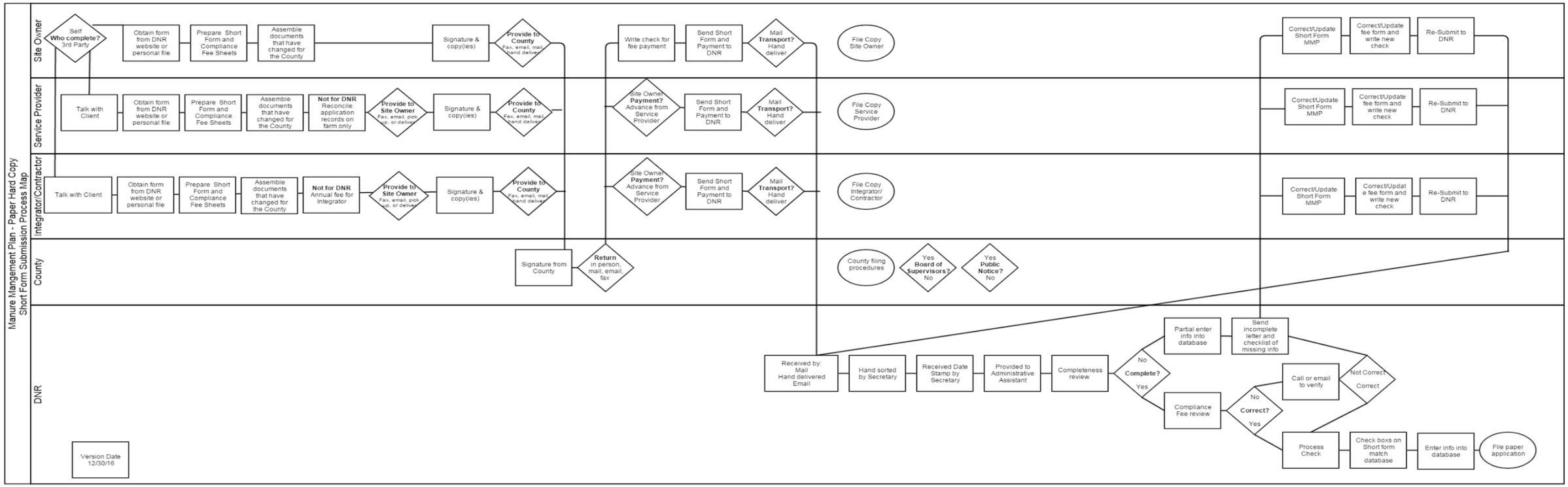
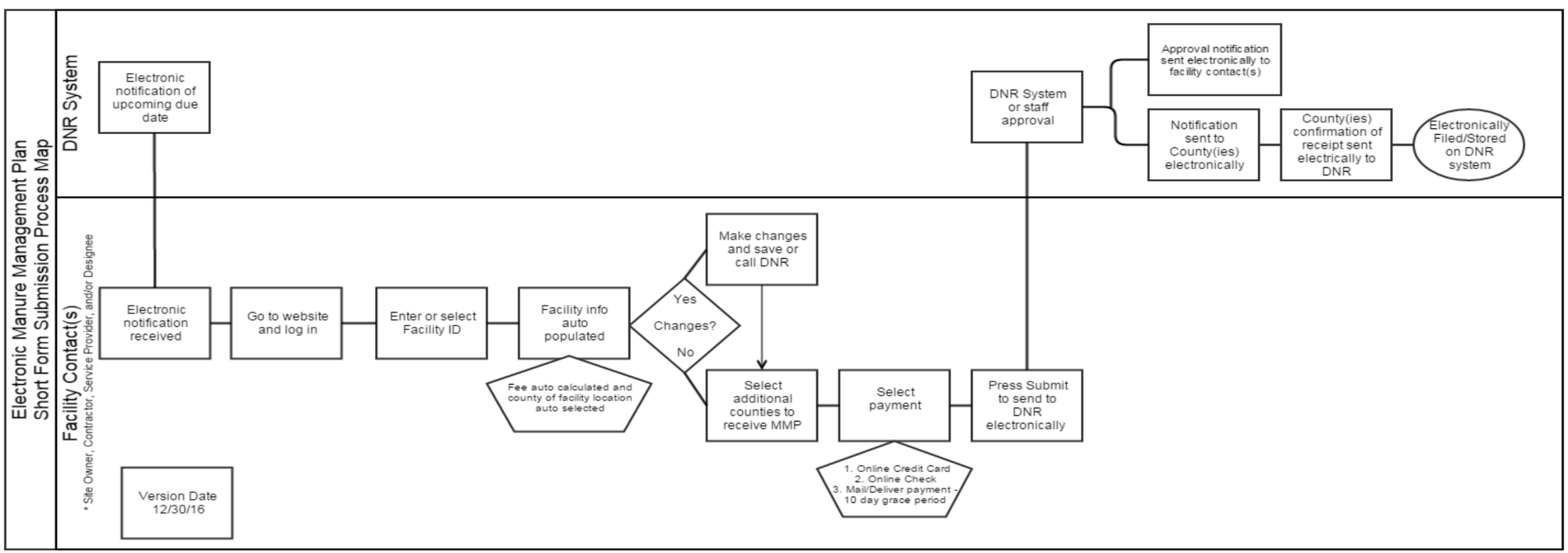

Manure Mangement Plan - Paper Hard Copy
Short Form Submission Process Map
Site Owner
Service Provider
Integrator/Contractor
County
DNR
Self
Who complete?
3rd Party
Obtain form from DNR website or personal file
Prepare Short Form and Compliance Fee Sheets
Assemble documents that have changed for the County
Signature & copy(ies)
Provide to County
Fax, email, mail, hand deliver
Write check for fee payment
Send Short Form and Payment to DNR
Mail Transport?
Hand deliver
File Copy Site Owner
Correct/Update Short Form MMP
Correct/Update fee form and write new check
Re-Submit to DNR
Talk with Client
Not for DNR
Reconcile application records on farm only
Provide to Site Owner
Fax, email, pick up, or deliver
Site Owner Payment?
Advance from Service Provider
File Copy Service Provider
Not for DNR
Annual fee for Integrator
File Copy Integrator/ Contractor
Signature from County
Return
in person, mail, email, fax
County filing procedures
Yes
Board of Supervisors?
No
Yes
Public Notice?
No
Received by:
Mail
Hand delivered
Email
Hand sorted by Secretary
Received Date Stamp by Secretary
Provided to Administrative Assistant
Completeness review
Complete?
No
Yes
Partial enter info into database
Send incomplete letter and checklist of missing info
Compliance Fee review
Correct?
No
Yes
Call or email to verify
Not Correct
Correct
Process Check
Check boxs on Short form match database
Enter info into database
File paper application
Version Date
12/30/16


Electronic Manure Management Plan
Short Form Submission Process Map
DNR System
Facility Contact(s)
* Site Owner, Contractor, Service Provider, and/or Designee
Electronic notification of upcoming due date
Electronic notification received
Go to website and log in
Enter or select Facility ID
Facility info auto populated
Fee auto calculated and county of facility location auto selected
Yes
Changes?
No
Make changes and save or call DNR
Select additional counties to receive MMP
Select payment
1. Online Credit Card
2. Online Check
3. Mail/Deliver payment - 10 day grace period
Press Submit to send to DNR electronically
DNR System or staff approval
Approval notification sent electronically to facility contact(s)
Notification sent to County(ies) electronically
County(ies) confirmation of receipt sent electrically to DNR
Electronically Filed/Stored on DNR system
Version Date
12/30/16