility. The regulatory freeboard for this facility is 6 inches (0.5 ft). The volume of manure generated during the winter period that will be collected in the facility is estimated to be 100,000 gallons. The NMP does not prescribe land application of manure during the winter period (except for emergencies). In order to accommodate the estimated contribution of manure during winter, the freeboard level on December 15 would need to be 7.3 ft, which is determined as follows:

(100,000 gallons / 7.48 gallons/ft^3) / [(∏ x (25 ft)^2) + 0.5 ft regulatory freeboard] = 7.3 ft total

* Actual Freeboard on
December 15 (ft): [   ] ℹ️

[Cancel]   [**Continue**]

Enter in information for Volume of Manure Expected During Winter Period (gal), Freeboard Required as of December 15th to Implement (ft), and Actual Freeboard on December 15th.

"Actual Freeboard on December 15th (ft)" cannot be entered prior to December 15th.

Calculate and report the volume of liquid or semi-solid manure that is expected to be collected by the manure storage facility during the winter period (December 15-February 28) based on the number of animals that contribute manure to the facility and any other process discharge to the facility.

Calculate and report the freeboard necessary on December 15 in the manure storage facility, in feet, to implement the NMP based on the volume of manure that is expected to be collected in the facility during the winter period. Example – an operation has -foot diameter circular concrete inground storage facility. The regulatory freeboard for this operation is 6 inches (0.5 ft). The volume of manure generated during the winter period that will be collected in the facility is estimated to be 100,000 gallons. The NMP does not prescribe land application of manure during the winter period (except for emergencies). In order to accommodate the estimated contribution of manure during winter, the freeboard level on December 15 would need to be 7.3 ft, which is determined as follows:

(100,000 gallons / 7.48 gallons/ft3) / [(π x (25 ft)2) + 0.5 ft regulatory freeboard] = 7.3 ft total
Report the actual freeboard measured in the manure storage facility on December 15.

Required documents can be uploaded by dragging the file from the desktop to the blue upload bar or by selecting Choose File and navigating to the location where the file is saved. Choose a Document Type from the dropdown menu and enter a Short Description of the attachment. The Short Description is optional.

Once all required fields are complete, click Complete Module.

4.8 BMP Inventory Table Module

Select Yes/No for the question "Are there any new structural BMPs installed or ongoing non-structural BMPs implemented during the reporting period?"

If no, click Complete Module. If yes, click Add. Pop-up for BMP Inventory will appear.

Use the drop-down menu to enter in information for BMP Type, BMP Name, Date installed or Implemented, BMP Extent, BMP Units, and Cost Share Entity.

Click continue to add BMP Inventory to report. Repeat the previous step to add all new structural or non-structural BMPs implemented during the reporting period.

Once all required fields are complete, click Complete Module.

4.9 Cover Crop Planted Module

Select Yes or No for the question "Have any cover crops planted on lands owned or under the operational control of the permittee?"

If no, click Complete Module. If yes, click Add. Pop-up for Planted Crop will appear.

Enter in information for Date Planted, Acres, Planting Method, Species/Mixture Type, Fertilizer Type, and Harvested?".

Click continue to add Planted Crop on report. Repeat the previous step to add additional Planted Crop.

If cover crops are planted on lands owned or under the operational control of the permittee, report the cover crops planted.

Date Planted use the drop-down menu to select "early", "late", or "standard".

Enter in the number of acres planted using the specified planting method, species/mixture type, and fertilizer type.

Use the drop-down menu to specify the species/mixture type. Example Ryegrass, oats, legumes, etc.

Use the drop-down Menu to select the fertilizer type used on the cover crop. Example "manure", "biosolids", "other fertilizer", or "none".

Use the drop-down menu to indicate whether the cover crop was harvested.

Click continues to add Planted Crop to the Cover Crop Planted Modules. Repeat the previous step for all planted Cover Crop.

Once all required fields are complete, click Complete Module.

4.10   Operational Changes Module

Select Yes or No for the question "Have any changed occurred during the reporting period regarding production, biosecurity, BMPs, AHUAs, Conservation practices, manure management or manure storage facilities?"

Operation Changes Module ✅ ∧

Have any changes occurred during the reporting period regarding production, biosecurity, BMPs, AHUAs, Conservation practices, manure management or manure storage facilities? ○ Yes ● No

Describe the changes that occurred during the reporting period. Attach additional sheets as necessary?

Characters Remaining: 4000

If no, click Complete Module. If yes, describe the changes that occurred during the reporting period. Attach additional documents as necessary.

Additional documents can be uploaded by dragging the file from the desktop to the blue upload bar or by selecting Choose File and navigating to the location where the file is saved. Choose a Document Type from the dropdown menu and enter a Short Description of the attachment. The Short Description is optional.

Once all required fields are complete, click Complete Module.

5.0   CERTIFICATION AND SUBMISSION

When all report modules are complete, the Sign & Submit button will be enabled at the end of the report. Only users with Account Manager and Certifier security roles are able to sign and submit reports.

CAFO Report (Current Version) | ↗ Expand All

Animal Information Module ✅ ∨

Production Area Discharges Module ✅ ∨

Manure Generation and Use & Nutrient Content of Manure Module ✅ ∨

Land Application of Manure Module ✅ ∨

Liquid and Semi-Solid Manure Storage Facilities & Winter Manure Management Module ✅ ∨

BMP Inventory Table ✅ ∨

Cover Crops Planted Module ✅ ∨

Operation Changes Module ✅ ∨

Sign & Submit

5.0.1 Incomplete Reports

If any required information is missing from the report, a red triangle with an exclamation point will be displayed in the heading of any module(s) with missing information. When the module is opened, the missing information will be shown in red, with a note that the field is required.

You will not be able to sign and submit a report until all module have the green check mark.

5.1 Sign and Submit

Once the entirety of the report is filled out, the account (Account Manager or Certifier) associated with the facility should click the Sign & Submit button.

Sign and Submit Report

All responsible officials(each signatory) is required to do the following:

1 Login to Greenport and launch the CAFO Annual Reporting System.

2 Review this CAFO Annual Report.

3 Sign the completed CAFO Annual Report.

After the report is signed by all responsible officials, you will be able to submit the report.

For All Permittees: I certify under penalty of law that this report was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).

COUNTRY VIEW FAMILY FARMS LLC - Signature

Name of Responsible Official:

Herve, Villechaize

Telephone No.:

717-149-0401

Signature:

Sign Document

Date Signed:

< Back   Submit Report

Review the statements on the Sign and Submit Application screen and click Sign Document. When Sign Document is clicked, an automated email will be sent with a one-time passcode needed to submit the report. You will also be prompted to answer one of your security questions.

Before a Consultant Account Manager can submit a report, the permittee must review and sign the report. Please print a copy of the completed report and provide to the permittee. Permittee must sign the certification section at the end of the report. Once the permittee has signed the Consultant Account Manager should upload the signed report as an attachment in the attachment section (either the full report of the certification page).

After report submission, the status of the report on the dashboard will change to Submitted.

5.2   Printing the Submitted Report

To print a copy of the submitted report, click View Report on the CAFO Report tab, then select the Print Report option located above the reporting modules.

6.0   REGULATORY REVIEW

Permittees may check the status of an Annual Report by logging into their Dashboard.

6.1   Acknowledged Reports

The status of the report will change from Submitted to Acknowledged once the report has been reviewed by DEP. An email will be sent to Regional Resource Accounts and all other users associated when the Annual Report is submitted. DEP staff will Review report. If Status of the Annual Report is acknowledged, no further action is required until the next Annual Report is due.

6.1.2   Acknowledged Reports Auto-Populate

Once a report has been reviewed and Acknowledged by DEP, the data entered for that year's report will be populated within the following report for the next reporting period. The pre-populated data can be edited and deleted. New data can be entered into the report alongside the pre-populated data.

6.2   Returned for Revisions

If the DEP reviewer has comments on the report, the report will be returned for revisions. The status of the report on the Dashboard will be changed to Returned for Revisions. An email will be sent to all users associated with the facility when the status of the report has been changed. All users associated with the facility will receive an email from the DEP reviewer with comments explaining why report revisions are required.

6.2.1   Revising a Submitted Report

When a report is return for revisions, login to GreenPort and open the MS4 Reporting Application. Click the report for the facility that requires revisions. Navigate through the report and make the requested revisions in the appropriate modules. There will be a Corrections Response module at the end of the report. Write your response to the DEP reviewer who sent you the correction notice in the Correction Response module and click Resubmit. Follow the same process as was required to originally submit the report to resubmit.
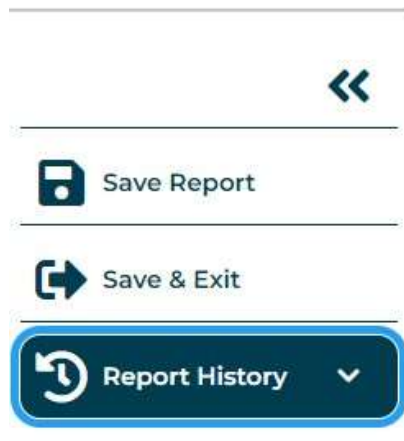
6.2.2 Report Versions

When changes are made to a submitted report, the original report is not lost. A new version of the report is created. To view all report versions, click the Report History icon on the left side of the screen.

After Report History has been selected, the version will display below.

When a report version has been selected, the report will display in a separate window for a read-only view. You are able to Print Previously submitted reports.

7.0 TROUBLESHOOTING

The application may time out if left open and idle for a significant amount of time. Close browser and clear cache.

7.1 GreenPort Questions

For questions on signing up for a GreenPort Account contact the IT Service Desk at 717.787.HELP (717.787.4357). The IT Service Desk is available between the hours 7:30 AM - 5:00 PM Monday - Friday.

7.2.   eReporting Application

For questions on the eReporting application, follow the steps below to submit a ticket.
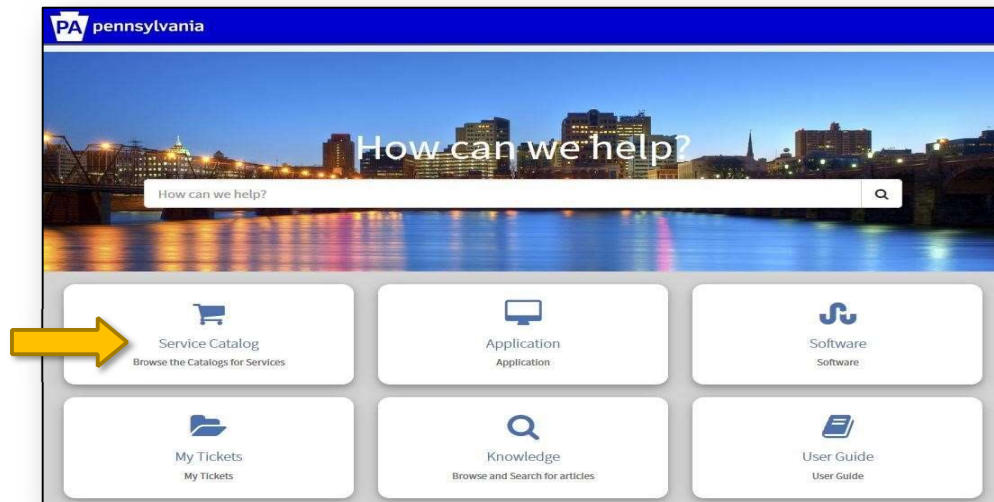
7.2.1 Submitting a Service Now Ticket

For Non CWOPA Users - Call 717.787.HELP (calling the helpdesk will assist in creating a ticket for the end user) OR
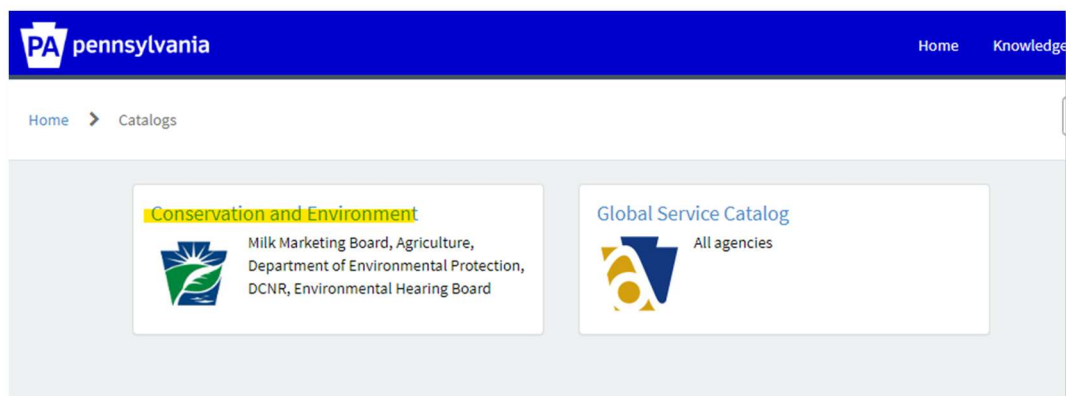
For CWOPA Users - Navigate to https://copaprod.service-now.com/oaportal/ and click 'Service Catalog'

Select 'Conservation and Environment Catalog'

Decide if your ticket is a Request or an Incident – For CAFO tickets, select 'Incident'.

Select the DEP Apps under the Sub Category:

Select the CAFO: Concentrated Animal Feeding Operations under Services:

Enter details in the fields below. Add any attachments necessary. Once all fields are complete click submit.

Once you open the ticket, you'll get a confirmation email with ticket number. Ticket number will begin with IN for an Incident and REQ for a Request. Every time your ticket is updated, you'll get an email with all the details of its current state.

8.0   ACCESSIBILITY

The Commonwealth of Pennsylvania is committed to making our digital content and services accessible to citizens and employees with disabilities. The Commonwealth has two executive orders to address the needs of people with disabilities:

Executive Order 2016-03: Establishing "Employment First" Policy and Increasing Competitive Integrated Employment for Pennsylvanians with a Disability

Executive Order 2019-04: Establishing a "Citizen-First" Government and Promoting Customer Service Transformation

Accessibility is also a key goal in the **Customer Service Transformation initiative** born from Executive Order 2019-04.

We strive to meet the current version of the Web Content Accessibility Guidelines (WCAG), level A & AA, recommended by the World Wide Web Consortium (W3C), the Revised Section 508 Standards and other standards outlined in our **Digital Accessibility Policy (ITP-ACC001)**.

If you would like to provide feedback on the accessibility of our website, call us at +1 717-783-6541. Or send an email to c-alolney@pa.gov .